



## **VOLUNTEER**

We are recruiting for volunteers in Oxford and in London for 2025. We will retain details of all those successful and you will be asked to keep us updated with your availability. When a position becomes available in a studio, it will be offered to the most suitable candidate.

**Contract:** unpaid

**Days/hours of work:** Half a day or 1 day a week initially (Mon-Fri) - with the opportunity to extend. 8.15am-4.15pm. Given the nature of our work we are only able to provide opportunities to volunteers who are able to commit to working with us consistently on the same day for at least 1 school term.

**Location:** you will work in studios located on school sites in either central Oxford or east or west London, depending on the location you apply for.

**Holidays:** Our studios are open during term-time only, you therefore remain free during all school holidays.

**Responsible to:** AT The Bus Studio Manager(s)/Area Leads

**Start date:** Ongoing

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## **EXPERIENCE REQUIRED:**

- A desire to learn about working with children and young people using a therapeutic approach. Although formal experience is not essential for the role, some previous evidence of supporting children, in a professional or voluntary capacity, is an advantage.

## **PERSON SPECIFICATION:**

Ideally you will be able to demonstrate:

- A strong alignment with ATB mission and values and commitment to making a positive difference to children and young people
- A commitment to equality, diversity and inclusion

- Excellent communication and team-working skills
- A kind and empathic manner
- A calm, reliable and consistent approach to work
- A strong interest in learning through art and creativity
- An enthusiasm for continued professional development and learning

For further information about AT The Bus, please visit our website/Instagram.

## **THE ROLE OF AN AT THE BUS VOLUNTEER**

### **You will:**

- Work under the supervision of the studio Manager/Lead Facilitator at all times
- Undertake practical tasks during a session: preparing art resources, preparing the food
- Work alongside the team before and after sessions washing up and cleaning, helping to maintain a well organised and stimulating learning environment
- Follow the direction of the Manager: mirroring and supporting the team, working alongside students to encourage independence & self-confidence
- Liaise with the Manager in advance of a session to identify necessary preparation
- Identify issues of concern and gives feedback to the Manager
- Provide continuity for our students
- Work as a member of the team, attending meetings and training as required
- You will be a valued part of the team
- You will attend briefings before and after sessions
- You are encouraged to support students, and to work with a student for a number of weeks to build a trusting relationship under the guidance of the Manager
- Confidentiality must always be maintained outside AT The Bus
- You are required to undertake safeguarding training and to follow agreed safeguarding procedures

### **Volunteers are not:**

- Asked to take full responsibility for a child's welfare
- Left in sole charge of a child at any time

### **Training**

The AT The Bus Manager is available to support and guide you and will induct you in the policies and procedures of the studio and host school. You will also receive training as required from the Training Team.

### **Procedures**

- Potential volunteers are interviewed by the Training Team and/or the CEOs
- All volunteers are subject to ID and DBS checks and asked to provide two character references
- All volunteers are asked to make a regular commitment for at least one term on a particular day/half day
- Volunteers are required to attend induction training, complete all necessary safeguarding training and to undergo a trial period of working alongside the team