

**Position:** Volunteer Programme Officer (Tal-Kultura Volunteer Programme)

**Contract Period:** Jun 2016 - Dec 2018

### **Job Description**

In 2018, Valletta will hold the title of European Capital of Culture. In the lead up to this year, SOS Malta and the Valletta 2018 Foundation have created a nationwide volunteering programme to involve citizens more fully in ensuring the 2018 cultural calendar is a success. This programme seeks to mobilise volunteers to engage in the Valletta 2018 cultural programme through a fun and enthusiastic brand. The initiative shall contribute to a lasting legacy of volunteerism in Malta which will, in turn, make volunteerism more central to the national cultural policy and programming. 2018 is just around the corner so we are acting fast trying to identify a committed, dynamic and experienced Programme Officer to help the SOS Malta team to ensure the success of this volunteering scheme that will be branded Tal-Kultura.

The Programme Officer will be working under the guidance of the Programme Manager to carry out the following tasks:

### **Assisting in Developing Frameworks, Policies and Procedures**

- Assisting in developing the framework of and ensuring successful implementation of the volunteer programme Tal-Kultura;
- Assisting in researching and writing volunteer policies and procedures.

### **Communication, Relationship Building and Marketing**

- Relationship building and networking with communities, organisations, sponsors and potential volunteers;
- Assisting in the organisation of profile-raising events, activities or initiatives to train and attract new volunteers;
- Website and social media administration in relation to Tal-Kultura including the development of social media as a tool for marketing.

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### **Assisting with Volunteer Management**

- Assisting the Programme Manager with the recruitment, organisation of training, monitoring, supporting, motivating and accrediting volunteers and their work;
- This would also involve working during various events and programmes under the Valletta 2018 Cultural Programme

### **Project Administration**

- Attending committees and meetings as required by the role;
- Minute taking of meetings attended and conducted and any reporting thereafter;
- Assisting in writing funding bids and fundraising to develop Tal-Kultura;
- Report writing for donors;
- Regular updating of the volunteer database

### **Experience Required**

#### **Essential**

- Experience of working within the voluntary sector
- Understanding and appreciation of the arts and the culture sector;
- Good verbal and written communication skills including report writing and media work
- Ability to communicate fluently in English and Maltese;
- Project administration experience including experience of report writing and communications
- Good IT skills;
- Driving License.

#### **Desirable**

- Bachelors degree in relevant field;
- Experience of working within cultural institutions or the arts;

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- Working within volunteer structures;
- Experience of fundraising;
- Knowledge of European languages;
- Knowledge and experience in communications and marketing.

### Contract and Salary

- This post is on a fixed term contract of two years and 6 months . This is a full time post with 40hours per week expected. However, the nature of the post will require working flexible hours (evenings and weekends) especially during 2018 as required by events and activities;
- The salary offered will be commensurate with the experience and qualifications of the person employed.
- This person will be recruited and managed by SOS Malta, and in particular the Tal-Kultura Programme Manager and will form part of the SOS Malta team. This person will be expected to work closely with the Valletta 2018 team.
- This programme is being organised and implemented by SOS Malta.

### Application

- Please send a covering letter setting out how you fulfill the needs of the role together with your CV to JD Farrugia at [talkultura@valletta2018.org](mailto:talkultura@valletta2018.org) or by post to JD Farrugia, SOS Malta, 10 Triq il-Ward, Santa Venera, SVR 1640.
- Deadline for applications is Friday 17th June 2016 at noon.

### Contact details

JD Farrugia  
SOS Malta, 10 Triq il-Ward, Santa Venera, SVR 1640  
Tel: 21244123  
Email: [talkultura@valletta2018.org](mailto:talkultura@valletta2018.org)

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