

## **Swamp Circus Trust Limited**

### **Project Manager/Volunteer Co-ordinator**

#### **Person Specification**

##### **Background.**

Swamp Circus is England's longest serving Contemporary Circus Company. Over the last 22 years its artists have engaged in exciting high profile performances including performing between programmes on the BBC, Performing at Theatres including The National Theatre, and locally at Sheffield's Crucible Theatre. Alongside producing and performing, the charitable arm of the company has a long history in developing innovative community circus theatre projects.

Swamp Circus Trust Limited is the charitable arm of the company. Swamp Circus Trust Limited has been going through some dramatic changes over recent years. It now operates nationally with bases in both Cornwall and Yorkshire

Swamp Circus Trust Limited is looking for a dynamic individual with a proven track record in managing people and a strong interest in the arts and community development values to manage our volunteer programme and to co-ordinate their activities.

The qualities, skills and experience outlined below will be assessed in a number of ways, including via application form, interview, presentation, testing and the taking up of references.

##### **Qualifications:**

###### **Desirable:**

- Relevant professional qualification.

###### **Experience:**

###### **Essential:**

- Proven experience of supervising staff or volunteers.
- Experience of setting up and running effective monitoring and documenting systems.
- Experience of managing budgets.

###### **Desirable:**

- Experience of working in a voluntary sector community enterprise or not for profit setting.

- Experience of working in an arts context
- Experience of working with young people
- Proven success in writing bids and procuring funding from a variety of sources.
- Personal experience of volunteering
- Experience of project management
- Experience of obtaining funding from external sources, charitable trusts etc.

## **Understanding:**

### **Essential:**

- A commitment to and a clear understanding of the role of volunteers within an organisation.
- Working knowledge and understanding of issues relating to Equal Opportunities and Diversity.
- Working knowledge of current funding sources, regimes and requirements
- Understanding of the need for and practical application of Quality Assurance.

### **Desirable:**

- A commitment to and a clear understanding of the role that the arts play in community and economic regeneration.
- An understanding of the position of contemporary circus in the current national arts environment.
- Specific knowledge and understanding of issues relating to barriers to volunteers.

## **Skills:**

### **Essential:**

- Well developed communication (verbal and written) and interpersonal skills
- Excellent administration skills
- Knowledge and ability to utilise information technology including word-processing skills, email and internet use
- Demonstrated ability to manage a budget.
- Ability to present and promote the work of the organisation both formally and informally.
- Ability to manage own time effectively, prioritise tasks and meet deadlines
- Personnel skills – inspiring, supporting and developing others.

- Ability to liaise, network and work in partnership with other professionals, agencies and organisations.
- Ability to enthuse partners about the impact and effectiveness of the arts.
- Ability to work independently and use own initiative
- Ability to cope with a demanding and varied workload
- Willingness to work flexible hours when required to meet work demands.

**Desirable:**

- An arts or human resources qualification
- Ability to demonstrate continuous improvement and self development.
- Ability to analyse data and information in order to produce reports etc. and disseminate in a readable format.
- Full, clean driving licence and access to a car.

**Values and attitudes:**

**Essential:**

- A demonstrated commitment to equal opportunities and anti – oppressive practice.
- A willingness to learn and develop and a commitment to ongoing training and professional development.
- A positive, optimistic nature.
- A flexible approach
- Honesty and trustworthiness
- Willingness to work as part of a team
- Committed to confidentiality