



**Play, Dance, Sing, Chat  
Friendly People, Magic Hat**

# MaDCaff Volunteer Roles

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# Marketing

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## **Aim of volunteering role:**

To create marketing in advance of each event.

## **Tasks:**

1. Creating the flyers - from a template that just needs the date and location added.
2. Send files to be printed at DAC Head Office  
Add details of the upcoming event to the website and social media
3. Send details out to local press or listings magazines
4. Give out flyers/ posters to any other local volunteers who agree to put hand them out
5. Circulate flyers at events and/ or put up posters in strategic locations
6. Invite any other organisations that are working in mental health or the arts to set up a stall and bring freebies (especially for the launch event)

## **Targets:**

1. Ensure that there is local press coverage for the launch event
2. Minimum of 12 posters hung in the locality of the event
3. Share Facebook post to 3 local interest groups
4. Find at least 1 other person to help with handing out posters and flyers
5. Find 4 relevant organisations to set up stalls at your launch event

## **Time:**

A bare minimum of about 1 hour (for a fully trained/ competent person) to create the posters/ flyers from templates and post details to social media and website.

Flexible in terms of how much time needs to be spent on social media/ postering, etc.

An hour or two to hang posters in the locality

## **Place of work:**

Depends on each group's access to computer and printing facilities. May well be working from home but possibly at Sbectrwm for the Cardiff group or other locations Regional Officers will be working with.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

### **Transport needed:**

Not essential. Much of the work is done at a computer and distribution of paper based flyers and posters is only done in the local area so could be done on foot/ bike/wheels and by taking some to any other relevant events that group members may be attending.

### **Skills required:**

1. Ability to work with a PDF template, good Facebook and Twitter skills, email,
2. Knowledge of local area and which shops/ venues will take posters or flyers

### **Benefits offered:**

1. Chance to take part in any training that is being put on for the group.
2. Expenses paid
3. Recognition on website and at events

### **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Performer recruitment

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## Aim of volunteering role:

To find people in the local area who might want to perform at the event.

## Tasks:

1. Circulate a press release or try and get a story in the local press about the events and let people know that performers are being sought.
2. Spread the word via social media
3. Attend similar events and approach performers or ask for a small slot to tell people about MaDCaff.
4. Make sure that all performers are aware of the 'no pressure' system and know that they don't have to perform or even turn up if they don't want to.
5. Make sure performers understand that the criteria for performing is to be 'affected by mental illness', i.e. they may not have their own experience of being mentally unwell but may be supporting a close friend or a family member who is. Almost everyone is affected in some way, at some point in their life, by mental health disruptions. They don't have to talk about this at the events, but they are welcome to do so.

## Targets:

1. To recruit a good mix of music dance and spoken word performers
2. At least one 'big group' performance at each event, this could be a choir, a dance group, a large band, anything so long as it's entertaining

## Time:

It is hard to be precise as this will diminish a bit once a group has established because a lot of people will return to perform, but it's still good to be looking out for new acts, particularly the big group acts which always boosts numbers.

## Place of work:

Depends on each group's access to facilities. May well be working from home but possibly at Sbectrwm for the Cardiff group or other locations Regional Officers will be working with.

## Volunteer manager:

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## Transport needed:

Not essential. Much of the work is done at a computer or on the phone and by attending relevant events, such as open mic sessions where there will be performers that could be interested in MaDCaff.

### **Skills required:**

1. Ability to write a clear and engaging press release (support will be provided with this if necessary)
2. Good interpersonal skills and understanding of mental health and mental illness
3. Ability to approach people and make contacts
4. Knowledge of local area and of regular events such as open mics or small festivals where local performers can be found

### **Benefits offered:**

1. Chance to take part in any training that is being put on for the group
2. Expenses paid
3. Recognition on website and at events

### **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Venue sourcing and liaison

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## **Aim of volunteering role:**

To find appropriate venue/s for the events and liaise with the venue in advance.

