

Job Description

Job Title:	Volunteers Coordinator (Volunteer Role)
Location:	Guernsey
Responsible to:	Festival Director
Hours:	160-180 hours over the year, predominantly from February to May. On call for volunteers/travel disruption during the Festival so some evening and weekend work required.
Desirable skills:	Friendly and approachable manner, and competent with IT, in particular Excel/Google Sheets, email. Training can be provided for Google Forms.

Background Information

The Guernsey Literary Festival is one of the highlights of Guernsey's arts calendar bringing some of the world's greatest writers, speakers and thinkers to the island as well as celebrating local writing talent. With events for all interests and ages, the Festival is a unique opportunity to come together to celebrate the written word. As a result of its success, The Guernsey Literary Festival is seeking to fill the following role:

The Role

Handling administration work relating to the Festival volunteers including but not necessarily limited to:

- Managing the volunteers email account and contact lists within.
- Creating and testing an online availability form for the volunteers, the results of which are directly imported into Google Forms.
- Recruiting more volunteers via the social media team, as and when needed.
- Creating a spreadsheet/system for assigning volunteers to roles.
- Liaising with the Festival Administrator regarding collection and return of the speakers to the airport/ferry terminal.
- Contacting individual volunteers directly with their assignments and reassigning where necessary.

- Liaising with the team regarding Launch Party invites for volunteers.
- Arranging briefing or drop-in sessions for the volunteers prior to the Festival alongside the Volunteers Team and Safeguarding Lead.
- Liaising with the Education Programme Coordinator regarding sixth former stewards, and volunteers who help out with both the main programme and the education programme to avoid overlaps.
- Ordering T-shirts and lanyards as needed.
- Updating and issuing briefing sheets for stewarding, driving and chief steward duties.
- Creating a final schedule, driving table and contact list to be shared with the steering group via Google Drive prior to the start of the Festival.
- Checking whether the airport can continue to provide parking tickets for volunteers, and if so, compiling a list of airport drivers to be sent to them by the week before.
- Ensuring the rest of the Volunteers Team is briefed on any event-specific arrangements.
- During the Festival: being on hand in general, specifically to rearrange volunteer cancellations and to rearrange any volunteers affected by travel disruption. Also sometimes to arrange last-minute transfers for speakers between venues or volunteers who might be willing to provide some general help, e.g. for moving items.
- After the Festival: sending out thank you emails and requesting feedback, sending out the Festival survey, and compiling a report on stats and volunteer information for the board and steering group.

Estimated hours per month:

Month	Hours
Sep-Dec	5
Jan	10
Feb	25
Mar	70
April	60
May	10
Total	180

This includes attendance at steering group meetings from September-April, and a wash-up meeting in June.

How to Apply

Please send a CV and covering note to:



Claire Allen,
Festival Director
director@guernseyliteraryfestival.com
07781 136 328

Deadline for applications: 12/07/2026