

Volunteer Development Manager

20 hours per week | Fixed-term until 31st March 2027

Dear Applicant

Thank you for your interest in joining the team at Birnam Arts.

This is an exciting opportunity to play a key role in one of Scotland's most vibrant community arts organisations.

Over the past two years, Birnam Arts has invested significantly in developing its volunteer programme. We now have a team of 55 volunteers who make an enormous contribution to every aspect of our work – welcoming visitors, supporting exhibitions and events, helping behind the scenes and strengthening our connection with the wider community.

We are now looking for someone to build on these strong foundations. This is a people-centred role, supporting and developing our existing volunteers while helping us grow and diversify the programme so that even more people can become part of the Birnam Arts community.

Birnam Arts itself is also going through a period of transition. As a community-owned arts centre, we are continuing to strengthen our financial sustainability, develop new partnerships and build an organisation that is resilient, creative and deeply rooted in the community of Dunkeld and Birnam.

Funding for this post has been secured through Awards for All until 31 March 2027. We believe volunteer development is fundamental to the future of Birnam Arts and will be seeking funding and other opportunities to support this important role beyond the current funding period.

If you are passionate about working with people, building relationships and helping volunteers thrive, we would be delighted to hear from you.

To apply, please send your CV and a covering letter explaining why you are interested in the role and how your experience matches the person specification to admin@birnamarts.com

Closing date: Midday, Tuesday 25 August

Interviews: Tuesday, 1 September, in person at Birnam Arts.

Thank you for your interest in Birnam Arts. We look forward to receiving your application.

Sally Robertson, Head of Transition, Birnam Arts Management Team

Creative Inspiring Different

Birnam Arts, Station Road, Birnam, Dunkeld, Perthshire PH8 0DS

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Birnam Arts is a Scottish Guarantee Company (Company No. SC402171)

Registered as a Scottish Charity under Charity No. SC024975

Volunteer Development Manager

Job Description and Person Specification

Location:	Birnam Arts, Dunkeld & Birnam
Contract:	Fixed-term to 31 st March 2027
Hours:	20 hours per week
Salary:	£15,600 pa (£31,200 pa full-time equivalent)
Responsible to:	Head of Transition
Working closely with:	Head of Experience; Head of Operations; Centre Operations Team; Volunteers

Purpose of the Role

This is a key role responsible for the development, coordination and support of volunteers across Birnam Arts.

The postholder will:

- Build and develop Birnam Arts volunteer programme
- Recruit, support and retain a diverse and engaged volunteer community training, guidance and ongoing support to volunteers
- Work across the organisation to ensure volunteers are well integrated into all areas of activity
- Contribute to a welcoming, inclusive and community-focused environment

The role is central to strengthening community connection, supporting delivery across the organisation and enhancing the overall visitor and participant experience.

Job Description

1: Volunteer Programme Development

- Continue to develop and implement a structured volunteer programme in line with organisational priorities
- Build on existing provision to expand volunteer numbers and diversity
- Establish clear roles, pathways and expectations for volunteers
- Align volunteer activity with areas including: front of house / reception; events and stewarding; exhibitions and community activity

2. Recruitment & Engagement

- Lead recruitment of volunteers through: local networks; partner organisations; platforms such as “Be the Change PK”
- Promote volunteering opportunities across the community
- Develop relationships with schools, colleges and community groups
- Encourage participation from a wide range of backgrounds

3. Training, Support & Retention

- Design and deliver induction and training for volunteers
 - Provide ongoing support, supervision and encouragement
 - Ensure volunteers feel valued, supported and able to contribute effectively
 - Facilitate opportunities for feedback and development
 - Organise volunteer gatherings and recognition activity
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4. Coordination & Systems

- Coordinate volunteer rotas and deployment across the organisation
 - Maintain accurate records of volunteers, roles and activity
 - Develop clear communication systems and processes
 - Ensure volunteers are appropriately briefed for roles and events
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5. Safeguarding, Wellbeing & Good Practice

- Ensure appropriate safeguarding, training and compliance processes are in place
 - Promote good practice in volunteer management
 - Support a positive, inclusive and respectful environment
 - Contribute to wellbeing and support for volunteers
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6. Collaboration Across the Organisation

- Work closely with Centre Operations and Experience teams to match volunteers to roles
 - Support staff in effectively working with volunteers
 - Ensure a joined-up approach to volunteer involvement across all areas
 - Contribute to the smooth delivery of events and activities
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Ways of Working

- This is a people-focused role with a strong emphasis on relationship-building and support
 - The role requires flexibility, including occasional evening and weekend working
 - The postholder will work both independently and collaboratively across the organisation
 - The role is central to building a positive and inclusive organisational culture
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Person Specification

Essential Experience

- Experience of recruiting, supporting or coordinating volunteers
 - Experience of working with individuals or groups in a supportive or developmental context
 - Experience of organising activities, training or programmes
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Essential Skills & Attributes

- Excellent interpersonal and communication skills
 - Ability to build relationships and engage a wide range of people
 - Strong organisational and coordination skills
 - Ability to support, encourage and develop others
 - Ability to work independently and use initiative
 - Confident user of Microsoft Office and other digital systems, with the ability to maintain accurate records and communicate effectively using email and online platforms.
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Desirable Experience

- Experience in the arts, community or third sector
 - Experience delivering training or facilitation
 - Understanding of safeguarding and volunteer good practice
 - Experience working with diverse communities
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Personal Qualities

- Empathetic and people-focused
- Positive and encouraging
- Organised and reliable
- Flexible and adaptable
- Committed to inclusion and community engagement

