



Volunteer Roles 2024 - Get Involved with The Man Who Planted Trees

Volunteering has a positive effect on you! It makes you feel good. By giving your time, and doing something that's of benefit to others, you can build your confidence, learn new skills and make the most of the skills you already have. It's also great for adding to your CV to help you further you're learning or get a job.

Volunteers are invaluable to Hebden Bridge Arts as they enable us to do work that would not otherwise be possible, and often contribute specialist skills and knowledge. We welcome the contribution made by volunteers and we are committed to encouraging more volunteering where possible.

In 2024, we have four types of volunteering opportunities offering the chance to learn new skills, meet like-minded people, and support our vital community work around 'The Man Who Planted Trees'.

1. Workshop Volunteer: (From April 2024)

We are looking for personable and confident volunteers to support our artists and environmental experts at creative workshops in the run-up to The Man Who Planted Trees live performances. Starting from April 2024 these workshops will see us working with the public and community groups of people of every age, from pre-school children to teenagers and adults, including some people who have additional support needs. Our insurance will cover you, and any travel expenses (to an agreed maximum) will be reimbursed.

The role may involve some or all the following:

- Preparing materials for the workshops under the guidance of an artist facilitator or expert.
- Assisting with the creative-making process.

- Working to support individuals in the group with their work.
- Preparing and serving refreshments.
- Helping collect evaluation data through conversations, exercises, and photography.
- Putting away materials and equipment after the workshop and clearing up.

2. Marketing Assistant: (From March 2024)

If you are passionate about the arts, community, or our environment (or all three!) and are interested in helping with event marketing, you could help us spread the word about our events. We need support delivering flyers and posters to areas around Calderdale and further afield. Some outlets will need regular 'topping up', and others an occasional re-visit. There may also be some packaging and posting of parcels to friendly venues that are further afield included. Our insurance will cover your volunteering, and any travel expenses (to an agreed maximum) will be reimbursed.

This role will involve:

- Phoning venues further afield to ask if they can display our posters/flyers and post those to them.
- Visiting locations on our distribution list and maintaining delivery records.
- Being friendly, and a good representative of Hebden Bridge Arts.
- Using your own transport/public transport and moving around communities on foot to do print material drop off.

3. Media Assistant: (From April 2024)

Are you a keen photographer and/or videographer? Do your friends comment that you take great photos, or do you love making short videos for social media? We need help to capture evidence of our project workshops and the live shows. You'll need to use your smartphone for this role, or a digital camera, and upload them to our secure Dropbox folder afterward. All footage and images used will be credited to you.

This role will involve:

- Liaising with Hebden Bridge Arts Project Team about visiting workshops/events.
- Providing a professional service for our communications and evaluation reports.
- Adhering to photography and video consent terms and conditions.

- Following our data protection policy in terms of the storage and sharing of digital files.

4. Event Steward: (From April 2024)

Could you offer a hand as a friendly event steward? This varied role covers ushering at our live shows, exhibition invigilation, and meeting/greeting at our events. This role is all about being willing to help as needed, as you ensure visitor safety. A great role if you like speaking to visitors.

Our insurance will cover you, and any travel expenses (to an agreed maximum) will be reimbursed.

The role will involve:

- Ushering - checking visitors have registered to attend the shows or have tickets.
- Ushering - helping audiences find their seats.
- Observe visitors/audience for any potential disputes or problems, and inform the line manager.
- Exhibition Invigilation - meeting/greeting and giving information about the exhibition.
- Exhibition Invigilation - looking after the artwork, keeping it safe from damage/theft.
- All events - Assisting with general clearing up at the end of the event.
- All events - Being friendly, helpful, and a good representative of Hebden Bridge Arts.

How to apply?

To apply for any of these roles, please complete the Registration Form found on our website at www.hebdenbridgearts.co.uk/volunteer. If you have any questions, please contact our Volunteer Coordinator, Lisa Graham, at hbavolunteers@gmail.com.

What happens after you submit a registration form?

1. We will arrange an informal interview. This will normally be on a Thursday on selected dates in 2024, but an evening or weekend meeting is possible.
2. We meet and discuss which role(s) you are interested in, and your skills and suitability, your availability, what kind of time commitment you want to make. Most importantly we'll chat about what you would like to get out of the experience and would like us to be aware of to support you as a volunteer.
3. If successful, you join the Hebden Bridge Arts volunteering team!

4. We will provide you with an induction. We will run group inductions at regular intervals.

We will provide training to ensure our events are welcoming and safe. We'll make sure that you receive training that is relevant to your role. If you are interested there will be opportunities for further development in your role.

Additional information:

We will help you get to know Hebden Bridge Arts, including how you can help and how your contribution will fit with the rest of the team, through induction, essential and optional additional training, and ongoing support.

We can talk about any access needs, requirements or reasonable adjustments we might make to support you in volunteering.

We will cover agreed costs of travel between your home and any volunteering or training venues, of up to a maximum of £8.50 per day.

Applicants may be subject to a DBS (Disclosure and Barring Service) check.