

Fringe Volunteer Coordinator | Job Description and Person Specification

Job Title:	Fringe Volunteer Coordinator (6 posts available)
Reporting to:	Fringe Fundraising Coordinator
Hours of	27.5 hours a week (5 days of 5.5-hour shifts, including evenings, with two days off)
Contract:	Fixed term, 5-31 August 2026, plus induction training on 28 th July 2026
Salary:	£13.45 per hour (plus an additional 12.07% for annual leave)
Location:	The Pleasance, Edinburgh (occasional shifts at other Fringe venues)

About Waverley Care

Waverley Care is Scotland's leading HIV and hepatitis C charity. Guided by the voices and experiences of the people we support, our work helps shape vital services and influences national policy on sexual health and blood-borne viruses.

Our vision is a Scotland where everyone living with, or at risk of, HIV and hepatitis C is treated with dignity, acceptance, and respect. Through our services, we create safe spaces where people can connect, share experiences, and build confidence. We work to end isolation and support people affected by HIV or hepatitis C to live well. You can find out more about the work we do at our website: www.waverleycare.org

About the role

Waverley Care has a long-standing relationship with the Fringe and The Pleasance, one of the largest venues at the festival. For over 30 years we've collected donations from audiences, worked with comedians and performers on benefit shows, and hosted our own events in the Fringe programme. The Fringe is the biggest event each year in our fundraising calendar, and we hope to grow our festival fundraising even bigger in 2026.

This post will be based at the Pleasance Courtyard and will provide a key role in our festival activities, working with and supporting volunteers, liaising with performers and festival colleagues, and leading our on-site bucket collections.

Full training to succeed in the role will be provided and flexibility will be required. You'll receive Waverley Care t-shirts and jacket to wear when working, and a Pleasance staff pass, which allows first-come first-served access to live shows which are not sold out.

About you

You'll be enthusiastic, reliable and adaptable. You will be confident in sharing facts about HIV, highlighting the important work of Waverley Care and explaining how the public's donations can support this. You'll have great organisational skills, and you'll be keen to work as part of a busy and dedicated team. You will also have great communication skills, and you'll be looking forward to building relationships with colleagues, volunteers, performers, venues and audience members.

You will have customer service, fundraising, volunteer management or charity experience. You may be interested in a career in the charity sector, volunteer management or festival organisation. Whatever your experience, you'll be eager to learn new skills and information across fundraising and volunteer management.



Responsibilities include:

- Brief, support and supervise Waverley Care’s bucket shaking volunteers at each shift.
- Work with bucket shaking volunteers to actively collect donations from Fringe audiences.
- Motivate and inspire volunteers to grow our festival fundraising income.
- Engage performers to support our fundraising efforts through show announcements.
- Make and maintain good working relationships with Pleasance and Edinburgh University Students' Association staff and ensure that all collections are carried out in accordance with their requirements.
- Support Waverley Care’s Fringe Fundraising Coordinator with volunteer recruitment.
- Monitor stock levels at the festival and liaise with office-based staff to replenish materials.
- Ensure donations, materials and contactless donation devices are secure at all times.
- Follow Waverley Care’s and The Pleasance’s health and safety policies and procedures.
- Respect personal data and comply with Waverley Care’s data protection policies.
- Undertake any other duties, which may be reasonably required. These may be at other Fringe venues which Waverley Care has a working relationship with.

Key dates to be available

To support specific events within Waverley Care’s Fringe calendar, successful applicants must be available on the following dates:

- 28th July 2026
- 8th August 2026
- 12th August 2026
- 17th August 2026

Person specification

Skills and Experience	Essential	Desirable
Customer service, festival, volunteer management or charity experience	x	
Experience in fundraising		x
Excellent interpersonal skills and ability to communicate well with a range of audiences	x	
Experience of working in busy environments	x	
Good organisational and problem-solving skills	x	
Ability to work well as part of a team	x	
Able to take a pro-active and solution-focused approach	x	
Self-aware, courteous and respectful	x	
Ability and enthusiasm to learn new skills and information	x	