## **Tasks:**

1. Once a location has been decided, to seek out any venues in the areas that might be suitable.
2. Approach venue about availability and suitability.
3. Check (by going there) that the venue is fully accessible with a bare minimum being step free access to the venue, doors wide enough for wheelchair users to pass through safely and an accessible toilet.
4. Check that the café or kitchen area at the venue is suitable. There may be an established café on the site or it may be a case of setting one up in a venue's kitchen area. It's really important that the cafe and the auditorium are in the same space.
5. Carry out a risk assessment of the venue and upload this to a database along with a copy of the venue's Public Liability Insurance, which they can send to you by email.
6. Once you've found a venue and established that it is available on an appropriate date and time, get it booked asap and make sure that your booking is in writing including agreed costs.

## **Targets:**

1. Find a great venue at least 6 weeks before the event to allow time for marketing , etc.
2. If possible find a venue that has an available kitchen rather than existing cafe as we can make better income that way.

## **Time:**

It is hard to be precise as this may diminish once a group has established, especially if it intends to use the same venue all the time. In that case it's a small matter of getting dates booked which won't take more than half an hour per event. If the group wants to move venues around there's a bigger time commitment to visit each venue and check it out, perhaps an hour to fully investigate it and talk with venue management to see if they can do a nice deal or give us free use.

## **Place of work:**

Research can be done from home, investigating a venue will require travelling to that venue.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

In order to go around to venues access to a car may be required.

## **Skills required:**

1. Good interpersonal skills and ability to approach people and ask for freebies or discounts
2. Understanding of accessibility and the basic requirements for a venue
3. Good organisational skills to ensure that bookings are made and verified and liaise with venue to make sure it is opened up in time to set up before the event

## **Benefits offered:**

1. Chance to take part in any training that is being put on for the group
2. Expenses paid
3. Recognition on website and at events

## **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Equipment Manager

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## **Aim of volunteering role:**

To ensure that there is an appropriate sized PA system either at the venue or for loan. This may be a one-off job if the group is going to settle at one venue or it may be a case of each venue needing a different strategy.

## **Tasks:**

1. Liaise with venue to see if there's a system in place. If yes, ensure that it can be used and find out whether they require their own techie to be present (at cost?) or if it can be used by a suitably qualified group member
2. If venue does not have a PA system ask around to see if there's one that can be loaned or hired cheaply. Some bands/ performers have their own PA system that they may be willing to allow others to use as well. Check whether there's any limitations or restrictions around PAT testing at that venue

## **Targets:**

1. Make sure there is a PA system available for use at each event
2. Know who is going to set it up, manage it and put it away if not a fixed system

## **Time:**

Hard to be precise as the group may choose to use a venue that already has one, or not and also whether the group will decide to go to different venues or stay at the same one. This role could combine with the role of setting up the PA at the vent and being responsible for it.

## **Place of work:**

Depends on each group's access to facilities. May well be working from home but possibly at Spectrum for the Cardiff group or other locations Regional Officers will be working with.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

If there is a need to go and get equipment, e.g., if hiring in, may need a van or large car to fit it all in.

## **Skills required:**

1. Good interpersonal skills and ability to get free hire of equipment if possible.
2. At minimum basic knowledge of a PA system and the various components that would be required for each event, especially if they are at different venues.

3. Knowledge of local area and of regular events such as open mics or small festivals where they might be able to make contact with a band or organisation that has a suitable PA system.

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group.
2. Expenses paid.
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Café Stockist

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## **Aim of volunteering role:**

To arrange in advance for there to be enough food and drinks for the cafe.

## **Tasks:**

1. Circulate a press release or find some editorial space to put out word about the events and let people know that bakers are being sought.
2. Spread the word via social media
3. Approach local bakeries to see whether they would donate a tray of brownies or something we can cut up and sell. Approach local grocery stores or even supermarkets to see if they will donate the drinks.
4. Find any local groups that are into baking, the WI or Merched Y W      Σawr might be a good start. Try to recruit a few bakers who would be willing to make a cake or a tray of flapjacks. Expenses can be paid.
5. In the absence of donated cakes and drinks, source the cheapest place to buy supplies locally and do the shopping on the day of the event.

