FWinc Volunteering Role

Role

PANDEMIC Project Workshop General Support Volunteer

Location

The Green Man Gallery, Hardwick Studios, Hardwick Square South, Buxton, SK17 6PY

There is limited parking available alongside the building although we request you use sustainable travel where possible.

Timing

Workshops will run 5.30pm-8.30pm on Thursdays (with sessions 5.30pm-7pm and 7pm-8.30pm) from 24th March through to the end of June 2022.

There may also be one-off events associated with the project at which volunteer support would be appreciated.

Commitment & Duration

The PANDEMIC Reflections project will run January to September 2022 with workshops beginning in March.

The role is an internal team role to be filled by a member of Funny Wonders for insurance purposes. The annual membership fee for a volunteer is £1. (The full annual membership fee for an adult is £15.)

Any week you could be there to support the workshops would be great. Part of the project is about building relationships with local young people so it is beneficial for them if you could commit to the project long-term but you do not need to come every week. If lots of volunteers are available, we will develop a rota.

Responsibilities

The main responsibilities of a Workshop Support Volunteer are to:

- undergo relevant training (see below)
- communicate with the Workshop Leader if you can/can't make it to workshops
- help set-up for workshops
- welcome participants and explain what is happening
- chat with participants and build rapport
- support participants in their creative activities
- help supervise the use of more hazardous equipment
- exercise a duty-of-care towards participants and the FWinc team
- help monitor and control participant behaviour
- assist the Workshop Leader with kit or admin
- help tidy-up after workshops
- help with reporting and evaluation
- help promote the project and its artistic outcomes in the wider community
- maintain a record of volunteering hours

Participation through Puppetry and Multi-media Performance
Funny Wonders Incorporated Community Interest Company #06814964
Address: 3A Queens Road, Buxton, Derbyshire, SK17 7EY; Email: hello@funnywonders.org.uk
Website: www.funnywonders.org.uk; Facebook: /Funny.Wonders; Twitter: @FunnyWonders

Qualities

At the workshops, we ask volunteers to:

- be positive and supportive
- be patient with participants' creative skills – give them time to try, fail and try again (i.e. don't jump in and do it for them)
- carry kit boxes to/from car/workshops and up and down stairs to the workshop room
- maintain professional relationships with participants and other members of the FWinc team
- work in accordance with a range of policy and procedure documents

Recruitment

Recruitment into the organisation will be carried out in accordance with our Recruitment & Selection Policy. It involves an informal interview, completion of application form and provision of references and an enhanced DBS check. Successful applicants will undergo a trial and training period during which they will be inducted into the organisation. This involves completion of registration forms, provision of project information, training in our policies and procedures including those specific to the PANDEMIC project, agreeing to the Volunteers Agreement, training relevant to your role and provision of a peer-mentor and supervisor. The trial period will end upon successful completion of training, reference and DBS clearance and payment of annual membership fee.

Training

For this role, we require you to have an awareness of safeguarding, mental health and data privacy: copies of our relevant policies and guidance will be provided to you. If you would like to do further safeguarding or mental health awareness training, please let us know.

We also require you to know our working procedures including those specific to the PANDEMIC project. A training session will be arranged or information provided to you if you cannot attend.

We would also like you to feel comfortable working and communicating with young people aged 11-18 years. A copy of the FWinc Working with Young People Guidance will be provided to you.

Supervision and Support

A supervisor/line manager and peer-mentor (a fellow volunteer) will be allocated to provide support and guidance.

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