



Job Description and Person Specification

Job Title:	Fringe Volunteer Coordinator (Daytime)
Hours of work:	Tuesday to Sunday (1pm-7pm)
Duration:	Fixed term, 2-28 August 2023 Plus induction on 28 July (1pm-7pm)
Salary:	£11.50 per hour
Location:	Edinburgh
Managed by:	Fundraising Manager (Community, Corporate and Events)

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses.

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. We are in the first year of an ambitious new strategic plan, and we are investing in digital transformation, communications and policy, and we have aims to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

About the post

We are looking for an enthusiastic, reliable and adaptable Fringe Volunteer Coordinator (Daytime) to support our festival fundraising.

Waverley Care has a long-standing relationship with the Fringe and The Pleasance, one of the largest venues at the festival. For over 30 years we've collected donations from audiences, worked with comedians and performers on benefit shows, and hosted our own events in the Fringe programme. Following three difficult years, we're keen to grow our festival fundraising bigger than ever before.



This post will be based at the Pleasance Courtyard and will provide a key role in our festival activities, working with and supporting volunteers, liaising with performers and festival colleagues, and leading our on-site bucket collections.

Full training to succeed in the role will be provided, and flexibility will be required. You'll receive Waverley Care t-shirts and jacket to wear when working, and a Pleasance staff pass, which allows first-come first-served access to shows which are not sold out.

Start and finish times may be slightly amended, depending on venue programming.

About the person

You will have great communication skills and you'll be looking forward to building relationships with colleagues, volunteers, performers, venues and audience members.

You're interested in a career in the charity sector, volunteer management or festival organisation. You might have customer service, fundraising, volunteer management or charity experience, and you'll be eager to learn new skills and information across fundraising and volunteer management.

You'll be enthusiastic, confident, reliable and adaptable. You'll have great organisational skills and you'll be keen to work as part of a busy and dedicated team.

Responsibilities and duties

1. Support Waverley Care's Fundraising Assistant (Events) with volunteer recruitment
2. Brief, support and supervise Waverley Care's bucket shaking volunteers at each shift
3. Work alongside bucket shaking volunteers to collect donations from Fringe audiences
4. Motivate and inspire volunteers to grow our festival fundraising income
5. Make and maintain contact with performers
6. Make and maintain good working relationships with Pleasance and EUSA staff and ensure that all collections are carried out in accordance with their requirements
7. Monitor stock levels at the festival and liaise with office-based staff to replenish materials
8. Ensure donations, materials and contactless donation devices are secure at all times
9. Respect personal data, and comply with data protection guidelines
10. Undertake any other duties, which may be reasonably required

Person specification

Skills and Experience	
Essential	Desirable
Customer service, festival, volunteer management or charity experience	Experience in fundraising
Excellent interpersonal skills and ability to communicate well with a range of audiences	
Experience of working in busy environments	
Good organisational and problem-solving skills	
Ability to work well as part of a team	



Values and Behaviours	
Essential	
Able to take a pro-active and solution focused approach	
Self-aware, courteous and respectful of service users and colleagues	
Ability and enthusiasm to learn new skills and information	