Volunteer Coordinator

Job title: Volunteer Coordinator

Term: Part time – 2 days a week. 6 month freelance position with the potential for an extension beyond this.

Working hours: 10am–6pm. Some occasional evenings or weekends may be required, depending on events and international time-zone differences.

Location: Hybrid home and office working. Candidates must be accessible to London and be able to come to our office in Highbury at least one day per week.

Salary: £28k pro rata.

Start date: As soon as possible, depending on notice period.

Closing date for applications: 9am 13 November 2023. Interviews to be held during the following three weeks.

About the Role

Gallery Climate Coalition (GCC) is seeking a Volunteer Coordinator to join its quickly growing operations in London. Working directly with the team, this position will support, coordinate and liaise with our growing global network of volunteers.

This is an exciting time to join the organisation, as you will have the opportunity to support our current and future International Chapters and research groups. We’re looking for someone with strong interpersonal and communication skills to join our dynamic team, working globally across our membership and playing a key role in expanding the impact of the charity.

Note to candidates: We know that long lists of criteria can be daunting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the criteria below, we still encourage you to apply.

How to apply:

We ask applicants to complete our online application form, as well as sending their CV as a single page pdf to jobs@galleryclimatecoalition.org before 9am 13 November 2023. If you have any questions about the role, please get in touch. We look forward to hearing from you!
GCC

Job Description

Primary Responsibilities

Coordinating GCC’s International Chapters:
GCC currently has six chapters established with a more to be announced in the coming year. This role will be responsible for (but not limited to):

- Being a point contact for each of GCC’s chapters
- Attending monthly chapter meetings
- Ensuring each group is supported and connected with GCC’s operations
- Establishing standards and guiding principles for all volunteers to follow
- Maintaining consistency across the chapters
- Working alongside each chapter to develop clear guidelines, policies and procedures
- Supporting with local fundraising
- Supporting coordination of group’s projects
- Helping with event planning and outreach
- Assisting with sub-site maintenance and content uploads
- Recruiting new members and volunteers
- Troubleshooting and responding to enquiries
- Instigating new conversations with potential partners and collaborators
- Understanding and adapting guidance to allow for regional variations
- Contributing to newsletters, social media and monthly chapter bulletins
- Reporting progress back to GCC team and trustees

General Volunteers and Research Committees:

- Coordinating the various individual volunteers and non-regional volunteer teams; scheduling meetings, managing projects and providing support where needed
- Revising, contributing to and editing research
- Recruiting and supporting general volunteers
- Supporting administration for GCC’s Board of Trustees and Board of Advisors

Person Specification

- Commitment to environmental sustainability and climate justice
- Knowledge of the visual arts sector
- Good time management and administrative skills
- Highly organised
- Flexible
- Proactive
- Ability to juggle many tasks in tandem

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Job Description

- Ideally some experience with coordinating teams of volunteers
- The ability to speak multiple languages would be an advantage but is not a requirement for this position

The successful candidate would be required to provide their own laptop.

About GCC
GCC was founded in 2020 by a group of gallerists and professionals working in the visual art sector as an attempt to develop a meaningful and industry-specific response to the growing climate crisis. It now operates as a quickly growing international charity and coalition, employing 3 members of staff and serving over 1000 members made up of artists, museums, non-profits, art sector businesses and commercial galleries.

GCC’s primary goal is to facilitate a reduction of the sector’s CO₂e emissions by a minimum of 50% by 2030, as well as promote zero waste. We develop and share best practice, provide leadership on sector-specific environmental issues, and work to leverage the collective power of our membership to achieve systemic changes.