



## **Creative Volunteer Coordinator (pt)**

**28 hours per week**

**£23,896 pro-rata**

### **Overview**

ReMode is a not-for-profit community interest company. Our purpose is to work with our communities to share creative solutions to the environmental impacts of the fashion and textiles industry. We operate a shop and creative hub on Paisley High Street from where we run our extensive education, events and outreach programme.

Information about current and past projects is available on the [about](#) page of our website and also our [news and blog](#) pages.

### **Background to Volunteer Programme**

Our volunteer programme has evolved and expanded over the past 3 years. We currently have 45 volunteers who are an integral and vital part of the ReMode community.

There are two main strands to our volunteer programme –

- **Creative mending & upcycling volunteers** - an informal group who meet for weekly sessions to learn and share skills to transform unwanted garments and textiles into stock for our shop. Volunteers are given freedom to input their own ideas into each theme, leading to a varied and dynamic range of products where each maker's own skills and style are recognised, but ultimately the garments and accessories created also work together as a cohesive collection.
- **Event volunteers** - an informal team of individuals who help plan and realise events, pop-ups and outreach activities, representing ReMode as ambassadors for our work.

### **Purpose of post**

We are looking for a friendly Creative Volunteer Coordinator who will be the welcoming face of Volunteering at ReMode and who will work closely with ReMode's Creative Director to continue to develop the volunteer programme as an integral part of what we do.

This post is part-funded by the Volunteering Support Fund who are supporting a project to help us diversify our team and ensure our volunteers represent the community in which we work. The new Creative Volunteer Coordinator will be expected to undertake outreach to fulfill the aims of this project.

# Key Duties and Responsibilities

## MANAGING THE VOLUNTEER PROGRAMME

- Recruitment of volunteers through outreach activities and by communicating volunteering opportunities through networking with partner agencies and sharing through digital /social media platforms.
- Management and supervision of all volunteers, including induction procedures, writing job descriptions & agreements.
- Devising and delivering a creative programme of activities and training for volunteers that
  - generates stock to be sold in the ReMode shop
  - enhances volunteer's understanding of sustainability and the circular economy
  - improves the practical and technical skills of individual volunteers
  - provides a sociable, inclusive and rewarding environment for the whole volunteer team
- Participating in project planning along with the Creative Director and Project Manager, in order to integrate volunteer contribution into the wider programme.
- Maintenance of appropriate records regarding volunteer participation and activity, in line with requirements of our funders and in reference to ReMode Renfrewshire's privacy policy.
- Contribute to written reports for funders and ReMode Renfrewshire board members as required.
- Manage the volunteer expenses budget.

## OUTREACH

- Attend networking opportunities specific to the development of the volunteer programme.
- Support the Creative Director in delivery of ReMode's outreach activities
- Staff pop-up stalls, sharing information about ReMode to the general public
- Deliver talks about ReMode's volunteer programme and deliver outreach workshops as required.

## **PRODUCT DEVELOPMENT**

- In line with ReMode's overall Marketing, Development and Project plans, develop products to be made by volunteers, sold in the shop and created within ReMode workshops using the fabrics and other materials of ReMode's stock of discards.

## **OTHER**

- Undertake training as required to enhance work related skills.
  - Assist with staffing of ReMode events as required.
  - Any other reasonable task to support the running of ReMode activities.
  - Comply with ReMode policies on Health & Safety and Child protection.
  - Support ReMode's ethos of commitment to sustainability and the circular economy.
- 

## **Person specification**

### **Essential skills**

- Strong design and garment construction practice.
- High level of ability to respond creatively to research themes.
- Experience of running hands-on creative workshops.
- Excellent interpersonal skills, and experience of working with different groups of people.
- Excellent written & verbal communication skills.
- Demonstrable understanding of volunteering, either through personal experience of working as a volunteer or of managing volunteers.

### **Desirable**

- Experience of managing volunteers.
- Volunteer Management Training.

- Good understanding of the environmental issues surrounding sustainable clothing.
- Knowledge of voluntary & community organisations and networks in Renfrewshire.
- Driving license and access to a car
- Knowledge of the voluntary sector in Paisley and Renfrewshire

## **JOB DETAILS**

**Hours:** 28 hours per week, usually worked Tuesday to Friday during shop opening hours. Some evening and weekend work will be required as per the needs of the programme.

**Salary** £23,896 pro rata plus employer's pension contribution of 3%

**Place of work:** ReMode, 43b High Street, Paisley, PA1 2AH.

**Reporting to:** Creative Director

**Term of employment:** Initial contract will run until the end of March 2023 (*subject to completion of a 3-month probation period*).

This is in line with all staff contracts at ReMode. Renewal is subject to the outcome of funding applications currently in the pipeline, although it should be noted that a high percentage of the salary for this role is already in place for 2023/24.

**Start date:** Ideally by Friday 19<sup>th</sup> August, to allow cross over with current post-holder

### **Application process:**

Please submit a CV and covering letter outlining your relevant skills and experience and stating why you believe you are the best candidate for this role. Email in PDF format to

[hello@remodeyouth.org](mailto:hello@remodeyouth.org) by **Tuesday 12<sup>th</sup> July at 5pm**