



Volunteer Development Coordinator

Reports to: Head of Education and Learning (new role)

Contract: 12 months

Hours: Part-time, 0.5 FTE (20 hours per week)

Salary: £27,500 per annum (pro-rated) – actual £13,750

Annual leave: 25 days plus bank holidays (pro-rated)

Location: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

Overview

At PK Porthcurno Museum of Global Communications, our team is supported by a group of dedicated volunteers who we simply couldn't do without. Currently they mainly assist with research in the archive and with keeping our historic equipment in good working order. However, there are many more and varied opportunities for volunteering at PK including within the visitor experience, providing talks and tours, assisting with the gardens and grounds, contributing to environmental programmes and helping with education programmes.

We recognise that our remote location can be a challenge to recruiting and retaining volunteers and we are now seeking a new part-time Volunteer Development Coordinator (VDC) to support, grow and develop our volunteering opportunities. Initially the post will be for 12 months with the potential to extend the role dependent on performance and funding.

The VDC will be based within the Education and Learning Team at PK Porthcurno but will work across the museum and its wider outreach programmes taking care of every aspect of the volunteer experience including exploring new volunteering opportunities such as supporting distance and home working.

The new VDC must understand and appreciate the vital role that volunteers can play, have good organisational skills and the ability to communicate effectively across a range of backgrounds, passions and interests. They must also share PK Porthcurno's commitment to the values of environmental sustainability, inclusivity, equality and respect for local and global cultures.

Job scope

Responsibilities

- To assist the new Head of Education and Learning to develop a new volunteering strategy and plan for PK Porthcurno.

- To actively grow the volunteer team through supporting existing volunteer roles and developing new opportunities.
- To manage every aspect of the volunteer experience from recruitment and induction to training, support and evaluation.
- To act as a first point of contact for all PK Porthcurno volunteers – whatever their area of work.
- To ensure timely and appropriate communications between the museum staff and the volunteer team.
- To oversee volunteer timesheets, attendance and expense claims where necessary.
- To collect and record data on volunteer engagements and hours.
- To develop effective systems for sustainable and diverse volunteer recruitment and succession planning.
- To ensure that all volunteer management policies and procedures are up to date and align with best practice.
- To support the Head of Education and Learning in responding to work experience requests from schools and to coordinate their tasks and work schedule, in conjunction with the museum team.
- To conduct risk assessments and communicate health and safety considerations to volunteers as appropriate.
- To ensure appropriate DBS and safeguarding checks are obtained
- To organise and coordinate volunteer social events and away days where possible.
- To collaborate with external partners, including the mc⁷ museums consortium, to enable exchange visits and skills sharing.
- To link with external partners in the voluntary sector, such as Cornwall Voluntary Sector Forum, to access training and support high-quality volunteering opportunities.
- To support volunteers through regular group meetings.

Person specification

- Experience of managing and developing volunteer programmes, including recruitment, support, training and evaluation.
- Demonstrable knowledge and understanding of volunteering and the role that volunteers can play in an organisation.
- Experience of risk assessment and an awareness of health and safety requirements.
- Understanding and experience of safeguarding policies and procedures
- Knowledge of the heritage/museum environment.
- Knowledge of science/engineering.
- Experience of working collaboratively with a range of people.
- Strong interpersonal and communication skills.
- Strong organisational skills.
- Adaptability and flexibility. Can adjust to changing situations and environments.
- Ability to work within a team.
- Highly reliable.
- Enthusiastic and engaging manner.

- Commitment to the values of environmental responsibility, inclusivity, equality and respecting global and local cultures.
- Due to the museum's location, access to your own transport is an advantage.

Application process

To apply please email your CV and a covering letter that addresses the criteria as set out in the person specification to charlotte.todd@pkporthcurno.com

Please quote job reference **VDC** in the email subject header

Closing date for applications is midnight, 4th October 2026

Interviews will be held at PK Porthcurno during the week commencing 12th October 2026.