

WAVERLEY CARE AT THE FRINGE

LEAD COORDINATOR (FREELANCE)

Fixed fee - £3,069

Waverley Care has a long-standing relationship with The Pleasance, the largest venue on the Edinburgh Festival Fringe. 2020 will be our 29th year of bucket shaking at the Pleasance Courtyard and this activity now generates in excess of £40,000 per annum via cash collections and contactless donations.

The Lead Coordinator works with the fundraising team to maximise income during the Fringe. The role demands strong organisational skills and a high level of energy and enthusiasm, with the ability to communicate well with a wide range of people. An understanding of social media and Microsoft Office, including Word, Outlook and Excel, is essential.

The Lead Coordinator's role will commence part-time in June 2020 and run until early September, with hours of work as follows:

8 June - 31 July - 2 days per week (16 days total)
3 August - 31 August - 25 days total (4 days to be taken off)
Post-Fringe - 3 days total

The post-holder will be based in the office at Mansfield Place, Edinburgh for two days per week during June and July (normal office hours).

During the month of August 2020 we will also employ four Fringe Coordinators three based at the Pleasance Courtyard (daytime and evening shifts) and one based at the EICC. The coordinators will work alongside volunteers to undertake collections. The Lead Coordinator will work closely with the team, covering each of the coordinator's days off, as well as taking overall responsibility for the volunteer rota.

Payment

The role of Lead Coordinator attracts a total fee of £3,069 (£9.30 per hour). The payment for the post breaks down as follows:

8 June - 31 July - £1,116
3 August - 31 August - £1,743.75
Post-Fringe - £209.25
Total - £3,069

Please note that these are all freelance posts and coordinators are responsible for their own National Insurance and Tax Liabilities. No sick pay/holiday pay will be payable. The fee is £9.30 per hour, in line with the Real Living Wage.

Tasks (Pre-Fringe)

- 1) Recruit an extensive core base of volunteers who are available to collect during the Edinburgh Fringe. Activities will include, but not be limited to, the following:
 - contact Waverley Care’s existing bucket shaking volunteers
 - liaise with the fundraising team to identify volunteer teams from companies and other organisations;
 - identify and recruit volunteers from other potential sources, for example volunteer centres, community centres, colleges and universities and churches;
 - with the communications team, use social media to publicise volunteering opportunities;
 - draw up a master spreadsheet of all bucket shaking volunteers;
 - record details of bucket shaking volunteers on Waverley Care’s database (training provided);
 - ensure new volunteers are encouraged to sign up to further contact and mailing preferences are captured and recorded.

- 2) Assist in promoting Fringe events that Waverley Care is involved with.
For example,
 - Tartan Ribbon Comedy Benefit
 - Off the Kerb Comedy Gala
 - Loud & Proud on the Fringe

- 3) Prepare collection buckets, collection tins and other materials for use at the Pleasance.

Tasks (During the Fringe)

Some degree of flexibility will be needed regarding hours during the Fringe as it is essential we are able to respond to fundraising potential as it arises.

- 1) Draw up daily rotas of volunteers at the Pleasance and distribute to the coordinators.
- 2) Ensure that both the volunteer master spreadsheet and database are kept up to date.
- 3) Act as the main day-to-day point of contact for volunteers and four coordinators
- 4) Cover each of the four coordinators’ days off at the Pleasance Courtyard and EICC (one daytime shift and three evening shifts per week).
- 5) Be flexible to work additional shifts each week at the Pleasance alongside the other coordinators and/or respond to any collecting opportunities at other venues that we might be offered.
- 6) Ensure positive working relationships with all Pleasance staff.
- 7) Collect contact details of all supportive performers in order for them to be thanked.

Tasks (Post-Fringe)

We anticipate that there will be an additional three days of work at the end of the Fringe:

- 1) Ensure that the database is up to date with volunteer details and permission to contact.
- 2) Ensure that volunteers are appropriately thanked.
- 3) Attend a thank you drinks reception for coordinators and volunteers.
- 4) Attend a wash-up meeting with the fundraising team and four coordinators.