

## Events and Volunteer Coordinator (Freelance Role)

**Project:** Kinning Park Complex 30 Years On: Strengthening Our Community and Taking Action

**Contract:** Freelance, part-time (hours/days to be agreed)

**Duration:** November 2025 – July 2026

**Fee:** £145/day, 90 days

### About the Project

In 1996, local residents staged a 55-day sit-in at Kinning Park Complex (KPC), preventing its closure and securing it as a community space. As we mark the 30th anniversary of this grassroots action, KPC will deliver a creative, participatory programme that reconnects past activism with present-day community building. The programme will run from October 2025 to June 2026, culminating in a 55-day programme (3 May – 27 June 2026) of workshops, exhibitions, storytelling, and celebration.

### Role Purpose

The Events and Volunteer Coordinator will support the planning and smooth delivery of the anniversary programme. The focus will be on coordinating event logistics, recruiting and supporting volunteers, and ensuring participants have a welcoming and positive experience.

The postholder will work alongside KPC staff and a community steering group, who will lead on programme design, outreach, and evaluation.

### Key Responsibilities


#### Event Support & Coordination

- Assist with planning and delivery of events, workshops, and exhibitions.
- Coordinate bookings, scheduling, and practical logistics (spaces, equipment, refreshments).
- Act as on-the-ground support during events, ensuring things run smoothly, and comply with our Health and Safety policies and procedures.
- Work with staff team on promotion of events and opportunities


### Contact us

 [www.kinningparkcomplex.org](http://www.kinningparkcomplex.org)

 [hello@kinningparkcomplex.org](mailto:hello@kinningparkcomplex.org)

 07840843314

### About us

 43 Cornwall Street, Glasgow, G41 1BA

The Kinning Park SCIO is a registered charity  
SC048399

## **Volunteer Recruitment & Support**

- Identify, create and promote volunteer opportunities and recruit a diverse pool of volunteers.
- Provide inductions and guidance to volunteers.
- Coordinate volunteer rotas and maintain communication with the team.

## **Community Engagement Support**

- Welcome participants at events and ensure activities are accessible and inclusive
- Act as a friendly point of contact for volunteers, participants, and community members.
- Share opportunities for residents to get more involved with KPC.

## **Administration**

- Keep clear records of volunteer involvement.
- Contribute to project updates and reports by providing attendance figures, volunteer hours, and event notes.
- Work with the Director to ensure project expenditure is in line with the agreed budget and that appropriate financial records are maintained.

## **Person Specification**

### **Essential:**

- Experience coordinating or supporting community events.
- Experience working with volunteers and/or community groups.
- Strong organisational skills and ability to manage multiple tasks.
- Good communication and people skills.
- Ability to work independently and as part of a team.
- Commitment to inclusion and accessibility.


### **Desirable:**

- Knowledge of Glasgow's community and cultural sector.
- Experience working in a grassroots or community-led setting.
- Practical skills in event delivery (e.g. setting up rooms, managing equipment, stewarding).

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## How to Apply

To apply please email your CV and a cover letter of no more than 2 sides of A4 detailing your experience and suitability against the essential and/or desirable criteria outlined in the role description to [board@kinningparkcomplex.org](mailto:board@kinningparkcomplex.org) with **Events and Volunteer Coordinator** as the subject line. Where possible, please attach a PDF version of both your CV and cover letter to your email.

## Deadline to apply: Friday 3rd October 2025

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore encourage applications from all suitably-qualified individuals, irrespective of age, gender, transgender status, disability, sexual orientation, marital, parental status or caring responsibilities, ethnic or racial origin, or class background.

If you have any questions about the role before applying, please contact us by email - [bruce@kinningparkcomplex.org](mailto:bruce@kinningparkcomplex.org)




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