

## **Volunteer role: ArtCare workshop and activities volunteer**

Supporting ArtCare's team to deliver creative projects at Salisbury District Hospital

Regular help is needed to:

- Assist delivery of hands-on history/creative workshops with public (all ages)eg:
  - Setting out workshop materials and equipment
  - Topping up materials during workshop\*
  - Supporting workshop leader and enable participants to engage \*
  - Cleaning down equipment\*
- Act as tour guides during 'back room tours' and temporary exhibitions \*
- Support Project Lead during talks and outreach public events \*
- Working off-site in public buildings or community locations \*

ArtCare induction will include training and support with:

- Project information and historical information about collection and archive items
- Technical equipment (such as laptops, projectors etc)
- Using creative materials, handling collection, costumes etc

### **Skills and responsibilities:**

Volunteers do not need previous experience; however having an eye for detail, have a common sense approach, enjoy creative materials and meeting others

- Ideally available for a minimum of 2 hours per week for 3 months (*this is a flexible arrangement as events and workshops are not regularly programmed*)
- To respect and uphold Trust policies including Health & Safety, Confidentiality, Equal Opportunities and the Disability Discrimination Act
- Reliability, and responsibility to the team – be realistic and don't take on too much

As a volunteer, you are expected to be professional in your duties. You are representing both Salisbury NHS Foundation Trust and ArtCare. ArtCare staff will always hold final responsibility for the task / session and will advise on any technical aspects of the current work. We want our volunteers to be respected for the skills they bring as individuals. Our aim is to give you an opportunity to gain experience and achievement of helping to preserve a heritage collection for the future.

Volunteering with ArtCare will have benefits for you as well:

- An opportunity for you to develop your personal and teamwork skills
- Valuable work experience
- Appropriate training and ongoing support from ArtCare staff and Voluntary Services
- Regular personal meetings to explore individual training needs and ideas for new work including interim & exit interviews
- Travel expenses (within a 20 mile radius) and meal allowances as set out by Voluntary Services criteria
- Volunteer parking permit
- Public liability insurance