

STORYHOUSE

so
incredible.

**Volunteer
Coordinator
Recruitment
Pack**



Antigone, 2021, Mark
McNulty



Storyhouse, 2017, Becci Lane

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Welcome from the CEO

Storyhouse is one of the UK's foremost cultural charities; its home in Chester incorporates a library, theatres, and a cinema. It is also an acclaimed theatre producer and runs the country's most successful regional open-air theatre in the city's Grosvenor Park, as well as the innovative Moonlight Flicks open-air cinema each year.

Storyhouse plays an important part of cultural life in Chester and continues to be a beacon of inspiration for many other cities and towns for the role it has played in social and economic regeneration, its successful and unique integration of world-class theatre, cinema, and library facilities, as well as its bold, exciting, diverse, and award-winning programming.

It is also a great place to work. We offer a flexible and supportive working environment, value experience as well as skills and qualifications, and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

We hope you decide to join us,

Annabel





Chester Disability Pride Parade, 2023, Mark McNulty

Our Story

You can find a bit about who we are on our [website](#), discover more about our innovative home and how it came to be in [this case study](#) by Arts Council England, or read about our renowned library in this [blog](#) by the DCMS's library team.

Above all, Storyhouse is a creative community. As a diverse cultural organisation, our home is one of the country's most successful cultural buildings housing a cinema, theatres and a library. Last year we welcomed 735,000 people through our doors. We are both a community hub and combined arts producer.

Our library attracts international recognition, known for its seamless integration, and boasts the longest opening hours of any UK public library.

In 2022, we supported 5,465 young people to connect and create, ran 200 free rhyme-time sessions, created 499 magical performances indoors and outdoors, sold 101,461 theatre tickets and hosted a total of 1,031 cinema screenings.

Visits are roughly split into thirds between event attendances, library users, and wider participation. We enjoyed the support of over 14k volunteer hours and 1,328 different individuals were involved in making and supporting our work.

Grosvenor Park Open Air Theatre, which we founded in 2010, is the UK's largest regional open-air theatre, welcoming over 25,000 every summer.



This House is Your House

We've become a vital part of the region's cultural landscape and a place of safety and support for the community - especially for young people, giving them a space where they can reimagine their place in the world.

Over 40 community groups use us as a base for creative activity each month, including LGBTQIA+ and disability groups, refugee integration activities, mental health support sessions, and groups combatting social exclusion by age.

We work extensively with young people and provide a range of different programmes, from youth theatre and our young company, to young leaders, young programmers, and our many schools and education programmes. Throughout our work we collaborate with local partners throughout to ensure we are reaching the people that would usually have the least opportunity to participate.

Across everything we do, we work to give people the power to build their own creative communities through inspiring stories and shared creative experiences: [this house is your house](#).

As we blend theatre, library, restaurant and cinema services, we share inspiring stories and stage creative events which empower people to nurture their creativity and bring together communities. Through our work, we hope to build a more connected, inclusive and creative community network.

The more open we are to the true and rich diversity of our communities, the more vividly we fulfil our purpose. More engagement from more of our communities will make more of Storyhouse.

We are committed to creating a team which is representative of our communities and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



A Midsummer Night's Dream, 2023, Mark McNulty

Our Strategy...

Storyhouse is about to enter an exciting new phase in our evolution as we look to develop our programmes, based on a new strategic plan, to deliver world class arts and meet community needs.

Our Vision:

Here at Storyhouse, culture is owned by everyone.

Our Mission:

We work every day to be a creative home for our communities.

Our Values:

LISTEN CLOSELY.

True empathy takes effort. So we work hard to understand different points of view.

LOOK AROUND.

Opportunities can be spotted by anyone, anywhere, at anytime. So we always have our eyes, ears and minds wide open.

SPEAK UP.

Not everyone's stories have been told. So we use our voices to amplify those that haven't been heard.

STAND UP.

Debate and discussion make things better for us all. So we don't shy away from a challenge.

REACH OUT.

Diverse perspectives solve the hardest problems and make the best decisions. So we seek them out, and invite them in.



A Midsummer Night's Dream, 2023,
Mark McNulty



Our Resources

Storyhouse is a medium-sized charity with approximately 140 staff and a gross revenue of over £6 million per year. The charity is financially stable, with a number of steady revenue streams, including a 20-year lease and contract for services with the local authority (Cheshire West and Chester) and NPO funding from Arts Council England for 2023 to 2026. Revenue from commercial activities is also essential to the charity's financial stability, and over 57% of its revenue is earned.

Storyhouse runs two wholly owned commercial trading subsidiaries: Storyhouse Production Company Limited - creating and staging Storyhouse Originals theatre productions - and Storyhouse Catering Company Limited - providing a range of catering, retail, cinema, receiving theatre and commercial services.

Despite our financial stability, like all other charities our resources are being eroded by rising costs caused by inflation and higher energy prices, and as a result of the continued cost of living crisis, demand for free-to-access services (such as warm spaces) is increasing.

Our Building

The original parts of Storyhouse were constructed as an art deco Odeon cinema in 1936, and have been restored, extended and renovated into a library, two state of the art theatres, a cinema, restaurant, and two bars.

The larger theatre is an 800-seat proscenium arch stage. With state-of-the-art facilities, its auditorium spreads across three tiers: stalls, circle and gallery. This same theatre converts into a 500-seat thrust stage (with the audience wrapping around three sides of the stage). In this format, the auditorium spreads across two tiers, with intimate seating putting the audience right in amongst the action.

