

Volunteer Role Description: Ref: CKPM



Role: Culture Kitchen Project Manager Volunteer

Dept/ Project: Culture Connect

Location: Meet on a weekly basis in Newcastle city centre; events (on weekends) rotate around Newcastle.

Timings: Weekly evening meeting and some weekends – roughly about 8 -10 hours per month

Who we are: Culture Connect is a small charity based in Newcastle-upon-Tyne (established in 2011).

What we do: Our aim is to promote and highlight the diverse cultures in our community whilst supporting people new to the country in their integration and skill development.

Culture Kitchen: At Culture Connect we have a small team of volunteers called Culture Kitchen; The group is made up of volunteers from all over the world, many of whom are people who are refugees and seeking asylum living in Newcastle. The team meet every week to plan different Culture Kitchen events at different community locations across Tyneside. These interactive food events give people from various communities the opportunity to come together and find out about different cultures. We look to recruit volunteers all the time and welcome applications from people from all backgrounds, cultures and levels of English ability.

We are looking to recruit a new volunteer leader for the group. We are seeking someone who will bring the passion, energy and drive to sustain and help develop our project.

The Project Manager Volunteer will:

- Oversee and coordinate the weekly volunteer meetings
- Recruit and supervise volunteers
- Support the volunteers to plan their menus for their next events
- Liaise with different community stakeholders in planning events
- Lead on the planning, development and delivery of events
- Oversee petty cash distribution and reporting

We are looking for someone who has:

- Solid communication and listening skills
- Leadership skills
- Project development and management potential
- A passion for multiculturalism and food
- The ability to keep calm under pressure and be assertive

How you could benefit from the role:

- Develop skills in people and project management
- Gain experience running community based events
- Develop knowledge of voluntary sector in Tyneside
- Meet new people and build a big network
- Be involved in something truly special, unique and exciting

How we support you:

- A thorough induction from people with experience of managing the project
- Regular on going support and supervision from the same team
- Training in relevant areas to your role

Recruitment Method:

Make contact > application> Interview > References.> DBS check > Induction and training

Next Step:

If you are interested in applying for this position please contact Nick Sinclair nick.sinclair@ccuk.org.uk to arrange an initial informal chat.

Closing date for expressions of interest is June 1st 2016.

www.ccuk.org.uk www.culturekitchen.org.uk registered charity no. 1149119