



VOLUNTEER CO-ORDINATOR

RECRUITMENT PACK

APPLY BY 9AM THURSDAY 13TH AUGUST 2026



WHAT'S IN THE PACK

- Who are Angel Shed and what do we do? (p.3)
- Who are we looking for? (p.4)
- Key responsibilities (p.5)
- Person specification (p.6)
- Role details (p.7)
- How to apply (p.8)



Please let us know if you require this pack in an alternate format or would prefer to discuss in person/on the phone

ANGEL SHED ARE SPECIALISTS IN INCLUSIVE PERFORMING ARTS

Established in 2004, we have engaged thousands of children and young people across Islington and beyond.

- We provide a safe space for children and young people of all backgrounds to express themselves, develop confidence, and grow into curious, creative, and courageous people.
- We create inspirational and outstanding youth-led theatre with participants at the heart of the creative process from start to finish.
- We provide an inclusive, creative, and supportive space in which there are no barriers to participation, everyone's needs are supported, and all voices listened to and valued.

WHAT WE DO

- We provide weekly performing arts **workshops** for 100+ children and young people in theatre, music, & movement.
- We put on regular **performances** created by our members, at our base in Capital City College and other venues.
- We run an extensive **volunteer** programme, providing training and experience in inclusive facilitation.
- We engage in **outreach** projects, delivering creative activities with the most under-served in our community.
- We deliver **training** for organisations nationwide to work inclusively within their staff teams or with service users.

WHO ARE WE LOOKING FOR?

The Volunteer Co-ordinator at Angel Shed will be responsible for our extensive volunteer programme, including our 40+ weekly volunteers who support in sessions and our front of house volunteers.

We are looking for someone who is confident, empathetic, and has excellent organisational skills. If you are passionate about inclusivity, the performing arts, and empowering people to grow, then this could be the role for you.

This is an opportunity to have a positive and lasting impact on a growing charity that is really making a difference for children, young people, and adults in the Islington community and beyond.

See our current staff team here:

www.angelshedtheatre.org.uk/everything-else/meet-the-team



KEY RESPONSIBILITIES

- Recruit new volunteers through promotion of opportunities across social media, Angel Shed website, external platforms, and mailing lists.
- Maintain and build good working relationships with referrers
- Process volunteer applications, arrange and hold interviews, and induct new volunteers (including processing DBS checks, and checking references)
- Manage Capital City College student placement programme, working closely with college Performing Arts tutors
- Email information to new and returning volunteers (training dates, term dates, show information, external opportunities)
- Deliver termly training alongside Creative Director, Lead Facilitators, and Safeguarding team (Monday and Thursday evenings at the start of each term)
- Create and update volunteer registers
- Communicate with and provide pastoral support to volunteers throughout the term, working alongside the Creative Director and Lead Facilitators
- Offer support, professional development, training and references for volunteers
- Develop links to local networks and attend events such as volunteer fairs
- Maintain alumni volunteer database and provide updates on upcoming events and opportunities
- Coordinate and deliver end of term volunteer celebration
- Coordinate and run front of house for end of term performances, including managing volunteer front of house team
- Work with the team to promote and maintain a culture which values the highest standards; ensure it is inclusive, collaborative, safe and supportive, in line with Angel Shed's code of conduct, safeguarding, and all other policies and procedures.
- Deliver Deputy Safeguarding lead responsibilities as required (training will be provided)

This is a guide to the nature of the work required by this role and may be reviewed as required.

PERSON SPECIFICATION

ESSENTIAL

- Written and verbal communication skills
- Organisational skills and attention to detail
- Time management skills and ability to manage own workload, prioritise and adhere to deadlines
- Computer skills, including: proficiency in drafting, formatting, and proofing documents and correspondence (such as on Word and Outlook); experience using shared cloud drives (such as Sharepoint) and virtual meeting platforms (such as Teams); ability to accurately input data using digital systems (such as Excel).
- Ability to work as a member of a team and collaborate with others, including a variety of stakeholders such as volunteers, staff, and referrers
- Ability to be flexible, work independently, and take initiative
- Team player with a can-do attitude and collaborative approach who is passionate about working as part of a small team
- A confident and welcoming manner with ability to act as an ambassador for Angel Shed, contributing proactively to its work and reflecting its values
- Understanding of inclusive arts practice, with an ongoing ambition to improve and strive for best practice
- Experience of working with or managing volunteers
- Experience working with adults and young people with similar lived experience to that of our volunteer team (58% Disabled and/or neurodivergent, 40% Global Majority, 10% unemployed)
- Have undertaken Safeguarding training

DESIRABLE

- Experience as Safeguarding Lead or Deputy Safeguarding Lead
- Experience of progression routes, development programmes, and how to support volunteers into education, employment and training
- Knowledge of Islington, including across the volunteering, arts, education, local government and youth sectors
- Proficiency in Microsoft applications, including Word, Excel, Outlook, PowerPoint, Sharepoint

ROLE DETAILS



Role title: Volunteer Co-ordinator

Reporting to: Executive Director

Salary: £31,200 full time equivalent per annum, £9,360 pro rata for 1.5 days per week

Contract: Part-time, permanent, 1.5 days per week (12 hours)

Working pattern: Ideally 13.30–17.30 on Mondays and Thursdays, with the remaining 4 hours per week flexible. Additional work will be required during training and show weeks (time off in lieu provided). Some evening work will be required.

Place of work: Angel Shed, Capital City College, 444 Camden Road, N7 0SP. Primarily on-site, some remote working possible.

Applications close: 9am Thursday 13th August 2026

Interviews: Thursday 20th and Friday 21st August

Start date: Ideally the successful candidate would start w/c Monday 7th September, or as soon as is reasonably practicable, depending on notice requirements and completion of reference checks.

All positions are subject to an enhanced DBS check (provided by Angel Shed).

HOW TO APPLY

Please send your CV alongside a short covering email (no more than 500 words) OR a short video/voice recording (no more than 3 minutes) to David Mabbott at: info@angelshedtheatre.org.uk

APPLY BY: 9am Thursday 13th August 2026

Shortlisted applicants will be invited to meet with David (Executive Director), Maya (outgoing Volunteer Manager), and other staff on either Thursday 20th or Friday 21st August.



We are keen to receive applications from those who share the lived experience of our membership, and we are more than happy to explore adjustments to how this role is carried out, in order to remove any potential barriers to applicants.

Of our current members: over 70% access financial support, over 60% are Disabled, and over 50% are from the Global Majority.

Angel Shed is committed to equal opportunities in respect of service delivery, policy and planning, recruitment, and employment practices. Angel Shed is committed to keeping children, young people and adults at risk safe and have robust safeguarding policies in place.