## **Targets:**

1. Free cake
2. Free drinks
3. Or determine best place to buy cakes and drinks locally

## **Time:**

Hard to be precise as this will diminish a bit once a group has established because the same businesses will often be willing to continue to donate as long as it's not every week. There will always need to be some liaison though to make sure that there will be enough, but not too much, to go around. Some items, like coffee, tea and sugar can be stored between events if there are leftovers.

## **Place of work:**

Depends on each group's access to facilities. May well be working from home but possibly at Sbectrwm for the Cardiff group or other locations Regional Officers will be working with.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

In order to go around to local groups/ businesses access to a car may be required, as well as getting any shopping in and delivering it to the venue.

**Skills required:**

1. Good interpersonal skills and ability to approach people and talk about cake. Then ask them to donate said cake
2. Knowledge of local area and of businesses/ groups/ individuals that might be likely to donate
3. Good organisational skills to manage quantities of food/ drink required

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group
2. Expenses paid
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Venue volunteers

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## Aim of volunteering role:

To get the room ready for people to arrive. To welcome people in. Then tidy up at the end.

## Tasks:

1. Before event:
  - a. Putting tables and chairs out in a cabaret style, ensuring that there's access for wheelchair users as well.
  - b. Help to arrange stalls for any organisations attending
  - c. Put out any leaflets etc. on tables (inc. DAC, MaDCaff , other MH organisations attending)
  - d. Use flowers or other decorations available to make the room look nice
  - e. Assist with setup of PA system and sound check if required
  - f. Manage feedback system (this could be paper forms or something more digital) by encouraging audience members and performers and other volunteers
2. At event, make sure that anyone coming in is given a welcome, especially if they are on their own
3. After event
  - a. Put chairs and tables back as they were
  - b. Tidy up and recycle anything that can be recycled
  - c. Return plates and cups to cafe
  - d. Assist with putting PA away if required

## Targets:

1. Before doors open
  - a. Have room ready
  - b. Room looks welcoming and is nicely decorated
  - c. Check that there is toilet paper in toilets and that the accessible toilet is not full of cleaning equipment
2. At the event - make sure no-one is lonely
3. After the event - by the end of booked period
  - a. Be tidied up and out of room
  - b. Ensure toilets and other areas are clean as well

- c. Leave the venue exactly as the hirer requires it to be left

**Time:**

About half an hour at the beginning and same at the end. Duration of the event.  
So about 3.5 hours in total.

**Place of work:**

At the venue

**Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

**Transport needed:**

Transport to get to the venue if not within walking/ cycling distance.

**Skills required:**

1. Strong enough to lift tables and chairs as well as PA equipment
2. Ability to distinguish recycling from rubbish and keep them separate
3. Some degree of visual artistry to make the room look great
4. People skills, ability to make participants and musicians feel welcome and feel like they are part of it (and do their feedback)

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group
2. Expenses paid
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Café Crew - 2-3 minimum

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## **Aim of volunteering role:**

Set up and run the café, taking money and giving change, tidy up at the end.

## **Tasks:**

1. Before event
  - a. Get water on to boil if an urn is available
  - b. Get plates, cups and cutlery ready
  - c. Divide any large cakes into portions
  - d. Make a clear list of what is available and the price (sometimes we can do this in advance and print it out, but not always) a blackboard or white-board can be a handy tool for this
2. At event
  - a. Sell drinks and cake, etc.
  - b. Put money in the right place
  - c. Ensure a supply of cups and plates is available, washing up as you go along if necessary
3. After event
  - a. Tidy up and put everything away

## **Targets:**

1. Have cafe ready for customers before doors open
2. Sell as much cake and as many drinks as possible. Encourage people towards the end with 2 for 1 offers especially if it seems likely that there will be much leftover
3. Keep money safe and hand to treasurer at the end

## **Time:**

About half an hour at the beginning and same at the end, plus the event duration, so about 3.5 hours per event

## **Place of work:**

At the venue

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks

## **Transport needed:**

Transport to get to the venue if not within walking/ cycling distance

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**Skills required:**

1. Customer service
2. Ability to cut cake into even slices
3. Organisational skills to manage crockery and cutlery is available at all times
4. Ability to add up cost of orders or to use calculator to do so OR ability to use till if there is one in place

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group - particularly food hygiene training
2. Expenses paid
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Compere

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## Aim of volunteering role:

Keep a list of who wants to perform. Introduce each act.

