

Basingstoke Mencap **Role Description for Volunteers**

Title: Arts & Crafts Painter Volunteer

Objectives of the role:

- To paint our range of wooden crafts that we sell at our open days and monthly plant sales. This would be discussed with the Charity Manager and would work to fit in seasonally.
- You will report to and be supported by the Charity Manager onsite with whom you will have weekly briefings to ensure you are aware of what you will be working on each day and agree realistic timescales to complete products and projects.

Outline of Tasks and Activities to be undertaken

- To paint varnish and stain finished products provided by the Wood Work Shop
- To support other members of the Greenfingers team and volunteers to use some of the mediums required to prepare wooden crafts for sale.
- To ensure any mediums you use come supplied with a Data Sheet and you work within the guidelines for COSHH. (Control of Substances Hazardous to Health) Report to the Charity Manager of any mediums used that may give concern.
- To keep an inventory of materials we use, so we can manage costs effectively ensuring we make a healthy profit to enable us to continue our work at the Greenfingers site.
- To ensure the paint shed is kept in a safe and orderly manner and locked securely at the end of each day to prevent a break in.
- To carry out your role at the Greenfingers paint shed with agreed hours and days that we would need you onsite.

Targets or Measurements of Performance

- You will receive regular verbal feedback
- You will be encouraged to attend appropriate training where necessary in order to develop your role
- We will acknowledge your achievements, performance and commitment as a volunteer

Days and Hours

- Days and times to be agreed with the Charity Manager. We are happy to accept individuals who can commit to work on a rota basis but prefer individuals who could commit to most weeks if possible (notwithstanding holiday commitments etc)

Expenses

- This is not a paid role, and you are not employed by the Charity. You may be reimbursed for any out-of-pocket expenses, including mileage with the prior agreement of the project team leader occurring as a direct result of your volunteering role, on the production of a receipt in accordance with the Basingstoke Mencap's Volunteering Policy.

Skills and Attributes

- A keen interest in Arts & Crafts
- Experience and knowledge of using/working with a range of mediums.
- Friendly, flexible, reliable, with a sense of humour
- Supportive, enthusiastic, honest and committed
- Able to develop good working relationships and communicate effectively
- Able to work safely and to not endanger yourself or others, following health and safety requirements to maintain a hazard free working environment, in particular knowledge and understanding of COSHH and Data Sheets
- Able to complete risk assessments with support of the Charity Manager
- Able to work in a team with people of wide ranging ages and abilities
- A commitment to the aims and principles of the organisation, including a commitment to confidentiality and maintaining professional boundaries
- an interest in Learning Development but not essential

We would ask you to:

- Adhere to our policies and procedures and ensure that you behave in a way that will promote the charity in a positive manner
- Commit to a particular task, event or series of events when asked
- Arrive on time and make sure you inform the Charity Manager if you are going to be late or absent
- Perform your agreed duties to the best of your ability
- Treat staff, other volunteers and service users with respect
- Help the organisation to work towards its aims and objectives
- Respect confidentiality
- Try to provide us with sufficient notice should you wish to stop or no longer be able to volunteer for the organisation
- Provide feedback to the Charity Manager to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have to the Charity Manager

A copy of the Basingstoke Mencap Volunteering Policy will be provided to you. Please acquaint yourself with this