



## Volunteer Person Specification

**Role Title:** Craft Activity Helper (Quay Place Poppy Project)

**Department:** To Quay Place Manager

**Date:** March 2017

### **Main Duties and Responsibilities:**

1. Facilitate a welcoming craft group that sew, crochet and knit poppies for our Poppy Display and exhibition taking place November 2017. These groups will start from May 2017 and meet weekly for one afternoon and one evening
2. To be a friendly face listening to memories and talking to people about the project
3. Encouraging people to join in making the poppies in person at Quay Place, and at home
4. Liaise and share progress with the project steering group on a monthly basis
5. Be available to do one afternoon as a general Quay Place helper if possible (full training is given)

**Days/hours for role:** 2 afternoons and 1 evening a week (or fortnightly)

**Location:** Quay Place, Ipswich

**DBS Check Applicable:** No

<b>Attributes</b>	<b>Essential Criteria</b>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• <b>Happy and confident to talk to people</b></li> <li>• <b>Knows when to seek help or refer</b></li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• <b>Experience of craft or hobby projects that include sewing, knitting, crocheting or other, to be able to give some advice</b></li> <li>• <b>Experience of volunteering on a craft project</b></li> </ul>
<b>Attitudes &amp; Values</b>	<ul style="list-style-type: none"> <li>• <b>Friendly</b></li> <li>• <b>Approachable and easy going</b></li> <li>• <b>Non-judgmental</b></li> <li>• <b>Aware of boundaries</b></li> <li>• <b>Happy to take on training</b></li> <li>• <b>Excellent timekeeping and reliable</b></li> </ul>

Enquiries to Hossein at [info@quayplace.co.uk](mailto:info@quayplace.co.uk) 01473 569696 to have an informal chat