



## **Volunteer Support Team Member - Application Pack 2024**

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### **Role Description and Person Specification**

The Support Team is a key part of Lung Ha Theatre Company. Volunteers play a crucial role in ensuring that the company provides a safe and supported environment to allow creativity to flourish and for everybody to give their best.

Support Team Members attend and provide support to our learning disabled actors at rehearsals, performances and other Company activity as is deemed appropriate. Some rehearsals take place online over Zoom, and some take place in person, face to face.

## Responsibilities and duties include

- Participating fully in workshops and rehearsals alongside our actors (including taking part in warm up exercises, movement and improvisations).
- Working as part of a team, creating a safe and supportive atmosphere where our actors are able to challenge themselves and try out new things.
- Supporting and encouraging our actors to work together and build supportive working relationships based on trust and respect.
- Supporting our actors to articulate their views and ideas.
- Explaining and demonstrating tasks.
- Supporting our actors to learn their lines.
- Providing additional support onstage or backstage during performances.

- Communicating with the Support Team Co-ordinator, Administrator, the rest of the team and each other by email. Your email address will be visible to all members of the Lung Ha team, including staff and volunteers, but we will not share it externally or give it to actors.
- Providing availability for rotas by the date required.
- Working in line with LHTC policies at all times, including the Safeguarding Adults at Risk Policy, and Professional Relationships Policy.

Responsibilities do not include personal care.

## **Person Specification**

New Volunteer Support Team Members should:

- Have an interest in theatre or performance.
- Be friendly and approachable
- Be comfortable with communicating and building relationships with new people

- Have enthusiasm, patience and flexibility.
- Have an open mind and willingness to learn and try out new things
- Be committed to working with disabled people in a respectful and inclusive manner
- Identify with and be enthusiastic about Lung Ha Theatre Company's Vision and Mission (see Volunteer Information Pack)
- Be able to attend rehearsals regularly in person in venues in Edinburgh on a Tuesday evening

It is valuable for there to be a breadth and diversity of experience on the Support Team and in the wider company. If at any stage the number of suitable candidates exceeds the number of available volunteer positions, candidates will be prioritised who:

- Bring additional experience to the team or support the diversity of the team - experience can include lived/personal experience, family/caring experience, and work experience
- Are passionate about the work of Lung Ha Theatre Company
- Have availability for rehearsals on Saturdays or weekday day time.

- Are able to commit long term to volunteering with Lung Ha Theatre Company

New Support Team Members will be required to commit to at least three sessions/rehearsals per month when they start working with the company.

All volunteers must be members of the PVG scheme for Regulated Work with Protected Adults. Appropriate checks will be carried out by Lung Ha Theatre Company before volunteers start (including applications for anyone not currently a member).

### **How to apply and what happens next**

- Please fill in the application form here:  
<https://forms.office.com/e/p0fM7a9q5c>
- The deadline for applications is end of day Monday 12<sup>th</sup> August.
- If you have any questions, please email [info@lungha.com](mailto:info@lungha.com) or ring 0131 221 9568.

- Please make sure you read the Volunteer Information Pack and Role Description before filling in the application form. Please let us know if you need any of these documents in an alternative format.
  
- Please contact us if there are any other adjustments you need from us to make the recruitment process accessible to you.
  
- We will contact you by email or phone to let you know what's happening next.
  
- We aim to meet with all interested candidates for an informal interview. This would be with Support Team Co-ordinator and/or another member of LHTC staff. This would take place online or face to face.
  
- The only times where we would not meet with a prospective volunteer would be if they indicated something in the application form which means they are not suitable (for instance, not available for Tuesday evenings), or where we receive an unusually high number of applications and do not have the capacity to meet with all of the candidates.

- The informal interview is a chance for us to find out more about you, and for you to find out more about us and the volunteer role.
- Following the informal interview, remaining suitable candidates will be invited to attend a LHTC session and shadow a current volunteer Support Team Member. This is an opportunity for you to get a feel for the role, and for us to see how you work with the company.
- The final step in the recruitment process is screening. We require two short references for new volunteers and will make an application for new volunteers for PVG membership for regulated work with adults.

Suitable candidates who are not offered a volunteer position at this time will be invited to apply again in the future.