

Volunteer Development Program

Role	Volunteer Management (Volunteer)
Area of Interest	Skills Development, Volunteer Management, Administration, Music, Festivals, Project Management
About Pangaea Festival	Pangaea Festival is a student led music festival which provides both a variety of music and value for money for students. The upcoming festival is due to include 4 indoor/outdoor stages for artists and will aim to attract 4500 students for a spectacular production.
Description of Role	You will be responsible for supporting in the planning and delivery of Pangaea Festival in June 2018 as an active member of the Volunteer Management Team. This role involves managing all of the volunteers contributing to the different areas of Pangaea Festival and seeing to their welfare throughout the programme. You will report to the Head of Volunteer Management Team who will work closely with the Activities Officer and Students' Union Events Team to ensure you are fully supported and have suitable guidance to fulfil this role.
Reports to	Head of Volunteer Management Team
Volunteer Tasks	<p>Assist in sharing volunteering opportunities via student networks to help recruit enthusiastic volunteers for the available roles via face-to-face recruitment and digital platforms</p> <p>Assist with logging volunteer hours and skills gained from volunteering for the festival</p> <p>Research free training opportunities, workshops and webinars for volunteers to participate in</p> <p>Support the general welfare of all volunteers and raise any concerns with the Head of Pangaea Volunteer Management Team</p> <p>Liaising with the Head of Volunteer Management Team with updates of task progress</p> <p>Support with delivering volunteer briefings alongside the Activities Officer and Students' Union Events team prior to the festival</p> <p>Actively manage volunteer accreditation during the live event</p> <p>Ensure all volunteer hours are logged during the live event and confirming whether they are available for the next festival</p> <p>Assist with the re-election process to launch in May 2018 and handover sessions for each team in June 2018</p>
Desirable Skills and Qualifications	No skills or qualifications needed, just lots of enthusiasm! Although an interest in HR or managing volunteers would be a bonus.
Benefits	<p>Gain insight into managing volunteers for a live event</p> <p>Assist in the development of an established volunteer programme for a festival</p> <p>Learn the importance of meeting key deadlines</p> <p>Collaborate with other enthusiastic students on fun, challenging and rewarding</p>

Volunteer Development Program

mini-projects

Develop in confidence in a professional workplace environment

Learn to adapt to real-time event challenges

Demonstrate your level of dependability to key industry professionals and University staff alike

Feel highly rewarded for contributing to the success of the largest student led event on campus

A free ticket to Pangaea Festival (subject to completing volunteer hours)

The opportunity to make new friends

Volunteer Location	Based at University of Manchester Students' Union Building, however lots of tasks can be completed on/off site.
Are volunteer expenses available?	No, however you will be entitled to a free Pangaea Festival ticket if you complete your volunteering hours.
Duration of role	Ongoing
Start date	February 2018
End date	May 2018 – Re-elections of Head Roles June 2018 - Handover
Opportunity times	Flexible – volunteering hours can be arranged with Pangaea's Volunteer Management team throughout the year to suit you. Please note there will be busier periods leading up to the event. A project timeline will be provided to you with key tasks relevant to your area of interest.
Minimum Hours Commitment	12 hours – you are more than welcome to complete more hours if you wish. Remember, completing the minimum number of hours also entitles you to a free ticket to Pangaea Festival.