Volunteer Role Description

Change Minds is an archival adventure for people with mental health problems who live in [*local area*]. It is a partnership project between [*project partners*]. It involves people who would not normally interact with archives and encourages them to use these sources as a means to significantly improve their own wellbeing.

# The Role

We’d like volunteers to support participants to enjoy taking part in Change Minds. Your role will be to welcome people to sessions, offer refreshments and support those delivering and taking part in the workshops. You will show people into the venue and help them get started with their activity and offer ongoing support when needed. Your work will be managed by the Project Coordinator.

# What we will do to support you in this role

* Training, including working with archives and basic mental health first aid
* 1 to 1 supervision with the Project Coordinator or the Project Lead
* Guided tour of archives
* Travel costs

# What we will expect from you

* Prompt arrival for sessions.
* Early notification if you can’t attend a session or are running late.
* An understanding of the needs of people living with mental health conditions.
* An open and friendly manner.

We ask all volunteers to sign a code of conduct. This ensures that everyone is clear about their responsibilities to help the Change Minds project team provide an enjoyable and safe experience.

# Code of Conduct

• I understand my role as a Volunteer on Change Minds

• Change Minds is run by [*archive service*]. I understand that I volunteer according to [*archive service*] policies, guidelines and practices.

• If I have any concerns for myself, or about the project or participants, I will inform the Project Coordinator as soon as possible.

• I will not email, text or phone participants outside Change Minds.

• I will adhere to [*archive service*] health and safety policy (available on request).

• I will not discriminate against anyone and will respect others’ point of view.

• I will respect confidentiality and will not share personal information outside Change Minds

• I will not provide, ask for or accept loans from anyone on Change Minds.

• I am aware of my duty of care responsibilities around safeguarding. If a participant discloses anything to me suggesting risk of harm to themselves, or others, I will immediately seek support from the Coordinator or the Project Manager in line with the [*archive service*] Safeguarding Adults and Safeguarding Young People policies.