

## ROLE DESCRIPTION

### Volunteer – Stalls and Stands

#### Purpose of the role:

To attend relevant events and activities to promote the work which BSARCS does. The post holders will be required on a volunteer basis.

**Location:** Central Barnsley but you may be required to travel outside of Barnsley.

**Supervision & Development:** Project Development Worker

**Benefits:** Training and skills development

#### Key Responsibilities

- To promote the work of BSARCS
- Helping to prepare for the event or activity – preparing information bags, tombola prizes, raffle prizes, display boards, activities, moving table and chairs, putting up gazebos and signs. (This list is not exhaustive.)
- Providing a friendly welcome and non-oppressive approach to all visitors to the information stand.
- Overseeing any activities which BSARCS is providing on their information stand

#### Service Requirements

- To attend service meetings as availability allows
- To maintain high levels of confidentiality at all times
- To liaise with other professionals and colleagues working at BSARCS
- To be aware of and comply with the policies, procedures and service standards of the organisation
- Actively promote and ensure good equal opportunities and work in an anti-oppressive manner
- Undertake any training necessary to help with the role, and receive support from the Project Development Worker

#### Disclosure & Barring Certificate

- Due to the nature of this work, the post may be subject to an enhanced DBS check. Previous criminal convictions may not necessarily be a bar to this role.

#### Equal Opportunities Statement

- BSARCS is striving to be an equal opportunities employer.

April 2022