



Recruiter and Administrator Volunteer

What is involved in this role?

The volunteer recruiter and administrator role can either be at our Mirfield location or some of it can be done from home if you have access to the internet.

You would play your part in helping recruit, train and support our volunteer team – sending applications and answering queries, maintaining volunteer records consistent with our GDPR policy, helping on volunteer open days and training sessions and giving a friendly and warm first welcome to potential volunteers.



You would also help with behind the scenes work such as helping the Director put together a volunteering strategy and coming along to the odd team meeting, so you'll want to get stuck in and love being with a team.

Ideally this would be for 1 regular half day, or one regular full day each week.

What are we looking for?

You don't need any specialist knowledge or any previous experience though being organised, able to work with Microsoft Office and able to confidant on email and in person with other people is really useful – we will provide everything you need and you will get to shadow someone on duty to make sure you are comfortable. All we ask for is a great attitude, a friendly smile, a passion to make WYPW a brilliant experience and a good sense of humour.

What do you get out of it?

You'll get to work alongside our brilliant team, chat to our members and visitors, make friends and learn some new skills. You'll be involved in a creative and exciting organisation that wants to go places and support printmakers and a creative community.

What is WYPW?

West Yorkshire Print Workshop (WYPW) is in a beautiful Victorian former school building in the heart of Mirfield with a contemporary 'pop up' gallery space in a former shop in Huddersfield. We have a community of around 130 print members and host courses, exhibitions, educational programmes and community events at our spaces along with a retail offer to support local artists. WYPW wants to consistently raise its profile as a nationally recognised centre of excellence in the art of traditional, contemporary and innovative printmaking; promoting an inclusive community of professional practice, embracing artistic and technological change, advancing knowledge and appreciation of the visual arts by all means available to it.