Role	Group Support Volunteer (Showcase Collective - Creative Writing Project)
Purpose	To support and encourage participants in attending the project. Helping to create a welcoming and inclusive environment that would promote creativity, wellbeing and confidence. Volunteers will support the mental health coordinator to help run the sessions
Base	Attenborough Arts Centre, University of Leicester, Lancaster Rd, Leicester LE1 7HA
Hours	The sessions run from 2-4pm on Thursdays, support is needed from 1.15pm to set up, until 4.45pm to clear up.
Reports to	Lydia Towsey - Arts in Mental Health Co-ordinator
Exclusions	**Volunteers are not expected to be involved in any of the following:** • Moving and handling of patients • Patients personal care • Handling money • Advising patients on medication or health diagnoses
Key tasks	**Tasks may include the following:** • Assisting with the preparation and clearing of the session including refreshments and materials • Offering one-one support for those who may benefit eg: sitting with service users on the participants piece, offering ideas and support – often scribing for someone. Sometimes supporting someone to read out their work in a sharing part of the session. • 'Holding space' in the room if the co-ordinator needs to step out and support anyone. • Participating alongside (doing the exercises) – if no one needs one-one support. • Taking photographs of the creative work and sharing with the coordinator

Person Specification and Requirements	• Good communication skills • Basic literacy • Mobility to scribe and support with key tasks as described (in the case of any volunteer access needs, with reasonable adjustments as necessary) • Able to follow instructions • Willingness to help and work to time targets • Maintaining and understanding confidentiality • Punctual and reliable • Enthusiasm for working with people and supporting them to improve their well-being and recovery • Able to work independently and as part of a team • Comfortable working in a fast-paced environment • Commitment to uphold trust core values and NHS policies
Training and Support Needs	• Complete Trust Induction • Local induction and orientation • Core mandatory training • Any other training, as required • An Enhanced DBS is required for this role. This is processed free of charge for volunteers