

## **Volunteer Role Description**

### **About Us:**

The Orpheus Centre is a specialist further education college and charity working to support young disabled adults, who are passionate about the arts, to achieve their potential and lead independent lives.

Set up by musician and songwriter Sir Richard Stilgoe, Orpheus offers learning, supported housing and personal care on the same site in Godstone, Surrey.

### **Volunteer Role:**

As an **Action Team Volunteer**, you will play a vital role in assisting with our fundraising activities throughout the year, from fun runs, festivals and supermarket collections to special events. By sharing your skills and time, you'll meet new people as part of a friendly team that makes a difference in the community and have a rewarding experience helping spread awareness of Orpheus and the importance of the funds our supporters raise.

### **Who are we looking for?**

We are looking for volunteers who are friendly, have buckets of enthusiasm, have good communications skills and able to work as part of a team. If you are reliable and flexible, then we would love to hear from you. If you would like to get involved with the work we do at Orpheus but want to volunteer in a flexible way, then this is the role for you.

### **What will you be doing?**

- Cheering, marshalling, collecting money or providing practical support in other ways at our events, such as setting up stalls, selling merchandise and raffle tickets to car park attendants
- Other ad hoc activities that arise on the day

### **Why volunteer:**

Through volunteering with us you will gain a greater sense of purpose and help our learners reach their potential.

If you are someone who is reliable, an excellent communicator, have a friendly and enthusiastic personality and committed to helping, as well as being kind and caring, then this could be the role for you.

You will have a mentor who will help and guide you when you first start volunteering at Orpheus.

**Training:**

Role relevant training, including Equality, Diversity and Inclusion and Safeguarding will be given prior to start date. There is also the opportunity to attend our Learning Support training.

On-going support will be available throughout your time at Orpheus.

**Benefits/What you'll get:**

- Experience of volunteering in an education setting.
- Working within a team as well as independently.
- The opportunity to meet new people and having fun.
- Develop confidence, empathy, listening and communication skills through working with our students.
- Gain experience in the charity sector.
- Opportunities to volunteer at other fundraising or on-site events at Orpheus.
- Free on-site parking and expenses claimed back.
- Discounted lunches.
- Volunteer social events, like our Volunteer Tea Party.

**Safeguarding:**

Orpheus is committed to safeguarding and promotes the welfare of all service users. We are committed to the promotion of equal opportunities.

This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an Enhanced disclosure through the Disclosure Barring Service (DBS).

**Equality & Diversity:**

- To enforce the zero tolerance policy of all forms of victimisation, discrimination and harassment in the workplace.
- To be tolerant of differences and use respectful language.
- Ensure professional standards and boundaries are clear.
- To treat everyone respectfully.

**Application Process:**

Please apply via our website: [www.orpheus.org.uk/volunteering](http://www.orpheus.org.uk/volunteering)

Once your application has been received it will be reviewed, you may then be invited in for an informal interview.

Your references will be checked and you will need to complete the online DBS application before bringing the relevant documents in to be checked.

You will then need to attend all of our training. This can all take 3-4 weeks to be completed before you start volunteering with us.

We look forward to hearing from you.