## Tasks:

1. Liaise with the performers so you know the likely numbers of acts anticipated
2. Make sure that anyone else who wants to perform is given the opportunity by simply approaching you and asking
3. Calculate the number of acts and the amount of time available so you have a figure of how long each performer can play for. Make sure they stick to it especially if there's a lot wanting to perform
3. Find out a little something about each act so that you can introduce them appropriately
4. If an act starts to behave inappropriately (e.g. talking about gruesome things if children are present), or going into a mental health crisis or meltdown, along with event organiser's support, bring the act to an end as diplomatically as possible and ensure that performer is supported appropriately

## Targets:

1. **50/50/50**
  - a. Have a list of possible/ probable performers in advance, these can be given around 50 minutes of play time between them
  - b. Gather enough spontaneous performers to fill another 50 minutes
  - c. Try to give breaks in between sets to allow people to talk. Another 50 minutes
2. If there are not enough performers to divide it 50/50/50 or too many, adjust as you go along. There can be a chance for a jam session at the end where anyone is invited to come up and play
3. Make sure that every performer feels like they got an equal but relevant introduction

## Time:

About half an hour at the beginning, plus the event duration, so about 3 hours per event.

## Place of work:

At the venue

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

Transport to get to the venue if not within walking/ cycling distance.

## **Skills required:**

1. Stage skills - compere may want to perform as well, that's ok
2. Ability to quickly understand a performer's style and how best to introduce them
3. Diplomacy to intervene if things get messy
4. Diplomacy and maths - to give each perform an appropriate time slot
5. Understanding the need for variety in programming, e.g., not to put on all solo singer songwriters and then all dance acts, but to mix things up to keep the audience's interest.

## **Benefits offered:**

1. Chance to take part in any training that is being put on for the group
2. Expenses paid
3. Recognition on website and at events

## **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Documentary - at the event

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## **Aim of volunteering role:**

To take stills/ video at the event and livestream if possible. This role can be combined with below or done separately and ideally will involve more than 1 person

## **Tasks:**

1. Arrive early and get equipment set up in a good spot so you can see the performers without blocking audience
2. Ensure lighting is appropriate, taking into account it may get darker as the event progresses
3. Liaise with the compere so that you are set up and ready before any acts start, especially if livestreaming
4. Make sure that all acts know that you are taking pictures that could end up on the website or in other publicity, and that they may be on a livestream as well. Make sure they know they are free to opt out if they are uncomfortable with that

## **Targets:**

1. A set of around 20 still images, can be more, of decent quality
2. Video of some, if not all acts and/ or Livestream of some, if not all of the acts (livestream can be downloaded afterwards)

## **Time:**

About half an hour at the beginning, plus the event duration, so about 3 hours per event.

## **Place of work:**

At the venue

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

Transport to get to the venue if not within walking/ cycling distance.

## **Skills required:**

1. Ability to use stills and/or video camera
2. Understanding of livestreaming technology
3. Some knowledge of stage lighting

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group and specific training for the role if required
2. Photo and/or video could be used for portfolio (e.g. if media student)
3. Expenses paid
4. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Documentary - post event

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## **Aim of volunteering role:**

Edit and upload images and video to website. This role can be combined with above or done separately and ideally will involve more than 1 person.

