

Volunteer Job Descriptions & Person Specifications

Without volunteers the service we provide to our members would not be possible and we value the ideas that our volunteers have in order to better support them.

There are currently 4 roles within the project. Volunteers may change their role within the project depending on their personal circumstances, experience and time availability.

Generic Person Specifications for all Volunteers

- Must be aged 18 or over.
- Good listening skills.
- Be pro-active and seek opportunities to ensure members are occupied.
- Self-motivation - ability to work unsupervised and to use own initiative. A “can do” person.
- Communicative – have the ability to communicate effectively with adults, young people and in certain cases with children.
- Understanding/experience of mental health issues.
- Personal relationships are not accepted within the project. However, couples may attend but attendance will be on differing days
- Be able to give regular commitment to the Project.
- Prepared to travel within the Hartlepool and surrounding areas.
- Prepared to attend meetings with volunteers and artists and work some weekends
- Be prepared to attend all training opportunities
- Make a decision as to commit or not to outreach work
- Comport yourself in a professional manner and act as an ambassador for the project as well as respecting Health and Safety, Equality and Diversity regulations and other company policies.

Training

All volunteers working directly with members will be required to take part in any training programme. The only exception is if you physically cannot attend, for this we will need in writing your reasons why.

There will be opportunities for further specific training if needed.

Volunteers will receive regular supervision on an individual basis.

Opportunities available

1. Artist/Craft person

Volunteers are always required for our studio located in Park Road, Hartlepool. You will be required to demonstrate, mentor and assist our members so that they understand the rudiments of art, techniques and skills. We understand that there are always going to be many diverse areas of art and we would be interested in hearing from anyone interested in this position. We may be able to offer “outreach” opportunities should we secure projects within the community.

Responsible to: Project Manager / Well Being Practitioner

Hours: Approx 8 hours per week. We would gratefully accept more but we do not want you to burden yourselves with too many hours. All voluntary hours are negotiable.

Expenses: Travel is provided to any outreach venues. Training and excessive travel to training and associated costs paid.

KEY TASKS

- To establish and develop relationships with young people, older people and members as well as colleagues.
- To promote equal opportunities and especially to involve people with low confidence and self-esteem.
- Communicate in an effective professional manner
- To support all members in artistic activities.
- Take direction for PM/SW.
- Clean up after members, return paints and other materials to the storeroom.
- Be prepared to undergo an enhanced CRB check, we will refund the cost of this.

2. Mentor/Buddy

The Mentor/Buddy Scheme offers support and friendship to members that may experience a loss of self esteem or confidence. This is a major issue with members and a very important role. You would be expected to talk and encourage members back into a positive lifestyle. This may take weeks, months or years of patience so obviously the candidate needs to be patient and a good listener. This involves working solely in the Artrium on a one-to-one basis. You may work with their personal support worker or our own Well Being Coordinator who will advise and assist you. Confidentiality is a MUST with this position.

Responsible to: Support Worker and Project Manager

Hours: 8-10 hours per month, we are very open to hours

Expenses: Training and excessive travel to training and associated costs paid.

KEY TASKS

- To establish and develop relationships with members.
- Actively listen to the members
- Identify their needs and concerns
- To help carers (or support workers) by developing social skills and self confidence of members
- To encourage and facilitate the members to pursue an interest in the studio and outside the home
- Be prepared to undergo an enhanced CRB check, we will refund the cost of this.
- To be sensitive and respectful at all times
- To promote equal opportunities

In addition perhaps: -

- To assist members with making decisions about their own future job or career prospects, ie CV's etc

3. Internet or PC support

HASL has invested in 2 new websites and Facebook. We need someone to look after them on a daily basis. As we need to have daily updates on the site we need cover for 4 days (Tue – Fri when he is not present. We are also seeking a person competent with Access databases to develop our present system. **THERE ARE NO POSITIONS AVAILABLE AT PRESENT.**

Responsible to: Project Manager /Lead PC support

Hours: 8-10 hours per week

Expenses: Training and excessive travel to training and associated costs paid

KEY TASKS

- To establish and develop relationships with members.
- Actively listen to the members to get ideas
- Take direction from the PM/Lead PC worker to add details and pictures

- Think new and exciting ideas to promote HSAL
- Make the site eye catching and upbeat by working as a Graphic Designer

4. Temporary Retail assistant volunteers

At present we have a temporary retail unit in Middleton Grange shopping centre. We are looking for 4 – 5 people to act as ambassadors for our charity, raise our profile and sell pieces of work.

Responsible to: Project Manager /Support Worker/Lead Retail Assistant

Hours: 3 - 6 hours per day (the shop is open 6 days a week)

Expenses: Training and excessive travel to training and associated costs paid

KEY TASKS

- To establish and develop relationships with members.
- Promote sales of artists work and act as an ambassador for HASL
- Act as a Key Holder to open and close the unit
- Respect the laws of Health & Safety and actively promote them
- Take direction from the PM/SW
- Think of new and exciting ideas to promote HSAL
- Make the shop eye catching and upbeat by using innovative designs and ideas to promote our charity.
- Be pro active
- Be sales minded
- Be customer service focused
- Honest as the role involves handling cash
- Be of a smart professional appearance
- Be very punctual and diligent

5. Volunteer Handyperson

Our handyperson will resolve breakdowns with equipment and maintain our buildings. This could be replacing locks, painting or constructing pieces for us so knowledge of joinery would be advantageous.

Responsible to: Project Manager /Support Worker/Lead Retail Assistant

Hours: 3 - 6 hours per day

Expenses: Training and excessive travel to training and associated costs paid

KEY TASKS

THERE ARE NO VACANCIES AT PRESENT

For any of the above positions you can download an application form from this site (available from the Volunteer page). We interview approx. every 2 months. If you would like to work as an artist we usually ask you to provide a portfolio of your work.

The interviews are held (usually) in our studio and are not difficult, simply to get a picture of how you would fit in with our important operation.

All our volunteers are dedicated and are well thought of as we would not be able to provide the invaluable service that we offer without them.