



Volunteer Induction Pack for Participation

Travelling Light

Travelling Light uses theatre to enhance the lives of children and young people. We create professional productions which tour nationally as well as into schools across our home city of Bristol. We also run a large participatory programme, which allows young people to learn skills and make their own work. This work has a particular focus on engaging participants from our immediate locality - Lawrence Hill, a ward among the 10% most deprived in England. We've been doing this since 1984.

We are dedicated to providing opportunities that inspire young people's thinking, engage their emotions and fire their imaginations.

Our work is shaped by three core values:

Quality, Imagination, Feeling

We're a charity and a member of the Arts Council England's National Portfolio. We also receive core grant funding from Bristol City Council and the Youth Investment Fund.

Supporting Volunteers

Volunteers help us achieve everything that we do. You don't need any previous experience, just a willingness and ability to commit your time.

Our volunteers enjoy working with us and often gain valuable experience and contacts. But don't just take our word for it. This is what some of the volunteers we have worked with said:

"I enjoyed meeting lots of people involved with Travelling Light and being able to watch some performances too."

"You get to work with lovely people, get involved with the community and see some shows too! Volunteering with Travelling Light is fun and inspiring!"

Volunteer Role Description

Participation Volunteer

Participation is an important part of Travelling Light's work. The company runs a regular youth theatre programme as well as one-off workshops and long term projects with schools. This work forms a core part of the company's charitable aims, as well as supporting the overall artistic vision of Travelling Light production aspirations. Though the placement is predominately based with the Participation department, opportunities within the Production or Management departments may also arise.

Projects

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Projects that the post could include:

- Assisting with our regular youth theatre groups (7-19s, Louder Than Words & ActionSpeak) or on one-off or short term drama projects within the Bristol area.
- Helping with our creative learning programme within schools, colleges and early years provision on long term or one off projects, such as T-Lights or Play in A Week.
- Co-productions or collaborative projects with other arts or community organisations.

Volunteer Brief:

These projects would involve some of the following responsibilities:

- To assist the Creative Learning Officer and Youth & Community Officer on administrative or preparatory tasks for projects during the placement period.
- To support the project facilitators / directors and participants during workshops, rehearsals or performances.
- To assist with ensuring all participants are looked after and health and safety needs are met whilst they are taking part in project activities.
- To support the design and construction of set, prop and costumes for the projects, as well as sourcing materials where required.
- To help out with performances either as an assistant stage manager, or a steward.
- To assist with project documentation.

Person Specification:

- Enjoys working with or looking after children and young people
- Values young people's opinions
- A good listener
- Reliable and honest
- Confidence to contribute ideas
- Works well within teams
- Willing to learn new skills
- Well organised
- A creative person

Opportunities:

- Opportunity to work with a professional theatre company
- Opportunity to be a part of something for the good of the community
- Opportunity to meet new people
- Opportunity to support young people's creativity

Recruitment

Travelling Light will use appropriate means to advertise for volunteers, which take into account the principles of our Equality and Diversity Policy. Applicants will be interviewed and a DBS check will be made (when required) for every volunteer.

Induction and Training

There will be an induction session delivered by the Travelling Light team. This will include:

- The role of the volunteer
- An introduction to other staff and volunteers
- Copies of all relevant policies such as Health and Safety, Code of Conduct and Child Protection
- Any relevant Safeguarding training
- Induction to the space they will be working in
- Role description and agreement

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All volunteers can claim up to £5 a day to cover out-of-pocket expenses, including travel and meals. In order to claim expenses, an expenses form must be completed and returned to the General Manager with relevant receipts.

Support

Relevant staff will offer support to our volunteers throughout their placement. There will be a briefing/induction at the beginning and a debrief at the end. Our staff are happy to book in additional meetings with volunteers to discuss any problems or issues that may arise.

Managing Absence

If you are unable to attend a session, we would appreciate it if you called into the office at your earliest opportunity, stating the reason for your absence and the possible duration of your absence, if on-going. The Office number to call is 0117 3773166.

Insurance

By signing an agreement all volunteers are covered by our Employer's Liability Insurance.

Data Protection

Travelling Light will follow all current data protection legislation. In adherence with our Data Protection & Safeguarding Policies, your personal data will be securely retained for 30 years. Copies of our Data Protection policy and procedures are available from the General Manager.

Confidentiality

Volunteers will not at any time, except so far as is necessary in the ordinary course of your placement, disclose to any person, any confidential, financial or procedural information as to the affairs of Travelling Light which may come to your knowledge in the course of your placement.

Resolving Problems

It is important for Travelling Light to maintain its standards of service and it is also important that volunteers enjoy making a contribution to the service.

Any problems that may arise whilst volunteering will be dealt with as follows:

1. An informal chat with team members.
2. If the problem still persists, a meeting will be arranged with the project lead.
3. If following this meeting, the issue remains unresolved you can make a written complaint.
4. Following a written complaint a formal meeting will be arranged with a member of the Senior Management Team. You are welcome to be accompanied by a friend to this meeting.

The agreement between Travelling Light and the volunteer is entirely voluntary and does not imply any contract. Both parties are able to end the volunteer agreement at any time without notice.