



Thank you for your interest in becoming a volunteer with Arts Together. Volunteers are a vital part of our organisation and we're keen to connect with people who share in our ambition to transform the lives of older people in Wiltshire and beyond. Our Group Volunteers work within a small team of like-minded people and provide essential week to week consistency and familiarity for group members at our weekly art groups. Previous experience of working with older people or of art is not required, just a desire to join in and offer support to others. We look forward to learning more about you.

### **About Arts Together**

Arts Together is a pioneering charity which works to improve the health, wellbeing and quality of life of older people through the provision of a range of participatory arts projects. Since 1999 Arts Together has been bringing together professional artists and older people supported by local volunteers for weekly arts workshops, creative activities and cultural events throughout Wiltshire. Our members are referred to us from third parties like friends and family, GP practices, mental health teams and other local charities.

We know that social isolation and loneliness are widespread in contemporary society and especially affect older people who are no longer able to fully participate in the life of their communities. Arts Together aims to counter isolation by offering older people the opportunity to:

- try new and exciting creative activities
- rediscover forgotten interests and skills
- make new friends and relationships
- enhance personal confidence and self-esteem
- feel healthier, happier and more independent

Our volunteers help us to meet our aims by helping to create a welcoming and friendly environment at our weekly art groups, supporting members to fully participate by offering encouragement and some assistance as necessary. Many of our volunteers also tell us it's also a great way for them to meet like-minded people and make new local connections.

### **Volunteer application process**

- 1) Complete volunteer application form and data form and email to [belinda@artstogether.co.uk](mailto:belinda@artstogether.co.uk) or [steph@artstogether.co.uk](mailto:steph@artstogether.co.uk)
- 2) Have an informal phone conversation with Belinda or Steph (area Hub Managers) so we can learn more about you
- 3) Join one of our groups for a session to see if it's the right role for you
- 4) If you and our Hub Managers would like to continue, we'll complete your references, DBS check and you'll complete our Volunteer Agreement and online training
- 5) You'll still be able to join the groups under supervision while we're waiting for your DBS check and references

For more information please contact Belinda Chandler 07779 608196 (Devizes, Marlborough and Pewsey) or Steph Turner (Bradford on Avon, Trowbridge and Melksham) on 01380 590550.



### **Group Volunteer Role**

Arts Together runs weekly, term time, art groups for older people in Marlborough, Pewsey, Devizes, Melksham, Trowbridge and Bradford on Avon. Our volunteers are essential and highly valued members of our team. They support the group members and the artist, in liaison with the Hub Manager and the other group volunteers, to ensure the smooth running of the group.

### **What our volunteers do**

- Setting up the space by putting out tables and chairs
- Welcome members as they arrive
- Assist the artist to set up and clear up
- Assist the carer and other volunteers in preparation of lunch and refreshments (once in receipt of Food Hygiene certificate)
- Assist with activities and supporting group members following the artist's guidance
- Collect and record donations from members
- Record member attendance
- Ensure data protection and media consent forms are completed and forwarded for new members
- Follow Arts Together procedures and guidelines for incidents, safeguarding, equalities etc.
- Follow all current guidelines for covid as set out by Arts Together
- Make sure all members have left at end of the session and the room is left clean and tidy.
- Volunteers usually communicate and coordinate with each other between sessions via the group Whatsapp

In addition the volunteers take turns or share these additional tasks:

- Buying the weekly ingredients for making lunch
- Ordering desserts from our supplier
- Banking the donations from members
- Help with fundraising and local events and promotions
- Occasionally calling members by telephone to check attendance for example
- Supporting the group to be run remotely via Zoom – this is now only occasionally and it is not essential to be familiar with Zoom as full training can be given.

### **What we look for in our volunteers**

- Patience, a friendly nature, and a willingness to learn.
- Organised, reliable, adaptable, tolerant, with good interpersonal skills.
- Able to get on with a wide range of people.
- Able to follow Arts Together policies and procedures.
- Experience of assisting people with disabilities is an advantage, but not essential.
- DBS and Food Hygiene certificates are essential, and our team will guide you on attaining these.

### **Time Commitment**

Each of our groups meet for one morning per week during school term times.  
Estimated time commitment for volunteers: 4 hours a week (10.00am - 2pm), in 5 weekly blocks for 30 weeks of the year, plus occasional volunteers' meetings and workshops.