## **Tasks:**

1. Download all images and video taken at the event. livestreamed videos can also be downloaded from Facebook, or capture URLs for embedding
2. Select some decent shots, try to ensure each act has at least one image of them, sometimes they'll ask you for them so it's nice to have a few
3. Edit images to even out any lighting changes
4. Name files appropriately and upload images to the blog and video to YouTube for embedding
5. Liaise with person writing the blog so they know when there are images available

## **Targets:**

1. A set of around 20 still images, can be more, selected and edited
2. A representative sample of video and/ or Livestream, featuring around one song/ poem/ piece for each act, either uploaded to YouTube or Livestreamed.

## **Time:**

A few hours after the event to edit and download/upload

## **Place of work:**

Either from home if that's workable or somewhere they can access decent speed of internet - upload speed is still very slow on rural Broadband so uploading a single video might take longer than all the editing.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

Transport to get to the place of work if not working at home and if not within walking/ cycling distance.

## **Skills required:**

1. Ability to download and edit material from stills and/or video camera
2. Knowledge of batch processing to create web resolution images with appropriate names from edited stills cameras

3. Understanding of livestreaming technology and how to either download it afterwards and/or capture URL for embedding

### **Benefits offered:**

1. Chance to take part in any training that is being put on for the group and specific training for the role if required
2. Photo and/or video could be used for portfolio (e.g. if media student)
3. Expenses paid
4. Recognition on website and at events

### **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Blogger - post event

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## **Aim of volunteering role:**

Write up a review of the event, liaise with the person who is editing the stills and video and edit them into the review so each act's image appears alongside their review.

This role can be combined with above or done separately and ideally will involve more than 1 person having the skills to do this.

## **Tasks:**

1. Attend the event (ideally in person unless livestream is an absolute given) and keep notes of who performed, their names, what they performed and anything else that will help you blog the event afterwards
2. Write up your notes into a blog, access the website and create a new post for your review
3. Liaise with the volunteer doing the post event work on documentary images and video. Incorporate the images and video used into the blog

## **Targets:**

1. 1 review per event with a written and pictorial record of the event

## **Time:**

A few hours after the event to write it up and create the post. The time it takes depends on the expertise of the blogger and co-operation of the documentary volunteer/s

## **Place of work:**

At the event and either at home if practical or somewhere with better broadband if not.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

Transport to get to the venue and any other place of work if not working at home and if not within walking/ cycling distance.

## **Skills required:**

1. You must be able to take enough notes at the venue that you can later write up a review mentioning all the performers and anything else of note about the event
2. Creating an interesting piece of writing about an event that happens repeatedly - this is a different skill to writing up a one-off event

3. Knowing how to incorporate the still images and embed any video or livestreamed material into the blog alongside the description of each act.
4. Ideally, other Wordpress skills like being able to create a gallery set and at very least how to access images uploaded by the documentary volunteer.

### **Benefits offered:**

1. Chance to take part in any training that is being put on for the group and specific training for the role if required
2. Their blog posts could be used for portfolio (e.g. if media student)
3. Expenses paid
4. Recognition on website and at events

### **References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Treasurer

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## **Aim of volunteering role:**

To ensure that the incomings and outgoings of the events are correctly managed.

Anyone can pass around the Magic Hat but the Treasurer is responsible for making sure it happens. Ideally will involve more than 1 person having the skills to do this.

## **Tasks:**

1. To make sure that the magic hat is passed around
2. At the end to count the magic hat money and the cafe money with at least one other person present. Amounts noted.
3. Any volunteers that are eligible for expenses will fill in a short expenses claim form – online but on paper if absolutely necessary. DAC will pay this money to them by BACS. This includes travel expenses and any café items or decorations.
4. Send relevant venue hire documents to DAC Head Office who will pay for it by BACS
5. Make sure all is noted into a shared online database
6. Put any cash gathered at the event into a DAC bank account

## **Targets:**

1. Keep track of the money

## **Time:**

We will have systems in place to keep time to a minimum, expenses claims can be done online. No more than about 2-3 hours per event

## **Place of work:**

At the event and either at home if practical or somewhere with better broadband if not.

## **Volunteer manager:**

DAC Regional Officer at first but once established each group will have 2-3 people to oversee all the tasks.

