

**Greenbelt Volunteers**  
**Programming Group Co-ordinator (Worship)**

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**

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| What is the name of this volunteer role?              | Worship Joint 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 worship programme (excluding the Greenbelt communion service), in conjunction with the Head of Content, 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 work with the other Worship Co-ordinator to programme all worship services and installations, which take place at the Festival.</li> <li>• To generate ideas for potential worship bookings and other programme ideas.</li> <li>• To pursue possible contacts where appropriate.</li> <li>• To ensure that all worship submissions are reviewed by the worship subgroup and responded to accordingly.</li> <li>• To attend worship services/communities/worship gigs to review suitability of potential contributions.</li> <li>• To take into account all age directives and accessibility issues in the worship programme.</li> <li>• To manage the worship budget, in conjunction with the Head of Content and Programme Co-ordinator</li> <li>• Negotiating the use of venues for worship purposes with the Head of Content.</li> <li>• To co-ordinate and chair the worship subgroup, arranging and attending meetings as appropriate throughout the year (approximately 2 meetings each year).</li> <li>• In conjunction with the Head of Content and Programme Co-ordinator, to agree the number of volunteers required for the team, and to recruit to that target .</li> <li>• To work with the Head of Content in the continued development of the worship subgroup.</li> <li>• Serving as the link between worship volunteers and the wider Greenbelt vision, as well as communicating relevant information from the Programming Group and wider organisation to volunteers.</li> <li>• To attend the joint Programming &amp; Festival Operations winter weekend (during November)</li> </ul> |

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|--|--|
|  | <ul style="list-style-type: none"> <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 worship programme, and is fed 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 worship venues on site.</li> <li>• To produce a final budget for, and written review of, the worship 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>• Worship administrator</li> <li>• Worship subgroup members</li> <li>• Any other volunteers appointed to assist with the worship 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 Worship meetings approximately 2-3 times each year</li> <li>• Joint Programming &amp; Festival Operations winter weekend (during November)</li> <li>• Programming Group meetings (Saturdays), approx every 4-6 weeks</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>• Regular phone contact with the Greenbelt office &amp; contributors</li> <li>• Other duties as required</li> </ul> <p>At The Festival</p> <ul style="list-style-type: none"> <li>• General oversight of the worship programme, including artist liaison</li> </ul> <p>Post-Festival</p> <ul style="list-style-type: none"> <li>• One worship 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<br>Organisational skills<br>Interpersonal skills<br>Volunteer management<br>Ability to work under pressure<br>Flexibility<br>Self-motivation<br>Must be in sympathy with the greenbelt mission statement (see below) | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E | B<br>B<br>T<br>T<br>B<br>B<br>B<br>B   |
| What experience do we need volunteers in this role to have?           | Firsthand Experience of Greenbelt.<br>Familiarity with Greenbelt's artistic vision & ethos.<br>Knowledge of, and engagement with, a range of forms of worship.   | D<br>E<br>E                          | B<br>B<br>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