



**Position:** Volunteers Manager (Valletta 2018 – Tal-Kultura)

**Contract Period:** Dec 2015-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 will be managing a nationwide volunteering programme for the Valletta 2018 Foundation 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. The year 2018 is just around the corner so we are acting fast trying to identify a committed, dynamic and experienced volunteer manager to head a team responsible for ensuring the success of this volunteering scheme that will be branded “Tal-Kultura”.

The Volunteers Manager will be responsible for the following tasks:

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

- Developing the framework of and ensuring successful implementation of the volunteer programme „Tal-Kultura“;
- Researching and writing volunteer policies and procedures, including risk assessments, codes of conduct, code of ethics etc.

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

- Relationship building and networking with communities, organisations, sponsors and potential volunteers;
- Organising profile-raising events, activities or initiatives to train and attract new volunteers;
- Liaising with multiple agencies/businesses/organisations across different sectors in order to establish good working relationships to influence decisions about volunteering;
- Website and social media administration in relation to „Tal-Kultura“ including to develop social media as a tool for marketing.

## **Volunteer Management**

- Generating/implementing appropriate volunteering opportunities/placements and role descriptions based on the needs of the Valletta 2018 Foundation;
- Recruiting, training, management and retention of volunteers.
- Monitoring, supporting, motivating and accrediting volunteers and their work;
- Celebrating volunteering by nominating volunteers for awards and organisation of celebration events.

## **Project Administration and Management**

- Attending committees and meetings as required by the role;
- Minute taking of meetings attended and conducted and any reporting thereafter;
- Generating income, writing funding bids and fundraising to develop „Tal-Kultura“;
- Report writing for donors;
- ☐ Developing a monitoring framework for the programme and ensuring all appropriate monitoring and evaluating of activities related to „Tal-Kultura'.
- ☐ Line management of volunteer team

## **Experience Required**

### **Essential Experience**

- Experience of managing volunteers or similar structure;
- Understanding and appreciation of the arts and the cultural sector;
- Good verbal and written communication skills;
- Ability to communicate fluently in English, Maltese and preferably another European language;
- Project administration experience;
- Good IT skills;
- Driving License.

### **Desirable Experience**

- Bachelors degree in relevant field;
- Experience of working within cultural institutions or with the arts;
- Experience of setting up 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 three years and 2 months. This is a full time post with 40 hours 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 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 [lorna.muscat@sosmalta.org](mailto:lorna.muscat@sosmalta.org) or by post to SOS Malta, 10 Triq il-Ward, Santa Venera, SVR 1640
- ☐ Deadline for applications is Monday 2<sup>nd</sup> November at noon

### **Contact details**

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