## **Transport needed:**

Transport to get to the venue and any other place of work if not working at home and if not within walking/ cycling distance.

## **Skills required:**

1. Good numeracy skills
2. Ability to enter numbers accurately into spreadsheet or database

3. Accuracy with counting cash
4. Ability to liaise smoothly with other volunteers and members of DAC staff - who may be dealing with payments

**Benefits offered:**

1. Chance to take part in any training that is being put on for the group and specific training for the role if required
2. Expenses paid
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.

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# Core organising team - 3 people min

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## Aim of volunteering role:

An event can be organised by two people so having a core of 3 means that if one person is not feeling up to it, the others can still manage, this is much harder if there are only 2 core people. Some of these volunteers may well be doing other roles as well, setting up the room, recruiting performers, etc. Ideally the Banker (treasurer) can be part of this core.

## Tasks:

1. Determine appropriate dates and book venues to hold events
2. Liaise with your other volunteers:
  - a. in advance: start the marketing, recruit performers, book the equipment, organise stock for the cafe
  - b. for the event: book the compere, volunteers to set up the room, the café team, the documentary photographer/ videographers and the blogger
  - c. afterwards: make sure things are tidied up, money is counted and distributed properly, photos and videos are downloaded and edited for the blogs, blog written
3. Watch out that magic hat is passed around
4. Ensure the money is accounted for properly.
5. Be on watch for the welfare of everyone at the event. Strongly recommend that this core group have the Mental Health First Aid training as well as regular First Aid.

## Targets:

1. Make an event happen at the frequency agreed
2. Work towards a fully self-sustainable model with the café and magic hat income being enough to hire a venue and pay for any volunteer expenses.
3. Work with 2 or 3 other local events/ organisations/ businesses to contribute towards the event, anything from a bakery who will donate cakes to a regular poetry open mic session who will help you market the event to their audience, a venue who won't charge you, etc.
4. Join with at least 1 or 2 local or national initiatives or anything other partnerships that could prove mutually beneficial. Previously MaDCaff has joined in with 'Get Creative' week, 'The Great Get Together' and both the National Mental Health Arts Festivals in Wales.

## Time:

If the role is only to oversee things then it may be relatively small, it is likely though that some of the core team are going to be fulfilling other roles so this

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adds a bit of time, but not really a massive amount if you have a good team of volunteers who will just swing into action and get on with it.

MaDCaff was founded on a principle of being a stress free performance zone and we feel it is important that this principle applies to all our volunteers and anyone else working with the project. Naturally many volunteers in a project like MaDCaff will be people with mental health conditions themselves. In the fluctuations of mental health, whether someone is experiencing a short period of feeling ropey or a long period of being completely incapable of engaging, we must no more put pressure on those people than on the performers. That's why it's important to have a team with plenty of capacity and people who have more than one skill, or are willing to learn. Pressure is off the table.

### **Place of work:**

1. May meet with other organisers in advance to discuss events, up to volunteers to determine where would be the best place to do this. Can be done online too.
2. Work of contacting other volunteers etc can be either at home if practical or somewhere with better broadband if not.
3. At the event

### **Volunteer manager:**

DAC Regional Officer at first but once established this group, of, ideally at least 3 people will be available to oversee all the tasks.

### **Transport needed:**

Transport to get to the venue and any other place of work if not working at home and if not within walking/ cycling distance.

### **Skills required:**

1. Some idea of event management or willingness to learn
2. Confidence in organising other people - who are also volunteers
3. Enough local knowledge to be able to identify good venues etc.
4. Ability to liaise smoothly with any other volunteers, audience members and members of DAC staff - who may be dealing with payments
5. At the start of the project the DAC Regional Officer will be organising the events with the aim to gradually withdraw and leave volunteers in place to carry out all the different parts of the event so you will have to be able to work alongside a professional person with restricted work hours.

### **Benefits offered:**

1. Chance to take part in any training that is being put on for the group and specific training for the role if required

2. Expenses paid
3. Recognition on website and at events

**References:**

One reference required.

Volunteers will be required to undergo a DBS check.