

# GROUP LEADER ROLE

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## **Role Title: Group Leader: A Conquest Art Volunteer Role**

**Conquest Art is a charity, was founded in 1978 by the artist Ursula Hulme MBE and now has 14 groups throughout England. The group members have a wide range of health issues and disabilities and are encouraged to use their imagination to work creatively at their own pace. This helps build self-confidence and enables people to relax and make friends with similar interests within the group.**

**Location:** The role will be carried out in person at one of our Conquest Art groups (to be arranged).

**Time Commitment:** Depending on the group the time commitment will be three/four hours a week or three/four hours every fortnight. In each case two extra half hours (one before and one after the session) need to be added to allow for setting up and clearing away.

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## **1. MAIN PURPOSE OF ROLE**

- The role will consist of organising the relevant Conquest Art group, with the help of other volunteers and lending guidance and support to members as they work in a relaxed and friendly atmosphere. It may occasionally also be necessary to give support to members outside group hours.
- The leader will be required to receive emails from the Conquest Coordinator and act on these where necessary.
- The leader may also be called upon to liaise with those in charge of the venue where the group is held (e.g. a church office)

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## **2. KEY RESPONSIBILITIES**

- To ensure that the group sessions run smoothly by dealing with any issues that may arise.
- To ensure that enough volunteer cover is available for each session and cancelling the session if this is not possible.
- To make sure that the appropriate financial records are kept and that volunteers know what action to take if a medical emergency should arise, following the Conquest Art guidelines.
- To ensure that all administrative forms for Head Office are dealt with and member's information is kept securely.

- To discuss with the volunteers any concerns and problems they may have.
  - To help create a relaxed and happy atmosphere for the members of the group and encourage them in their work.
  - To offer advice and help with their work if appropriate, and to encourage new ideas.
  - To oversee the setting out of tables, chairs and art materials at the beginning of a session and make sure that they are put away at the end.
  - To ensure that tea/coffee and refreshments are provided for the group at each session.
  - If the leader is unable to attend a particular meeting of the group, he/she must make arrangements for his/her role to be covered giving as much notice as possible.
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### **3. QUALITIES AND EXPERIENCE**

- No formal qualifications are needed although some experience in producing art would be helpful. A general interest in artistic subjects is needed.
  - The leader needs good organisational skills and the ability to deal with any unexpected issues which may arise.
  - A cheerful, empathetic disposition is an important requirement.
  - Enough physical strength to be able to help set out tables and chairs and lift boxes of materials if necessary.
  - Reliability, enthusiasm and commitment (preferably on a long-term basis) are all essential.
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### **4. APPOINTMENT AND TIMESCALES**

- A potential volunteer should visit the group in which he or she is interested, see what is involved and talk to the members. If the visitor is happy with what is on offer and the Trustees are agreeable, volunteering duties can start at the next meeting of the group.
  - Training will be given on the job. None is required before it commences.
  - Some groups meet weekly and some fortnightly – some for 2 hours at a time and some for 3. Some groups only meet during school term while others meet the whole year through. The new leader will have to be able to fit in with this.
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## **5. LOCATION, TRAVEL AND EXPENSES**

- All leader roles have to be 'in-person'.
  - Travel expenses are only reimbursed if the leader is required to attend a meeting or training session at some distance from the group with which they are connected.
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## **6. BENEFITS**

- The leader will be able to derive personal satisfaction from running a happy group and helping the members to develop their artistic skills.
  - There will be opportunities to use existing skills and develop new ones.
  - There will be the opportunity to meet leaders from other groups both online and in person and share concerns and ideas.
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## **7. RECRUITMENT AND SELECTION PROCESS**

- There will be no formal interviews. Potential leaders will be encouraged to visit the group in which they are interested and talk to some or all of the members.
  - Volunteer form to be completed in which two references will be requested.
  - Request to prepare a brief description of themselves (including any art experience if any) and what appeals to them about working with Conquest Art, etc.
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