

## **Job role**

Volunteering Officer – Young Quilters (YQ)

This is a one-year fixed term contract, which may be extended.

Based in York

## **Description**

This is a volunteer management role which supports the organisation's Young Quilter programme.

The Quilters' Guild is the national organisation for people involved in patchwork and quilting. We are an educational charity and work with people of all skill levels and ages.

We have a Young Quilter (YQ) section, which provides free sewing and quilting education to young people aged 5 to 18. Our network of voluntary Young Quilter Representatives operate in most of our 17 regions nationwide. The volunteers introduce young people to sewing and quilting and encourage the development of their creative skills. We also provide virtual support to YQs and teachers for example, providing a range of sewing related video workshops. We recently achieved Arts Mark Provider recognition. We are keen to expand our links with children through support to teachers/schools and to raise awareness of this free opportunity with parents in order to increase the diversity of our members.

We have a small central staff team based in York, supported by hundreds of volunteers across the UK.

## **About the role:**

As an educational role, this requires someone who is able to manage and support a team of volunteers in order to promote textile related educational services to young people between the ages of 5 and 18. We are looking for a motivated self-starter who has excellent people skills and who will own the Volunteering - YQ function.

The role requires the Volunteering Officer - YQ to work cooperatively with the part time Volunteering Officer – Adults to ensure that volunteers are appropriately supported.

## **Key Duties include:**

- To induct, develop and support volunteers, spreading good practice in working with young people and supporting the volunteers in developing and expanding the work they do with young people in their region.
- To communicate with young people including via our quarterly e-newsletter.
- To support attendance and participation at national events and sewing competitions.
- Ensure our policies and procedures are fit for purpose.
- Develop and maintain links with funders and other stakeholders to build networks in the textile community and enhance the offering to young members.

There is a volunteer National Young Quilter Officer who is available to support your work with the volunteers.

## **General**

This post is mainly home/office-based but will include a certain amount of lifting and carrying, particularly when attending the exhibition Festival of Quilts and the AGM/Conference.

We have a fairly flat structure and the post-holder is responsible to the Chief Executive.

## **About you**

### **Essential skills needed:**

- Patient, tactful and supportive with a confident, friendly and outgoing personality
- Excellent written and verbal communication skills
- Experience of working with children and / or young people in an educational setting – understanding of school Key Stages would be an advantage
- Experience of working with volunteers and developing and delivering training
- Experience of project development, ability to work on own initiative with strong organisational and problem-solving skills
- Experienced in using Microsoft Office programs and an understanding of web-based communications
- Experience in education and / or textiles
- Creative thinker with an interest in contemporary creative textiles
- Ability to travel across the UK and spend time away from home occasionally
- Willing to undertake an enhanced DBS check

### **Desirable skills:**

- Experience of successful fundraising for projects
- Experience of developing web content
- Clean driving licence and car to use for work
- Qualifications in education and / or textiles

## **Benefits and working hours**

This is a one-year fixed term contract, which may be extended.

This post is 15 hours per week (Monday-Friday) between the hours of 9am and 5pm. Homeworking is available within travelling distance of York.

Holiday: 20 days plus Bank Holidays pro-rata, with an additional three days between Christmas and New Year during office closure. The holiday entitlement rises to 22 days after two full years' service.

**For an application form and Job Description, please email Lindsey Park via [pa@quiltersguild.org.uk](mailto:pa@quiltersguild.org.uk)**