

# Volunteering opportunity



The Arts by the Sea festival is an eight-day contemporary festival of combined arts that takes place in various indoor and outdoor locations around Bournemouth. The festival’s mission is to deliver a programme of exceptional events, combining high-impact outdoor spectaculars with world music, theatre shows, light art and digital installations.

<b>Role:</b>	<b>Environmental Projects Assistant</b>
Reporting to:	Arts & Cultural Engagement Officer
Timeframe:	April 2017 – August 2017
Objectives:	To work with the festival team to develop, produce and implement the two annual environmental projects relating to the festival.
Tasks and what you gain from this opportunity:	<ul style="list-style-type: none"> <li>• An understanding of the festival environmental strategy and action plan.</li> <li>• Assist the festival team in developing realistic projects designed to make a impact.</li> <li>• Develop systems to monitor impact.</li> <li>• Work with Partners to implement projects.</li> <li>• In 2017 we are focussing on two areas:             <ol style="list-style-type: none"> <li>1. Reducing plastic waste by encouraging people to refill their bottles rather than buy new. We aim to investigate a bottle sponsor, map all the drinking water in the town, encourage local businesses to become refilling points and share the project through our marketing materials.</li> <li>2. Reduce carbon by encouraging sustainable travel, particularly cycling. We aim to map all the cycle parking facilities near venues, work with venues to provide storage for kit, develop a system of monitoring and share the project through our marketing materials.</li> </ol> </li> <li>• Access to Bournemouth Council’s online learning and development system</li> </ul>
Skills and qualifications/ requirements:	<ul style="list-style-type: none"> <li>• An interest in environmental issues and knowledge and experience of environmental projects.</li> <li>• Over 18</li> <li>• Good communication skills.</li> <li>• Good computer skills.</li> <li>• A genuine desire to help the Arts by the Sea Festival reach its goals.</li> <li>• Able to make your own travel arrangements to attend your volunteering opportunity.</li> <li>• Listen to and follow instructions from staff within the remit of the volunteer role.</li> <li>• Do your best to be reliable in regards to your hours and give us as much notice as possible if you cannot attend.</li> <li>• Act and represent the Council in a suitable manner when wearing the Arts by the Sea festival uniform.</li> <li>• Agree to work within Bournemouth Borough Council’s values, policies and procedures, as outlined in our Volunteer Policy.</li> </ul>
Further details: location, hours, expenses, insurance, behaviour, dress code:	<ul style="list-style-type: none"> <li>• Based in the Town Hall Annexe.</li> <li>• Half a day per week subject to change and flexible depending on your requirements.</li> <li>• You and your volunteer coordinator will discuss what reasonable expenses you can apply for.</li> <li>• You will be covered by Bournemouth Council’s insurance while in this role.</li> <li>• You may be asked to wear uniform if working on site during the festival.</li> </ul>
What we gain from your involvement:	Your assistance is an invaluable resource for us and will help us develop and implement our environmental policy and action plan into the next 5 years. You will be raising awareness of environmental issues with our audience, festival venues, Partners and local businesses and having a positive impact for the planet. You will

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	help us make the festival more sustainable, hit our targets and ensure we meet obligations to our funders.
Meeting the team and induction:	You may be asked to come in and meet the festival team at the Town Hall Annexe and if appointed into this volunteer opportunity will be given an induction.

## Your details:

All data supplied is held in compliance with the Data Protection Act 1998 and stored by Bournemouth Council securely. We will never share your details with any third party, only some council departments that may wish to inform of further volunteering

Name:			
Address:			
Email:			
Contact number:			
Why do you wish to apply for this role?			
What particular skills to you have which would help you in this role?			
Would you be able to fulfil the time commitments this role requires?			
How did you hear about this opportunity?	CVS/Bournemouth Council Website/Arts Bournemouth Website /University/NCS/Other		
Do you consider yourself a disabled person?	Yes		No
If yes, do you have any access requirements to help you in this role? (Large print etc)			
I can confirm that the information I have supplied is correct to the best of my knowledge and I agree to adhere to the volunteer agreements set out by the Council service I will be volunteering in. I understand that neither myself nor the Council intend any employment relationship to be created either now or at any time in the future.			
Signed:			
Dated:			

opportunities. You can opt out from receiving further communications regarding volunteering by contacting us at any time.

The Arts by the Sea Festival will not discriminate directly or indirectly on the basis of differences other than suitability for the role. We aim to create an inclusive environment, taking positive action to encourage participation from less represented groups. Please contact us if you have any concerns about the physical accessibility of the venue or location, the requirements of the role (such as time commitment), expenses or if you need information about the opportunity in an easy-to-read format.

Please send your completed form to: [leigh.hayler@bournemouth.gov.uk](mailto:leigh.hayler@bournemouth.gov.uk)