**Benefits to Volunteers**

The satisfaction and camaraderie of making a positive difference to lonely older people's lives.

Expenses: travel and expenses incurred in supporting groups and attending training

Training: 1 day workshop per year and other occasional training/meetings.

DBS check and Safeguarding and Food Hygiene training (paid for by us).

Volunteers are required to comply with all Arts Together policies and procedures, to respect diversity and confidentiality, and help ensure the well-being of our vulnerable members.

**Volunteer Application Form**

<b>Name</b>		
<b>Address</b>		
<b>Postcode</b>		
<b>Contact Number(s)</b>		
<b>Email</b>		
<b>Which group(s) are you hoping to volunteer at?</b>	Marlborough - Mondays	
	Devizes - Tuesdays	
	Pewsey - Thursdays	
	Bradford on Avon - Tuesdays	
	Trowbridge - Thursdays	
	Melksham - Fridays	

<b>Skills and interests</b> Please tell us about your skills, experience, hobbies, interests and previous voluntary work, particularly if you have worked with older people.

<b>What are you hoping to get out of volunteering with Arts Together?</b>

<b>Are you DBS (formerly CRB) checked?</b> If so, please send us a copy of your current disclosure certificate	Yes/ No
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<b>Current or last occupation</b> Please include name of your last employer if any

<b>Availability</b> Please tell us when you would be available, what days and times and anything that may prevent you volunteering on a regular basis

<b>Health Issues/ Allergies</b> Do you have any ongoing health issues or allergies that we should be aware of as part of our duty of care to you as a volunteer? If so, please give more details below.	Yes	No

As a volunteer with Arts Together we keep the following details about you; name, address, telephone number/s. email address, emergency contact. This information will be kept securely and confidentially and may be shared with Arts Together personnel. It will not be shared with anyone outside Arts Together without your permission. You have the right to see any information we keep about you and to change your mind at any time about our keeping it. Should you wish to do so please contact the Manager, Julieann Worrall Hood on 01380 590095.	
I give my consent for my details to be held by Arts Together.	
<b>Signed (Volunteer)</b>	
<b>Date</b>	

<b>Emergency Contacts</b> Please give the name/s of someone we can contact in case of an emergency (in accordance with Health and Safety Regulations)	
<b>Name</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Relation to you</b>	
Alternative Contact	
<b>Name</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Relation to you</b>	

<b>Reference requests</b> Arts Together needs to take up two professional references for you. Can you please give us two names that we can contact to ask for a reference. (See below for guidance)
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Referee 1	
<b>Name</b>	
<b>Company Name/ Position</b>	
<b>Company address</b>	
<b>Telephone</b>	
<b>Email</b>	
Referee 2	
<b>Name</b>	
<b>Company Name/ Position</b>	
<b>Company address</b>	
<b>Telephone</b>	
<b>Email</b>	

### **Guidance on choosing referees**

Referees provide extra information that lets us know about your work history, your skills and experience. Your referee can also give an opinion on your character, commenting on factors such as your reliability and punctuality. At least one of your referees should be work related if possible.

The best people to be your referees are:

former employers, especially a mentor or boss

your teacher/lecturer/tutor

your supervisor or examiner

someone you regularly work with from outside the organisation e.g. a client or supplier

someone you have worked with in a community capacity, e.g. Youth Leader, volunteer co-coordinator

A personal referee is usually asked to provide a 'character witness' rather than specific information about your progress in education or work.

A personal referee could be one of the following:

a person of recognised standing in the community, e.g. a doctor, teacher, minister of religion, holder of office (e.g. member of governing body, Rotary Club or similar)

someone who has known you reasonably well for at least five years

Please do not choose:

a relative or close family friend

Some things to also note:

It is courteous to ask if they will act as a referee.

If they are going to do a good job for you they will need to be up to date with what your plans are and to know what areas of expertise/character to emphasise.

It would be helpful to give your referees a few notes about the kind of role you are seeking and why.

It is vital that your referee will be available at the time a reference is needed. If your tutor or project supervisor, for instance, is going to be on sabbatical leave for six months, you will need to make sure that you know who you can contact in the meantime.