



## **Volunteer Co-ordinator for *Selby Abbey: The Origin Stories***

**Join the team at Selby Abbey and become part of a landmark heritage project to secure the future of this Grade I listed church.**

**Type:** Fixed term (2 years), 15 hours per week / 0.4 FTE

**Salary:** £10,800 p.a. (£27,000 pro rata)

**Reports to:** Operations Manager

**Location:** Selby Abbey, North Yorkshire

**Closing Date:** 17:00 Sunday 7th September 2025

**Interviews:** Week commencing 15th September 2025

### **About the *Origin Stories* project**

*Selby Abbey: The Origin Stories* is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

### **The opportunity**

Key to the successful delivery of the *Origin Stories* project will be the expansion of the Abbey's volunteer team to support future operations and sustainability. The Abbey has a long tradition of volunteering, with a strong and dedicated team of around 100 volunteers undertaking a wide range of activities. This is an opportunity for the successful applicant to attract and recruit new volunteers, to work with an established team to develop its skills, and to introduce new working processes for effective volunteer management.

### **Purpose of role**

To support and improve the management and training of volunteers and support the Operations team. The postholder will work to grow volunteer numbers, improve working processes, and support volunteers to develop confidence and skills. The postholder will work closely with the Operations Manager, the *Origin Stories* Project Manager, and a voluntary Volunteer Co-ordinator lead (to be appointed) who will work closely with the Operations Manager to build and shape the role post-project.

### **Key responsibilities**

- Undertake the recruitment of volunteers and their induction at Selby Abbey
- Manage the processing of volunteer applications (including interviews, references and safeguarding checks)

- Manage and co-ordinate the day-to-day activity of the volunteers
- Work with the Community Engagement Co-ordinator to deliver key activities within the *Origin Stories* activity plan
- Attend project team meetings and staff meetings as required
- Further develop the systems and processes for volunteering that comply with best practice
- Develop and oversee volunteer induction, training, review and exit procedures
- Maintain volunteer records, including for the purpose of reporting to the NLHF
- Develop rotas and scheduling
- Be a key point of contact for volunteers, providing information, advice, support and practical assistance
- Support the project evaluation
- Undertake training as required.

## **Knowledge and Experience**

### **Essential**

- Experience of managing volunteers, including recruitment, induction and training
- Experience of managing records relating to volunteering programmes
- Knowledge of relevant policies and legislation, including those relating to health and safety, safeguarding, equality, disability and data protection.

### **Desirable**

- Experience of identifying volunteering opportunities and working with colleagues to develop them
- Experience of volunteering programmes in a museums or heritage setting.

### **Person Specification**

- Strong organisational and communication skills
- Ability to manage a varied workload
- Ability to work flexibly, including evenings and weekends
- A passion for history, heritage, and community impact.

### **How to apply**

For an application form and more information please go to our website – <https://www.selbyabbey.org.uk/>

Apply now and help bring the *Origin Stories* project to life.