

## Recruitment Pack

### Volunteer



### About The Roses

The Roses is a 370 seat, mixed arts centre in Gloucestershire, and the largest cultural organisation in the Borough of Tewkesbury. It welcomes around 80,000 visitors every year and provides a unique cultural offering to the local community and tourists visiting the medieval market town of Tewkesbury.

Originally built in 1974 to be the cultural heart of Tewkesbury, it now boasts a nationally renowned programme of British and international independent cinema, screening up to 600 films a year, and stages a vibrant live arts programme that includes theatre, music, panto and comedy.

An extension in 2015 expanded the venue's front of house space and created a new bar and coffee shop where the public can enjoy a pre-show and interval drinks as well as live entertainment including jazz and folk music and stand up comedy.

### A Centre For Community Creativity

The Roses is a recognised centre for arts participation serving audiences across Gloucestershire and South Worcestershire, with a specific focus on serving under-represented groups and areas of low engagement. Current and past initiatives include:

- **Feel Good Digital Festival 2020** – a participatory programme of free workshops, masterclasses and creative groups that ran from July – Oct 2020. It provided paid employment to over 30 local creative and arts freelance practitioners impacted by Covid-19.
- One of 10 UK cinemas selected to take part in the **BFI Young Audience Generator**, a year long participatory initiative in 2021 engaging young people in programming and experiencing British & Independent cinema
- Weekly and monthly **creative groups** include Tewkesbury writers group, The Roses Choir, weekly knitting and painters group; all providing vital social and creative activities every month
- **Engaging Younger Audiences Project 2021** - a new programme of facilitated marketing and programming workshops for 14 to 25 year olds that will contribute to organisational development and rebuilding marketing infrastructure

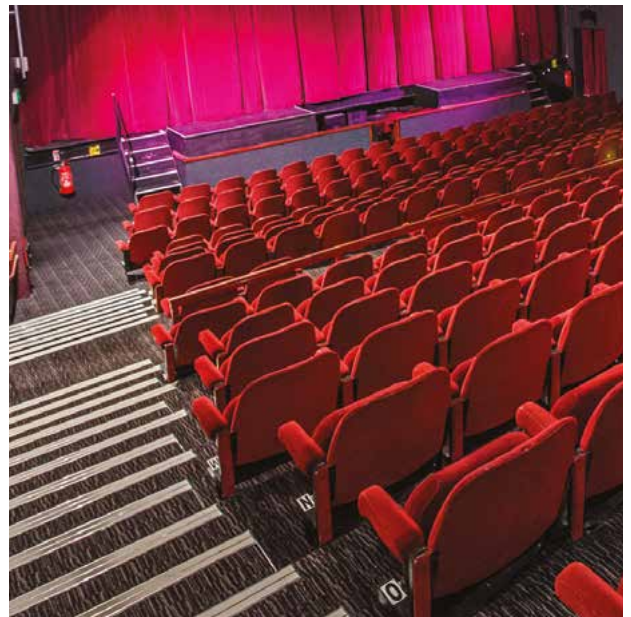
- The Roses **volunteer scheme** with nearly 100 active participants – the volunteer scheme provides a vital social lifeline to many of those involved, particularly over-70s experiencing isolation
- **Your Future** - a creative workshop project aimed at families who have experienced domestic abuse supported by the Big Lottery Fund, Tewkesbury Borough Council, Gloucestershire County Council
- **Reaching Communities** - a young persons project to improve mental health and wellbeing, that included a funded Community Builder role
- **Take Part** department - engaging & inspiring younger generations including a young persons programming panel, Artsmark awards, and training across on and offstage venue roles



## Mission

The Roses is the cultural heart of Tewkesbury and the surrounding areas, and is a community resource that aims to create change in the following areas:

- **Enrichment and Education** - in 2021 the theatre will launch a new 'Get Creative' department focused on participation and educational opportunities
- **Community and Belonging** – The Roses is a place that welcomes everyone, and we use our resources to support people and communities that are isolated or marginalised
- **Accessibility** – our programme is built to enable everyone to have access to art and culture, and ensure all forms of art and culture are celebrated through a diverse and vibrant programme



## Find out More

You can find out more about The Roses, including current events and projects, by visiting the theatre's website at [www.roses theatre.org](http://www.roses theatre.org)



# Volunteering at The Roses

The Roses is a friendly, warm, and inclusive space. As a Roses volunteer you will be contributing to an important community centre and charity that provides joy to many people. Volunteers at The Roses are considered part of the main team as the time given by those participating in our scheme are crucial to the financial health of the charity.

All volunteers are provided with training for their roles, including Covid safety, and are regularly invited to staff training including First Aid, Health & Safety courses and more.