On top of the building sits the Garret Theatre and Bar. This 150-seat black-box theatre is a flexible, fully-equipped performance, rehearsal, or workshop space. It is designed to be full of work made by local creative companies, individuals, and community groups, as well as a space we hire to companies and individuals.

The 100-seat boutique cinema is designed to honour the original Odeon's history as a cinema in 1936. With red velvet, soft, sunken seating, it is a beautiful event space.

The library spreads right through the building, with a dedicated family-friendly area (with wet play, storytelling room, and arts and crafts) in The Den and extensive book-stocks covering the walls throughout Storyhouse offering opportunities for studying, learning, and research.



The Role

At Storyhouse, we are lucky enough to have over 180 volunteers. They are integral to our day-to-day operation and are the face of our visitor experience and support our teams across the organisation.

The purpose of this role is to provide coordination of all volunteer activity across the organisation and to support the Head of People with the ongoing management and future development of the volunteer programme.

You will form part of the People Team, which also focuses on Human Resources and Payroll.

You will be proactive in ensuring we have a diverse volunteer programme that is embedded across Storyhouse and is provided as a vital service to our communities.



Role and Responsibilities

Administration

- Coordinate our 180+ volunteers, including maintenance of our systems, training records, and rota management.
- Work with all departments to ensure volunteers are integrated and well managed when on shift in their roles.
- Oversee and enact all volunteer policies and procedures, playing an active part of annual reviews and ongoing development of these key documents.
- Manage the tone and style of communication with all volunteers, managing expectations and keeping them up to date on all Storyhouse news and opportunities.
- Keep up to date with best practice and legislation in the volunteer sector.
- Conduct regular volunteer surveys and establish routes for volunteers to provide feedback.
- Other administrative tasks to support the People Team as required; as a small team, we all support each other.

Recruitment

- Proactively and innovatively manage all volunteer recruitment, creating a diverse pool of volunteers to support our work across the organisation.
- Ensure relevant DBS checks are conducted and personal references are obtained, highlighting any concerns.
- Support with the development and delivery of volunteer inductions.
- Support the Head of People with the creation of volunteer opportunities that both support our teams and provide a first-class experience for the volunteer.
- Process leavers relevant systems, monitoring the completion of exit interviews.
- Audit & monitor uniform levels, issuing to volunteers, highlighting when stock levels are low.

Role and Responsibilities (continued)

Training

- Maintain our online training records, ensuring volunteers have completed required training.
- Assist with the organisation of in-house training by booking spaces, compiling presentations and relevant paperwork, or coordinate the booking of external training providers coming on-site as required.

Programme Development

- Attend networking events, open days and recruitment fairs, representing Storyhouse and raising the profile of our work with volunteers.
- Work with the Head of People to produce reports on the volunteer programme to the Senior Leadership Team, trustees and other stakeholders as required.
- Develop relationships with our partnership organisations and wider networks to maintain and develop existing and new volunteer opportunities.
- Work with Young Storyhouse to offer Young Leader graduates volunteer opportunities.
- Work on volunteer incentives, recognition and reward schemes across the year.

General

- Act in accordance with Storyhouse's policies and procedures, and undertake any training as required by Storyhouse.
- Act as a role model for other staff and contribute to the life of the organisation as a whole.
- Carry out any other duties as may be required as part of the Volunteer Coordinator's role.

Skills & Experience

Previous experience in a similar role working with volunteers, ideally in a visitor-facing environment

Experience developing learning pathways for volunteers

Experience delivering engaging training sessions to a wide range of audiences

Experience creating positive team environments

Experience networking and developing mutually beneficial working relationships

Personal volunteering experience (desirable)

High level of understanding of volunteer legislation in the UK (relevant qualification desirable)

Excellent time management, administration, and planning skills

Ability to problem solve and make decisions independently

Ability to work to a high standard with personal and professional integrity, with a fair and unbiased approach

Ability to form and maintain effective working relationships with colleagues, volunteers, service users, and third parties

Strong level of IT skills, including Microsoft Office – particularly Excel

Highly organised and methodical, with an excellent eye for detail

Proven ability to handle confidential information with discretion

Ability to act as an advocate for the organisation and articulate our core values

Opportunity and Staff Benefits

Title: Volunteer Coordinator

Reports to: Head of People

Salary: £25,000 per annum, pro rata

Contract: Permanent, part time. 24-32 hours per week flexible across 7 days onsite

30 days annual leave per year, including bank holidays, increasing annually up to a maximum of 3 extra days (pro rata)

Birthday leave

A defined contribution pension scheme or a People's Pension scheme

Employee Assistance Programme, including Medicash

Cycle to Work and Travel to Work schemes

Discounted gym membership schemes

Complimentary tickets and discounts on food and drink

Company sick pay after qualifying service

Application Process

Applicants are asked to submit a cover letter expressing interest in the role and a CV demonstrating relevant experience online at:
www.storyhouse.com/jobs/

Applications should be submitted on or before 30th September 2024. We will review applications and interview suitable applicants as they are received. This role will close early if a candidate is successful before the advertised close date.

For an informal discussion about the role or support in the application process, please contact our Head of People, Emma Hutt, at peopleteam@storyhouse.com.

No agencies please.



Faustus That Damned Woman, 2023,
Mark McNulty



GDPR

Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

STORYHOUSE