

RECRUITMENT PACK

Volunteer Programme Manager – Maternity

Cover for 12 months

Part Time

February 2026



HOME

WELCOME

Thank you for your interest in the role of Volunteer Programme Manager (Maternity Cover) at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME-produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR
We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE
We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

- We are conscientious
- We are considerate
- We are collaborative
- We are creative
- We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

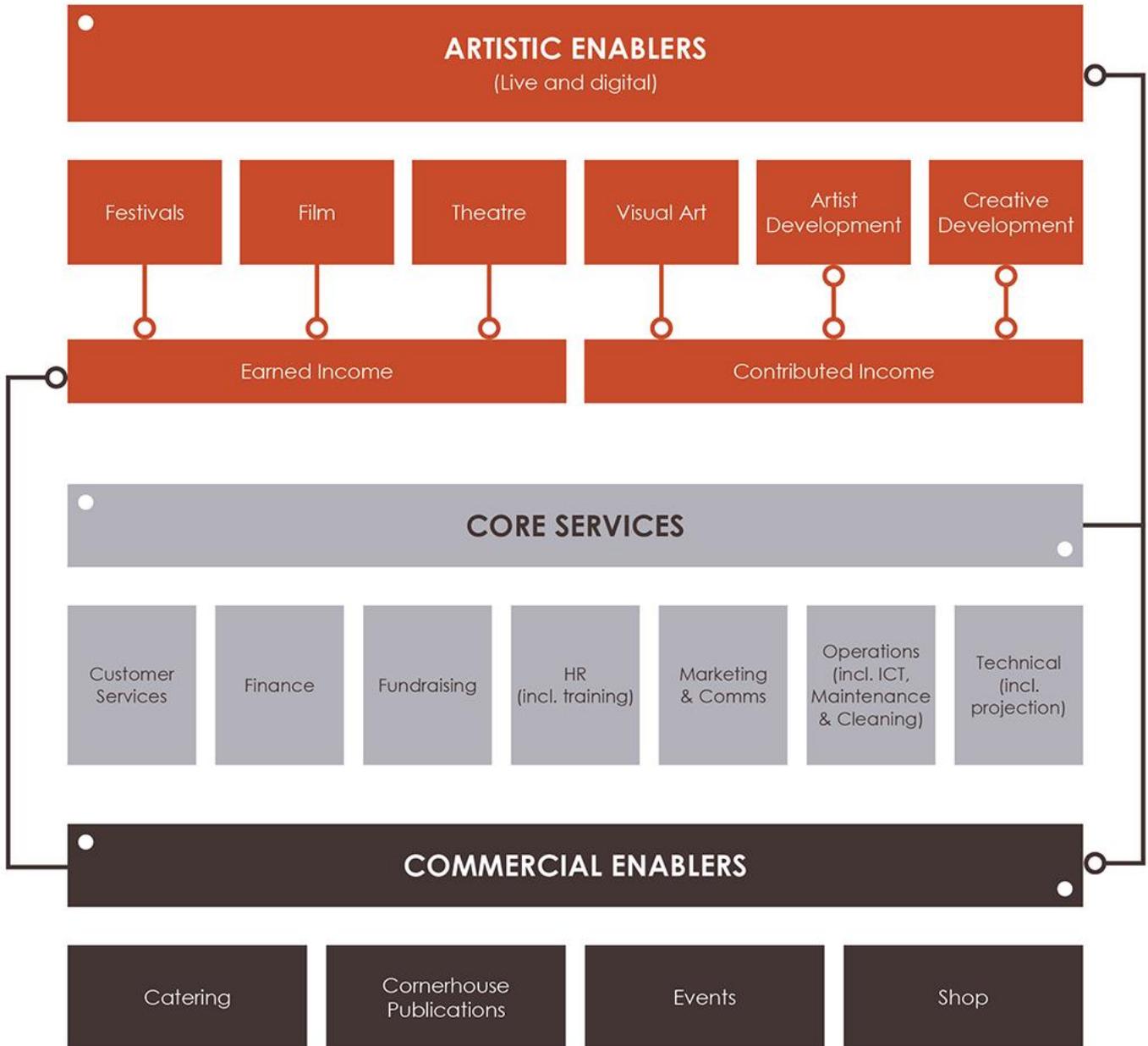
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect on the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LGBTQIA+ community.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

Job Context

This is a maternity cover for 12 months, working three days a week to manage our Volunteer Programme. The role sits within the Marketing and Communications team which includes both Customer Service and Hires & Events.