Our volunteer scheme is run by a voluntary Volunteer Co-ordinator who manages the online rostering system.

As volunteers provide a range of support to the theatre, your initial sessions will be with a 'buddy' until you are happy and confident in the role.

## Stewarding during shows and films

- Managed by the Front of House Supervisors, this role includes welcoming audiences into the venue, guiding them through the venue, showing them to their seats and generally making sure audiences are happy
- Stewards also encourage audiences to buy from our café and bar areas and sign up to Friends memberships – both crucial income streams for the charity
- Stewards help the Front of House team clean and tidy the venue after each show
- You will have the opportunity to watch live shows and films while doing this role

## Café and Bar volunteers

- Our café and bar volunteers' man our ground floor Grab & Go café and Eric's Bar upstairs. This fun role means providing excellent customer service to our hungry and thirsty audiences
- Volunteering in the catering areas plays an important role at the theatre in growing our income so we can provide our community activities like Roses Choir, Bingo, and creative workshops for young people
- On most shifts you will have the opportunity to watch live shows and films while doing this role
- There are restrictions for underage volunteers covering these two roles due to the sale of alcohol

## Gardening Club

- The Roses has a small green space at the back and a bank along its parking lot that need constant attention.
- Our newly established Gardening Volunteers team ensure it looks fabulous throughout the year

## What's expected from Volunteers

- To contribute at least one shift a month
- To uphold The Roses standards of Health & Safety and Customer Service
- To be friendly, respectful, and welcoming to everyone
- To have the mental capacity to be able to recognise a health & safety issue or health emergency and immediately report it to the Front of House Manager
- We also request from time-to-time assistance in distributing brochures around the town and arranging to display posters in other local areas

# Volunteer Application Form

We're particularly interested in hearing from volunteers interested in taking on daytime and weekend shifts.

## Contact Information

Name
Address
Postcode
Home Phone Number
Mobile Phone Number
Email Address

## About you

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**What experiences, skills and qualifications do you have that you can bring to the team?**

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**Which area would you be interested in working, subject to training?**

Stewarding

Grab & Go Cafe

Eric's Bar

**Would you also be able to help with:**

Gardening group

Delivering brochures and flyers

**When are you available to volunteer for The Roses? Please tick all appropriate:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

**Are you currently:**

Employed full time

A student

Employed part time

Unemployed seeking employment

Self Employed

Unemployed not seeking employment

Retired

**References**

Would you be happy to provide us with a referee? Please provide contact details below:

Name
Address
Postcode
Contact Telephone Number
Their relationship to you:

# THE ROSES

## Volunteer Agreement

The Roses Theatre, Sun Street, Tewkesbury, Gloucestershire, GL20 5NX

### Volunteering Services

We appreciate your commitment to us, and we will do our best to make your volunteer experience with us positive and rewarding. Nothing in this agreement should be interpreted as an offer of employment, paid work, or a contract for services.

**Support Officer:** Volunteer Co-ordinator

**Location:** You will be based at Roses Theatre, Sun Street, Tewkesbury, Gloucestershire, GL20 5NX.

Any alternative locations will be by agreement.

**Role:** Volunteer

### Commitment:

There is no obligation on you to assist us, nor any obligation on Roses Theatre to provide you with volunteering opportunities. You have offered to give Roses Theatre an approximate time commitment in the first instance of a minimum of 1 day per month although these may be subject to change to suit your other commitments. Your time will be recorded on the HOPS volunteer rostering system for monitoring purposes.

You will receive a full induction and any training necessary.

You are required, where applicable, to follow the appropriate company policies and procedures which includes health and safety and equality, inclusion, and diversity. Please ensure you familiarise yourself with what to do to stay safe whilst volunteering.

### Criminal Records Checks:

If your voluntary duties are likely to bring you into contact with either children or adults at risk at some point in the future, we reserve the right to request you to undergo a record check via the Disclosure and Barring Service/Disclosure Scotland prior to making such contact.

### Expenses:

There is no financial remuneration for you under this arrangement. However, pre-arranged expenses for travel, subsistence and cost of protective clothing/special equipment required will be reimbursed on production of the necessary receipts. A claim form for this can be obtained from the Front of House Manager.

### Ceasing to Volunteer:

There is no requirement for you to give any notice if you wish to stop volunteering.

However, because we rely on voluntary assistance, it would be helpful if you could give as much notice as you are able to so that we can plan and make alternative arrangements accordingly. Please ensure that you return any loaned equipment when ending your volunteering.

Please sign the copy of this Agreement and return it to me to indicate your agreement to these arrangements.

**Signed by:**

(Volunteer Co-ordinator)

(for and on behalf of The Roses Theatre)

**Elaine Prior**

**Volunteer Signature:**

**Print Name:**

**Date:**