



Registered Charity No. 1149011

Role Description – Arts and Crafts assistant

Introduction

Harry's Rainbow is a child bereavement charity, supporting beneficiaries in Milton Keynes and surrounding areas. The support we offer ranges from the provision of books, resources and memory boxes to regular support groups which are designed to facilitate contact with others who have suffered a bereavement. Activities and trips are designed to support children through their grief by building self-esteem and confidence and reducing feelings of isolation and loneliness.

We think very highly of our volunteers as they bring crucial support to our charity and teams. Our volunteers receive uniform, ID badges and are encouraged to claim out of pocket expenses. We hold both an annual induction for volunteers and an annual celebration of our volunteers and depending upon the role, we also provide necessary training courses and DBS checks.

This is a great opportunity to give a little something back to the local community, particularly to a smaller charity and support its growth.

Position in Organisation

Reports to Rachel Salmon, FLO

Indirectly Reports to: Donna Branton, Craft Facilitator

Main Purpose

The role of an arts and crafts assistant is to support the craft facilitator in the setting up, delivery and tidying away of the planned activity at each Rainbow Group.

Key Activities

To set up the activity and to ensure there are enough materials for all the children that will be partaking.

To tidy up after each timed segment and re-set up for the next session.

To gather children and their families for the timed segment they signed up for

To support the children and their families to do the activity, explaining anything they may not have understood and supplying any extra materials they require. This could involve aiding a parent or carer who has multiple children partaking in the activity.

Sensitivity towards children and their families – most of the children attending have experienced the death of a sibling or parent

To tidy away at the end of the activity, ensuring all tables and chairs are wiped clean and stored correctly and safely

Person specification

- Good organisational and communication skills
- Knowledge and understanding of the Charity
- A willingness to devote the necessary time and effort to their duties
- Ability to meet timescales and deadlines
- Ability to work effectively as a member of a team and independently
- Ability to use own initiative
- A creative flair
- Experience with working with / supporting children is preferred but not necessary
- Reliable and responsive to emails and messages

Additional information

It is important that as a Volunteer the following documents have been read, understood and signed:

- Volunteer Policy
- Behaviour policy
- Recruitment Policy
- Business Expenses
- Financial Controls
- Data Protection
- Confidentiality Policy
- Whistleblowing
- Equality, Inclusion & Diversity
- Child Protection Policy

It is required that as a Volunteer you undertake training modules that are specific to this role.

A DBS check is required for this role.

It is expected that you will partake in monthly group supervisions that are provided to you by Arthur Ellis, an organisation that focus on mental health and wellbeing. These offer the opportunity for you to discuss your role, any groups you have attended and any issues or comments arising from them.

Date Reviewed: 13/7/2021	By: Odette Mould	Next Review Date: 13/7/2022
Approved by: CEO	Approved on: 13/7/2021	