Job Summary

The Volunteer Programme Manager is responsible for the strategic planning, programming, administration, and delivery of HOME's Volunteer Programme. The role ensures the programme provides inclusive opportunities for people from diverse backgrounds to develop skills, enhance wellbeing, and gain meaningful experience within a creative contemporary arts environment, whilst supporting the operations of the building and audience experience.

KEY INFORMATION

Salary (per annum)	£28,000 FTE (actual salary £16,800)
Contract	Part Time Fixed Term (12months) Maternity Cover
Hours of work	24 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Cycle to work and Tech scheme after probation
Probationary period	3 months
Notice period	1 month during probationary period, 1 month thereafter

JOB DESCRIPTION

Purpose

To be responsible for the programming, planning, organisation, administration and delivery of HOME's Volunteer Programme, which aims to:

- Provide a diverse range of people with the opportunity to develop skills and improve their wellbeing within the unique environment of a creative contemporary arts centre
- Develop employability and emotional intelligence skills
- Contribute to developing future talent within the cultural sector
- Diversify HOME's workforce

Team Marketing & Communications
Reports to Director of Audiences
Responsible for Volunteers

Main Duties

- Collaborate with staff across the organisation to champion, programme, plan, organise and deliver HOME's Volunteer Programme.
- Recruit, monitor, rota and support volunteers. Organise inductions and training for all volunteers. Ensuring they are appropriately trained and matched to roles and that volunteers with additional needs are supported.
- Oversee communications to all volunteers ensuring they have all information needed to succeed in their role, including sending a weekly newsletter and providing role briefing information.
- Work closely with Engagement team members to ensure that opportunities are targeted towards participants, partners and groups we are working with where appropriate.
- Work with the Customer Service Team to ensure appropriate staff are trained and/ or supported to enable them to support and develop volunteers.
- Ensure appropriate staff are kept aware of best practice in relation to volunteering and of any changes in legislation that relate to this strand.
- Develop pathways for the personal development of volunteers we work with at HOME, supporting them in their endeavors beyond our programmes.
- Develop strategic partnerships and relationships to ensure HOME's programme and associated opportunities reach out across the city and into the other 9 boroughs of Greater Manchester.
- Work with Communications staff to ensure suitable publicity and other promotional material is produced and distributed to promote the Volunteer Programme.

- Manage and control the Volunteer Programme budget in liaison with the Director of Audiences, and to assist in raising additional financial support when necessary.
- Maintain monitoring as well as record keeping systems to evaluate work and prepare material for the written reports for HOME's Board and funders.
- Represent HOME at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.
- Ensuring that all individuals who are legally required to undertake a DBS check are vetted before beginning relevant activity.
- Work collaboratively and supportively as a member of HOME, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.
- Ensure that all quarterly and annual reporting is completed on time and in full.

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access.
- Take part in working groups & training sessions as required.
- Be an advocate and ambassador for HOME.
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, access, safeguarding, H&S & GDPR.
- Keep up to date with financial, administrative and operational best practice.
- Undertake any additional duties within the scope of the role as requested by the Director of the department or CEO.
- Work evenings and weekends if required.
- Undertake national and international travel if required.

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience Skills & Knowledge	<ul style="list-style-type: none"> • Proven experience in managing or supervising a team of volunteers or paid staff. • Experience of working on own initiative as well as part of a team. • Ability to manage own workload and time. • Experience of and proven ability to work with people from a wide variety of backgrounds, age groups and Cultures. • Understanding of, and strong commitment to equality and diversity. • Knowledge of and interest in the Greater Manchester arts and cultural scene. 	<ul style="list-style-type: none"> • Experience of working with a large team within an art, cultural or heritage organisation. • Experience of delivering training, mentoring and supporting people. • Experience of maintaining records, creating reports and managing a budget. • Experience of creating and developing positive partnerships, relationships and networks internally and externally. • Knowledge of legislation around safeguarding and Health & Safety. • Knowledge of the theatre and performing arts, visual arts and/or film sectors.
Practical Skills	<ul style="list-style-type: none"> • Excellent organisational, scheduling and planning skills including excellent attention to detail alongside good IT skills. • Excellent communication skills. • Flexibility and ability to adapt quickly to a varying workload and demands within a busy environment. 	
Disposition & Attitude	<ul style="list-style-type: none"> • Positive attitude and ability to work well as part of a team. • Calm under pressure. • Able to be empathetic, kind and supportive while adhering to professional boundaries. 	

HOW TO APPLY

The deadline for applications is – Monday 2nd March at 10am

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). Please add the job reference number **759388** in the subject line.

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on Wednesday 11th March

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.





FUNDED BY



FOUNDING SUPPORTERS



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