



Holywell Community Centre  
Tolpits Lane  
Watford  
WD18 9QD  
[admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk)  
01923 216951  
Charity reg. 1180955

## **Herts Inclusive Theatre**

Herts Inclusive Theatre (HIT) use the arts and wellbeing practices to build confidence, develop skills and give participants and their families memorable, enjoyable life experiences where everyone is encouraged, valued, supported and has their part to play.

## **VISION**

We believe that everyone should have opportunities to enhance their lives through creative and educational activities in environments that are positive and welcoming to all, regardless of people's background or abilities.

## **AIMS**

HIT is an arts charity which aims to improve the well-being of people, particularly children and young people and those who are disadvantaged or disabled, by using the arts to build confidence and develop skills in an inclusive, fun, creative space.

## **MISSION**

We achieve our aim by providing regular drama activities and performance opportunities for children, young people and adults. Using a wide range of inclusive theatre practices, we encourage and nurture people of all abilities to reach their full potential.

Our drama activities are open to all, particularly welcoming disabled people and those experiencing various kinds of disadvantage. Through these and other arts-based activities we give participants and their families memorable, enjoyable life experiences where everyone is encouraged, valued, supported and has their part to play.

## **Role Description & Scope of Work – Project and Volunteer Manager**

Herts Inclusive Theatre are looking for a freelance contractor to provide the organisation with 'Project and Volunteer Manager' services as dictated by the specifications detailed in the scope of work below.

Project work will commence on 1<sup>st</sup> February and end on 31<sup>st</sup> July 2019. This is a trial period of a new contractor role and will be reviewed at the end of the trial period by the organisation's Director. It is the hope that this will then become an employed position.

## **Scope of Work – Project and Volunteer Manager**

Support the delivery of the day-to-day operations of HIT's commissioned and self-funded projects including the current (As of Jan 18) 12 weekly projects, serving as liaison between freelance workshop leaders and the organisation. Support a team of volunteers and vet new volunteer applications. Carrying out tasks including but not exclusive to:

### Projects Support

- Ensuring that all projects are delivered on-time, within scope and within budget
- Drawing up contracts for all commissioned projects, as agreed with the Director
- Completing project information forms and sending to organisation and freelancer





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- Liaising with and supporting the Lead Projects Facilitator, Workshop Coordinator, Workshop Leaders, Workshop Assistants and Volunteers
- Delivery of the Arts Award, supporting participants and keeping admin up to date
- Delivering all in house training for workshop leaders and assistants, agreeing aims and outcomes with the Director
- Making termly visits to all of HIT's current projects and new projects as and when necessary;
- Liaising with freelance workshop leaders to cover sickness and absence and covering when necessary
- Liaising with regular workshop venues regarding term dates, changes in dates and times, and negotiating hire charges
- Ensuring all contracts and paperwork with venues is completed and updated in a timely manner
- Dealing with issues regarding projects in a professional and timely manner
- Collating, monitoring and reporting on weekly feedback from freelance workshop leaders and acting upon any issues
- Overseeing and organising the system of evaluations and monitoring within projects
- Providing project updates for and reporting to the Trustee meetings and annual reviews, as and when requested by the Director
- Performing risk management, creating project risk assessments to minimize project risks
- Supporting all projects to fulfil targets
- Ensuring all practitioners are aware of policies and procedures
- Following the organisation's safeguarding procedure and reporting any incidents which occur to the organisations safeguarding lead officer in a timely manner

#### Volunteer Administration Support

- Processing all incoming volunteer applications, ensuring HIT application procedure is followed
- Ensuring that all volunteers sign up to HIT's management database and provide relevant information
- Monitoring volunteer information on staff management database, ensuring that it is kept up to date
- Undertaking DBS checks for freelance staff and volunteers, and ensuring that this information is kept up to date
- Providing in house training for volunteers, agreeing aims and outcomes with the Director
- Keeping an accurate record of all volunteering hours, and providing this information for reports as and when required
- Being the point of contact for all HIT's freelance staff and volunteers
- Recruiting volunteers for fundraising events
- Promoting fundraising opportunities to all freelance staff and volunteers

#### Other Office Support



Registered with  
**FUNDRAISING  
REGULATOR**



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- Providing project feedback to the Fundraising Manager with regards to reports
- Working with the Fundraising Manager to create case studies for fundraising opportunities
- Supporting the marketing by actively photographing and videoing projects when visiting
- Ensuring that all projects receive HIT's marketing information in order to disseminate to participants
- Supporting the organisation's Director in writing job descriptions, interviewing applicants and appointing workshop leaders and assistants as and when necessary
- Providing reports and feedback to assist the Director when he/she is undertaking reviews and 1:1 sessions
- Recording, monitoring and reporting on freelance staff working hours
- Recording, monitoring and reporting on all absences by freelance staff
- To check and process invoices from freelance staff, including starting the payment process within the specified time frame
- Administrate contracts, invoices and paperwork related to workshops in schools, and the HIT schools programme
- Respond to email and telephone enquiries as relevant
- To regularly attend where possible all Herts Inclusive Theatre shows and events – including fundraising and promotional events.
- To attend monthly organisation meetings and discussions towards development, ensuring delivery approaches are continually evolving

### Fee Schedule

The organisation will pay a fee of £11 per hour. This fee is inclusive of VAT, if applicable.

### Project Management

The contractor will provide progress/activity reports to the organisation's Director for review and approval.

### Timetable

The work will be for 16 hours per week over a period of 30 weeks between 1<sup>st</sup> February and 31<sup>st</sup> July 2019, or until terminated by four weeks' prior written notice by either party or by mutual agreement or any other arrangement agreed.

