



## **Arts Assistant - Role Description**

### **Outline of the role (summary)**

The art assistant volunteer role is a practical role that focuses on supporting participants at our visual arts project Carnival Club, which runs once a week.

Carnival Club is a visual arts programme where participants meet once a week to work with a professional artist. Together they design and produce pieces of visual art that are showcased at various events across Glasgow.

### **What will I be doing?**

- Supporting the facilitator/artist at Carnival Club sessions.
- Interacting with participants and assisting them to take part in the art activities.
- Supporting members who may require more support.
- Helping set up at the start of each session as well as tidying and cleaning up at the end of each session.
- Helping to create an environment within the Carnival Club groups in line with Common Wheel's values.

### **What are my responsibilities?**

You will be required to:

- Be reliable in attending sessions.
- If available occasionally assist at Carnival Club events in the evenings or weekends.
- Conform to all relevant Common Wheel Policies and Procedures and undertake health and safety duties and responsibilities appropriate to the role.
- Carry out any training that may be required for the role.
- Read, acknowledge and volunteer in accordance with Common Wheel's Volunteer Handbook.

### **What skills and abilities will I need to have?**

- An interest in supporting people who have a mental illness in their recovery and development.
- A degree of confidence to interact with our participants.
- Good communication skills.
- It is important that you protect the dignity and privacy of the individuals and volunteer sensitively and with discretion.
- Enthusiasm and creativity.
- You should be patient in the delivery of activities and non-judgmental, open and accepting.
- It is important you have the ability to work reliably and as part of a team and have a willingness to follow guidelines regarding health and safety, equal opportunities, boundaries and confidentiality.

**When will I be required?**

- 1 session per week. Fridays from about 13:00 to 4:00pm.
- Possible occasional attendance at special events where artwork is being featured.

**Where is the opportunity based?**

Campbell House at Gartnavel Royal Hospital.

**What ongoing support and guidance will I receive?**

A member of staff will be available at all times during Carnival Club. You will also have regular meetings with the Participation and Volunteering Coordinator to discuss how your volunteering is going and they will provide support and guidance.

**What are the benefits to me?**

- A rewarding experience of volunteering in a community organisation.
- Experience of working with people experiencing mental illness.
- The opportunity to learn new skills and meet a variety of new people.
- The ability to build confidence and self-esteem in a new environment.
- Relevant training and support for working with people who have a mental illness.
- Opportunities to gain experience and add to your CV.

**What are the benefits to Common Wheel?**

- You will be helping in delivering our mission to “improve mental wellbeing, increase skills and reduce isolation through the provision of supported, meaningful activities for people with mental illness and dementia.”
- You will be supporting the staff who currently work with Carnival Club.
- You will help raise awareness of Common Wheel’s work.
- You will bring your own unique personality to Carnival Club and help create a better experience for all.

**What else should I know?**

- This role requires membership of the PVG scheme. There is a simple form to complete and we will assist you with this. You may already have a PVG form – if so you will only need to complete an update form. The process won’t cost you anything and we will assess each applicant on an individual basis.
- We will pay your out-of-pocket expenses in line with Common Wheel’s volunteer expenses policy.

**How do I apply?**

If you are interested in the role or have any questions please contact our Participation and Volunteering Coordinator on [heather@commonwheel.org.uk](mailto:heather@commonwheel.org.uk)