Community Volunteer Manager

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We’re looking for an experienced part-time Community Volunteer Manager to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK’s national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

Art UK’s Capacity Building programme

Art UK is looking to improve its financial resilience and sustainability by increasing regular funding and diversifying our income sources, supported by increased staffing capacity and external consultancy. Funded by The National Lottery Heritage Fund, this two-year community volunteering programme will grow and diversify the number of volunteers who support Art UK’s activities and the ways in which they support us.

Our ambition is that this programme of activity will enable Art UK to become more resilient and adaptable, particularly to changes in funding, and be better able to provide a high-quality experience that meets our users’ needs. In return, we hope to provide opportunities to a wider range of people to engage with heritage, learn new skills and contribute in meaningful ways which support their wellbeing.

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About You

As the Community Volunteer Manager, you will be responsible for developing, managing, and growing an interactive, online Tagger community and a network of online Collection Research Volunteers. You will develop and deliver in-person Tagging volunteer events, to be tested and evaluated in Stoke-on-Trent. You will promote inclusive, accessible volunteer opportunities to a wide range of people. You will work within Art UK’s Community Engagement team, reporting to the Director of Community Engagement.

You will enjoy working with people and be a good communicator. You will be well organised, determined, and full of initiative. You will be interested in art and heritage collections, and be excited about working in a digital organisation that is transforming access to UK art collections.

Key Responsibilities

- Recruitment, management and maintenance of a virtual Tagger community
- Development and delivery of in-person Tagging events in Stoke-on-Trent
- Manage a dedicated monthly Tagger newsletter
- Develop and run Tagging campaigns and Tagathons
- Run online Q&A sessions and webinars for the Tagger community
- Recruitment, training and management of a network of Volunteer Collection Researchers, and allocation of tasks for the volunteers
- Promote accessible and inclusive, online and in-person micro-volunteering opportunities to a wide range of people
- Maintain active and accurate records of volunteers and volunteering enquiries
- Create reports on Art UK volunteering, as necessary, for funders and other stakeholders
- Take part in and contribute to internal and external meetings, training, conferences, and review sessions, as required

Necessary Skills

- Essential: First-class written and spoken communication skills, and the confidence to engage and work effectively with a range of people including the public, volunteers, community groups and Art UK colleagues
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time and on budget
- Essential: Exceptional time management and organisational skills
- Essential: Ability to work both independently and as part of a team
- Essential: Excellent IT skills
- Essential: High level of attention to detail
- Desirable: Experience of recruiting, training and managing volunteers
- Desirable: Budget management experience
- Desirable: Active interest in the visual arts and awareness of UK art collections

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Contract terms
- 0.8 FTE (4 days a week)
- Fixed-term post, for 2 years
- Salary £29,000 per annum pro rata
- Three-month probationary period
- One-month termination clause
- Based in Art UK’s Stoke-on-Trent office

Benefits
- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year’s Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave
- Employee Assistance Programme
- Monthly wellbeing hour
- Trained Mental Health First Aider’s
- Regular staff socials, both virtual and in-person
- Eye tests paid for up to £35, glasses subsidised up to £30

Application
Please visit our website to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by 9am on Monday 11th March 2024. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org. Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on Monday 25th March 2024. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.

About The National Lottery Heritage Fund
As the largest dedicated funder of the UK’s heritage, The National Lottery Heritage Fund’s vision is for heritage to be valued, cared for and sustained for everyone, now and in the future as set out in the strategic plan, Heritage 2033.
Over the next ten years, The Heritage Fund aims to invest £3.6 billion raised for good causes by National Lottery players to bring about benefits for people, places and the natural environment.

The Heritage Fund helps protect, transform and share the things from the past that people care about, from popular museums and historic places, our natural environment and fragile species, to the languages and cultural traditions that celebrate who we are.

The Heritage Fund is passionate about heritage and committed to driving innovation and collaboration to make a positive difference to people’s lives today, while leaving a lasting legacy for future generations to enjoy.

Follow @HeritageFundUK on Twitter, Facebook and Instagram and use #NationalLotteryHeritageFund www.heritagefund.org.uk