

WALLS MORTAU

www.mhaf.wales

Role Description: Event Volunteer (Mental Health Arts Festival)

The Welsh mental health arts festival is back for a second year and will see a number of events taking place around Wales in October and November!

As part of the event, there will be a series of performances and workshops taking place in the Millennium Centre, Cardiff from Monday 21st November to Thursday 24th November.

In order to help the festival, run smoothly and be as accessible as possible, we are looking for support from volunteers who are able to help with the essential background running of the event!

Purpose: Your role will be to assist with preparation of performance areas and workshop rooms and to assist with helping audience members to get the most out of the event

Main tasks: This is a varied role and tasks include:

- Assisting to set up areas of the Millennium Centre where activities are taking place. (This may involve helping to move chairs and tables around)
- Stewarding workshops and performances, (i.e. helping audience members & participants to find seats, supporting the workshop leader if, for example, they needed extra pens. You would not be expected to help to facilitate a workshop)
- Taking tickets for some of the performances
- Staffing the 'quiet room' area, (a place where anyone involved in the event can go for some 'time out')
- Meeting, greeting and directing audience members, facilitators and performers.

Location: Various rooms and performance areas within the Millennium Centre

Working with: Event Co-ordinator, Infrastructure Development Officer with Voluntary Arts Wales and/or Event Co-ordinator – Event Volunteering Co-ordinator (Volunteering Spirit Wales project – WCVA)

Dates & Volunteer Sessions:

Training & briefing session for volunteers – TBC

- Mon 21 Nov Session 1 - 11.30 to 16.00 with lunch from 12 – 12.30
Session 2 - 14.00 to 19.30 with half hour break
Session 3 - 17.45 to 22.45 with half hour break
- Tues 22 Nov Session 1 - 11.30 to 16.00 with lunch from 12 – 12.30
Session 2 - 14.00 to 19.30 with half hour break
Session 3 - 17.45 to 22.45 with half hour break
- Wed 23 Nov One session only from 17.45 to 22.45 with half hour break
- Thu 24 Nov One session only from 17.45 to 22.45 with half hour break

Training and Support: all volunteers are invited to attend a training and briefing session, which will include a short session on mental health first aid and information about the festival. There will also be a short briefing session and walk around the venue on each day of the event.

Bearing in mind the importance of the role, Event Volunteers will receive a thorough briefing on all the processes needed to undertake their duties successfully.

Expenses: WCVA will reimburse volunteer expenses incurred in travelling to and from the place of volunteering or in the course of volunteering activity. Receipts are required, to support expenses claims. WCVA travel and subsistence policy applies to volunteers. An expenses form is included in Appendix 1. The designated staff member will identify the appropriate budget code for expense payments.

We will provide, or cover the costs of refreshments – and lunch if your volunteer session takes place over lunchtime.

Personal requirements:

We welcome volunteers from all backgrounds and with any kind of relevant skills and experiences, e.g., experience of helping with events, customer liaison skills, and reception work but most of all we need people who are able to engage with those involved in the event in a friendly, helpful and supportive way.

We are committed to ensuring that disabled volunteers are able to be part of the team and will aim to do whatever is needed to make that possible.

We expect a high proportion of people with lived experience of mental health problems to attend the event, and are aware that some of the performances address difficult issues, we would particularly welcome volunteers who have completed a Mental Health First Aid course, or who have experience in supporting people in distress. We will have designated Mental Health First Aiders at the event, so volunteers will not be asked to spend extended amounts of time supporting people in distress.

What will you get out of being a volunteer at this event?

- an opportunity to play a significant role in making this important event happen.
- the chance to see some fantastic performances and workshops
- the possibility of learning new skills and develop confidence
- an opportunity to socialise while doing something worthwhile
- something positive to put on your CV
- will provide you with breaks & refreshments
- volunteer lanyard with key information
- on the day support through a supervisor as well as all the support and training you need to undertake your role
- provide you with an opportunity to make suggestions and complaints
- provide you with adequate insurance while you are with us.