

## Greenbelt Volunteers Programming Group Co-ordinator (Literature)

Greenbelt is striving to ensure that all volunteers are treated well and there is clarity on both sides of what is expected. As part of a wider commitment to developing all our volunteers, the Trustees and Management group have committed to have a document that captures this information for each volunteer role or group of roles.

This document acts as a summary of the role, outlines why the role exists and what it entails.

### The volunteer's role

What is the name of this volunteer role?	Literature Programme Co-ordinator
What area of the festival will the volunteer work in?	Programming
What is the purpose of this volunteer role?	To coordinate the delivery of Greenbelt's literature programme, in conjunction with the Head of Content and the Programming Group Chair, and to contribute to the artistic vision of the festival.
What is the duration of the appointment?	One year (November - November)
What are the main tasks?	<ul style="list-style-type: none"> <li>• To programme all literature events and workshops which take place at The Festival.</li> <li>• To generate ideas for potential literature bookings and other programme ideas.</li> <li>• To pursue possible contacts where appropriate.</li> <li>• To ensure that any literature submissions are reviewed by the literature subgroup and responded to accordingly.</li> <li>• To attend relevant events to review the suitability of potential contributions.</li> <li>• To take into account all age directives and accessibility issues in the literature programme</li> <li>• To manage the literature budget, in conjunction with the Head of Content and Programme Co-ordinator</li> <li>• Negotiating the use of Festival venues for literature purposes with the Head of Content.</li> <li>• To appoint a Literature Administrator.</li> <li>• In conjunction with the Head of Content and Programme Co-ordinator, to agree the number of volunteers required for the sub-group and to recruit to that target.</li> <li>• To work with the Head of Content in the continued development of the Literature Subgroup.</li> <li>• To co-ordinate and chair the literature sub-group, arranging and attending meetings as appropriate throughout the year (approximately 3-4 meetings each year).</li> <li>• To work closely with the Talks Co-ordinator, advising and leading where appropriate on potential literature speakers.</li> <li>• Serving as the link between literature volunteers and the wider Greenbelt vision, as well as communicating relevant information from the Programming Group and wider organisation to volunteers.</li> <li>• To assist in the organisation of a brainstorm meeting in November/December.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend the joint Programming &amp; Festival Operations winter weekend (late November)</li> <li>• To attend Programming Group Meetings from January - June (Saturdays), held every 6 weeks approx.</li> <li>• To provide a monthly report to the Head of Content (January - May)</li> <li>• To ensure relevant marketing &amp; publicity material is acquired for each element of the literature programme, and is sent through to the Programme Co-ordinator as bookings are made.</li> <li>• To work with the Programme Co-ordinator to ensure all logistical needs are met (including timely payments, meal voucher &amp; pass requests)</li> <li>• Overseeing the management and running of dedicated literature venues on site.</li> <li>• To produce a final budget for, and written review of, the literature programme post festival.</li> </ul>
To whom is s/he responsible?	Head of Content & Programming Group Chair
Are any other volunteers directly responsible to the role holder? Which roles?	<ul style="list-style-type: none"> <li>• Literature administrator</li> <li>• Literature subgroup members</li> <li>• Any other volunteers appointed to assist with the literature programme at the festival</li> </ul>
What is the time commitment required from this role?	<p>During the year:</p> <ul style="list-style-type: none"> <li>• Weekday/evening literature subgroup meetings approximately 3-4 times each year.</li> <li>• Joint Programming &amp; Festival Operations winter weekend (late November).</li> <li>• Programming Group meetings (Saturdays), approx every 4-6 weeks (January - May).</li> <li>• Other regular meetings with the Head of Content, as required (approx 4 a year).</li> <li>• Frequent email correspondence from January onwards.</li> <li>• Other duties as required</li> </ul> <p>At the Festival:</p> <ul style="list-style-type: none"> <li>• General oversight of the literature programme, including artist liaison.</li> </ul> <p>Post-Festival</p> <ul style="list-style-type: none"> <li>• One literature review meeting</li> <li>• One programming group review meeting</li> <li>• Contact with the Programme Co-ordinator as required to finalise payments etc.</li> </ul>

## Volunteer profile for this role

		Essential (E) or desirable (D)	Brought in (B) or could be trained (T)
What attitudes and skills do we need volunteers in this role to have?	Creative thinking Organisational skills Interpersonal skills Volunteer management Ability to work under pressure Flexibility Self-motivation Must be in sympathy with the greenbelt mission statement (see below)	E E E E E E E E	B B T T B B B B
What experience do we need volunteers in this role to have?	Firsthand Experience of Greenbelt Familiarity within Greenbelt's artistic vision and ethos Knowledge of, and engagement with a range of forms of prose, poetry and other relevant art forms.	D E E	B B B

## Greenbelt's values & policies

"Greenbelt is an independent Christian charity working to express love, creativity and justice in the arts and contemporary culture in the light of the Christian gospel." All volunteers have to be in sympathy with this statement.

All volunteers are also expected to comply with the following Greenbelt policies (written policies available on request):

- Data Protection
- Equal Opportunities
- Health and Safety
- Child Protection
- Confidentiality
- Site Build Safety Policy