

## **WAVERLEY CARE AT THE FRINGE FRINGE COORDINATORS**

**2 FREELANCE POSTS (£9.30 PER HOUR)**

Waverley Care is seeking to appoint two freelance evening coordinators for the duration of the Edinburgh Festival Fringe in 2020. The purpose of these roles is to work alongside the Waverley Care Fringe team and support volunteers to generate income via bucket shaking and contactless giving activities at Pleasance venues. Waverley Care is now in its 29<sup>th</sup> year of partnership with the Pleasance and this is a vitally important part of our annual fundraising activity.

**Fringe Coordinator (Evening) x 2 available**

**Fee:** £1,395

**Location:** Pleasance Courtyard, Edinburgh

**Period of employment:** 5 - 31 August 2020, plus a total of 6 hours either side of these dates to attend induction and de-brief sessions.

**Hours of work:** 6.00pm-midnight, six days per week. Some flexibility over start and finish times each day may be required, depending on venue programming.

*Please note that these are 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.*

*Each day off must be taken midweek (Monday-Thursday) and evening coordinators need to liaise with each other to avoid crossover. It is not possible to take days off at weekends.*

### **Tasks**

- to support the Lead Fringe Coordinator with volunteer recruitment;
- to manage any particular needs of Waverley Care service users who are volunteering, with guidance from the Fundraising Team and Lead Fringe Coordinator;
- to meet and brief volunteers at the start of each shift;
- to work alongside the volunteers to collect donations after shows and around tables;
- to ensure donations and contactless donation devices are secure while on-site and take responsibility for delivering donations to Waverley Care's Mansfield Place office at the end of the shift - contract taxi provided or mileage reimbursed if using own car;
- to make and maintain contact with performers, in consultation with the fundraising team and Lead Fringe Coordinator. The Fringe Coordinator's role is to encourage and thank;
- to make and maintain good working relationships with Pleasance, EUSA and EICC staff and ensure that all collections are carried out in accordance with their wishes;
- to provide Waverley Care with a list of supportive performers, with details of their support.

**Application closing date:** 9am Monday 27 April

**Interviews:** Week commencing Monday 4 May