



Volunteer Title:

Volunteer Artist

Major Objective Of task/project:

To enable all members to feel welcome in a safe, secure surrounding that is not biased or judgemental. To assist with the development/rehabilitation of all people and to offer artistic support and guidance at all times. Develop self-confidences and to educate. Attend schools, community centres and any additional designated areas to deliver any art and craft sessions (once skills have been identified), mentor adults and children, prepare sessions, collate materials and issue feedback forms.

Person Specification:

Artistic, skilled in any art or craft realm.
Must have a positive attitude
Good Communication and interpersonal skills
Approachable and friendly nature, committed and punctual
Confident and outgoing
Willingness to learn
Spontaneous, quick thinker, able to devise sessions at short notice
Previous experience desirable

Role and Responsibilities:

- *Maintain a high standard of reliability and punctuality
- *Be available at least 4 hours a week
- *Be creative and excel at your given artistic skill
- *Maintain a high professional image within the studio and on company business
- *Meet/greet and introduce all members that use the Artrium
- *Ensure that we are all focused towards to rehabilitation of members
- *Assist and mentor at all times ensuring that all members receive attention. No member, no matter how proficient, should ever be left to their own devices.
- *Show courtesy and empathy at all times to all members
- *Advise PM of stock requirements within a measureable time period
- *Adhere to Health & Safety requirements in both the studio and external premises
- *Ensure that HASL policies and procedures are upheld
- *Promote Equality & Diversity within the studio and on outreach business
- *Maintain member/staff confidentiality
- *Clean work areas
- *Apply for your DBS (refundable)
- *Make refreshments for members and handle small amounts of cash
- *In the absence of the PM/SW take and record telephone calls professionally
- *Communicate in an effective and professional manner
- *Inform PM/SW of any change of circumstances
- *Remain flexible with regards to work role and take on tasks requested by PM/SW

Training:

Undertake relevant training/workshops whenever required
Attend/support artists/team meetings. Attend a supervisory meeting on a quarterly basis

Attendance Commitment:

Attend the studio on a volunteer basis on an agreed fixed day each week. Outreach is not fixed so a flexible attitude to attendance will be required.

Supervision:

Direct supervision will be given by SW or in her absence the PM

Benefits:

Make a difference to someone's life! Develop your leadership skills, training and mentoring. Taking part in team activities, accessing further training to further personal development, rise to challenges.

Are you up to all this? We'd love to hear from you.