

designs in mind

ROLE DESCRIPTION

ROLE TITLE: Artist Volunteer

1. MAIN PURPOSE OF ROLE

The main role of being a Designs in Mind Artist Volunteer is to contribute / lead / assist in the facilitation of specialised skill development or product development.

We want to work with artists who are recognised for their skill and expertise and who will challenge our makers.

2. POSITION AND SUPPORT IN ORGANISATION

Accountable to: Bridie Dunbabin, Elin Humphreys, Rosie Thomas

Accountable for: Working to Designs in Mind values and studio principles. Following policy and procedures and contributing to the atmosphere of the studio - warmth, wit and wonderment.

Liaises with: Bridie Dunbabin, Elin Humphreys, Rosie Thomas

Works within: The wider Designs in Mind team

3. KEY RESPONSIBILITIES

- To be a regular and reliable volunteer
- To support the team and work together to deliver the best studio programme
- To engage members of the Designs in Mind studio in learning new skills, developing ideas and working towards a commission or retail product - ensuring at all times that members know the purpose of their work.
- Following design, branding and brief guidelines as advised by Elin, Rosie, Bridie or external client
- To support people to find a way to join in with production and workshops
- To help keep the studio clean and tidy

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- To exemplify Designs in Mind values and contribute to the warmth, wit and wonderment of the studio atmosphere
- To follow policy and procedures particularly with regard to safeguarding, duty of care and keeping people safe
- To liaise with any member of the Designs in Mind staff team in respect of a difficult or emergency situation or when in doubt
- To talk/check-in with Bridie (or another member of the staff team), after any difficult or challenging situations
- To undertake a minimum of 4 hours of on-going training each year.

4. QUALITIES & EXPERIENCE

- Ability to support in the facilitation of high quality arts workshops
- Confident, passionate and engaging in finding ways for people to join in
- Experience of working with a diverse group
- Ability to deal sensitively with all issues raised in the studio and to share any concerns with a member of the staff team
- Able to follow policy and procedures
- Awareness of own emotional triggers and strategies to cope with own feelings, or know where to go for support, if more is needed than what Designs in Mind offers.
- Demonstrate an understanding and acceptance of the Studio principles, company values, and policies and procedures.
- Artist volunteers should be 18 or over upon completion of their induction.

5. APPOINTMENT AND TIMESCALES

Appointment can be flexible. Production times are...

- Monday 10am – 1pm
- Tuesday 10am – 4pm

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- Thursday 10am – 4pm
- Friday 10am – 1pm

6. LOCATION, TRAVEL & EXPENSES

- Based at the Designs in Mind studio
- All travel expenses in relation to the role can be reimbursed

7. BENEFITS

- A chance for personal development
- Contribute and share existing skills
- Develop new facilitation and team-working skills
- Contribute to a vibrant and busy working studio
- Give something back to your local community
- Be part of the journey to transform what mental health services look and feel like

8. RECRUITMENT AND SELECTION PROCESS

- Completion of a Designs in Mind volunteer application form
- Meet a member of the studio team - this will include a tour of the studio and shop, information about the culture and values of Designs in Mind, and some exercises so we can get to know you better, and you can get to know us.

At this point we will make a decision together about if you are right for this role and if so, agree what production days you will be involved with after induction and training.

9. INDUCTION PROCESS

- Policies and Procedures (Team Room Induction)
- DBS Check

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At this point you will be asked to sign this role description and agreement.

10. PRE TRAINING & DEVELOPMENT

- Successful completion of a 3 month probationary period before becoming a full Designs in Mind volunteer

Recruitment is not confirmed until the full process (8,9,10) has been completed.
At any point you may decide or we may decide that this role is not for you.

11. CONTINUED TRAINING & DEVELOPMENT

- Attendance at 6 monthly safeguarding and scenarios training

In addition as an Artist Volunteer you are able to attend regular team meetings on a Thursday between 3-5pm, and you are invited to come to company away days on an ad-hoc basis.

Agreement

It is confirmed that the Artist Volunteer is not employed within Designs in Mind and this role description does not constitute a contract of employment, a contract of services and/or evidence of any such contract. This is an agreement to volunteer with a purpose within a set of responsibilities.

Signed by Volunteer

Date

Print Name.....

Signed by Designs in Mind

Date

Print Name.....