



Little Green Pig

Volunteer Manager & Administrator wanted at Little Green Pig

Are you passionate about creativity, writing, young people, education and the arts? We are looking for an enthusiastic and motivated person to join our friendly team.

The organisation:

Little Green Pig is a writing and mentoring charity based in Brighton & Hove. We enable children and young people across Sussex to experiment with writing in all its forms and to share their work with a wide audience. Our priority is to work with young people who live or go to school in areas of highest deprivation, or who face challenging circumstances. From anthologies to soap operas, radio shows to films, our projects challenge perceptions of what writing can be and deliver serious outcomes: improved self-confidence, literacy and communication skills.

We currently work with just under 1000 children and young people each year. We run three weekly after-school clubs across Brighton & Hove, in addition to in-school workshops and standalone projects. In recent years we have created a graphic novel anthology written by 50 children, curated a spoken word event in the Brighton Festival and created a space station for three months in a local primary school. In the coming year, we are expanding to work regularly in Worthing and Eastbourne.

In collaboration with volunteers, writers, artists, schools, families and partner organisations, we respond to children's needs. We provide fun, innovative and excellent learning experiences. Creativity and fun are at the heart of what we do.

The role:

The Volunteer Manager and Administrator is a key member of our core team. The team consists of a Director, Deputy Director and Learning Manager, all of whom work part-time, supported by a core group of freelance artists, approximately 60 volunteers and a Board of Trustees.

The key aims for this role are to develop our volunteer programme by recruiting, training and offering ongoing support to our volunteers; to provide administrative support to ensure the smooth running of the organisation; to keep financial records, raise and process invoices and to manage the day-to-day communications of the organisation.



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Key Responsibilities

1. Advertise, recruit and manage an annual target of volunteers from a wide range of backgrounds
2. Lead information and training sessions for volunteers
3. Process and manage volunteer DBS check and references
4. Be the first point of contact for public enquiries by email, phone, post and social media
5. Keep our office space and resources organised
6. Update our website and social media profiles
7. Compile and write our termly newsletter via Mailchimp
8. Collect and analyse data and records from our learning and volunteer programmes
9. Keep financial records, input transactions and pay and raise invoices on Quickbooks
10. Support the team with fundraising events, workshops and networking opportunities as required
11. Represent LGP at external events when required
12. Attend quarterly board meetings and record and distribute minutes
13. Support the administration of Arts Award
14. Undertake additional duties as required

Person Specification

Essential Attributes

- Minimum two years working in an administrative role
- Experience of recruiting and managing volunteers
- A methodical and accurate approach to your work, with the ability to determine priorities, work flexibly and multitask
- Excellent communication skills, both written and verbal
- Excellent numeracy skills
- Computer literacy (Microsoft Office Suite, Wordpress and social media)
- The ability to work effectively with people from a variety of backgrounds both outside and within the organisation
- A commitment to upholding Little Green Pig's vision, mission and values.



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Desirable Attributes

- Experience of working for an arts or educational organisation
- Experience of working with or administering Arts Award
- Experience collecting data and writing evaluation reports
- Experience of safeguarding issues
- Knowledge of the wider cultural, educational and socio-economic context in the Sussex area
- Experience of managing finances using accounting software
- Experience of working with hard-to-reach groups.

Little Green Pig encourages people from black and minority ethnic backgrounds, disabled people and other underrepresented groups to apply. We regret that our current office is not wheelchair accessible. We welcome applications from all sectors and backgrounds.

Terms and Conditions

Title of Post: Volunteer Manager & Administrator

Reports to: Deputy Director

Hours: 2.5 days, 9.30 am – 5.30 pm Tuesdays and Thursdays in our central Brighton office, plus one half day working from home during the working week, times to be arranged. Occasional evening and weekend work will be required, for which you will be given time off in lieu. The post also involves occasional travel across Sussex.

Salary: £10,650 pa (£21,300 FTE) plus pension entitlement.

Are you interested?

To apply for this position, please send a CV and covering letter explaining how you meet the criteria (two sides maximum) to info@littlegreenpig.org.uk by 9am on Wednesday 19th June. Please include “[Your name] + Volunteer Manager and Administrator” in the subject heading and include the contact details of two professional referees.

We will contact you on Thursday 20th June to let you know whether we will be inviting you for an interview.

Interviews will take place in central Brighton on Wednesday 26th June.

Please note, applicants will be subject to an Enhanced DBS Check.