



Volunteering for The Art Fund

Thank you for interest in volunteering for The Art Fund

We have volunteers all across the UK, supporting all aspects of our work. They are an essential part of The Art Fund and their help is invaluable to us. Our volunteers come from all walks of life but have one thing in common: they love art and want to help us save it.

But you do not need to be an art expert to volunteer – we need many different skills to help us in our work. Roles can be tailored to suit your talents and circumstances. Volunteering can also provide opportunities for you to develop new skills. How involved you are depends on the amount of time you would like to give and the role you would like to play.

In this information pack, you will read about some of the ways you can take part. We are always looking to welcome new volunteers to our national network, so whether you are interested in helping one of our local groups to organise events, would like to raise awareness about our work or simply stuff envelopes, we would love to hear from you.

Volunteering for The Art Fund is a great way to meet new people, to gain new skills or develop existing ones – and it is an opportunity to make a real difference.

‘Art Fund volunteers deserve enormous thanks for what they’ve done in helping to save so much art for local and national collections. But the task ahead is to get everyone together to secure still more art. It’s an honour to be part of the effort – and exciting too.’

Jon Snow, Channel 4 News anchor and presenter

Ways to take part

These are just some of the volunteering opportunities available. If you have a particular specialist skill that you would like to use to support our work or you would like to help us in a way that is not mentioned here, please do contact us to discuss this.

Organising and promoting events

Join one of our volunteer groups who organise events, including private views, lectures, coach trips and fundraising parties. There are active groups in every part of the country.

These groups provide a vital and much-valued service for our members, organising hundreds of events every year and producing local newsletters.

We need your help to:

- Develop new ideas for events
- Organise and deliver events
- Promote events
- Take bookings and send tickets
- Welcome guests
- Produce local newsletters
- Act as Treasurer or Secretary to a local group

'The constant search for new events is motivating, and so is finding people in the community willing to offer their support in order to make these a success. There is great satisfaction in organizing an event and seeing people enjoy it and benefiting by learning more about the London art scene'.

Maria Bell-Salter, London Projects Committee member and Lecture Series Host

Raising awareness of our work

We must raise awareness of our work if we are to continue providing museums and galleries with vital support. We need people like you to speak out on our behalf.

Local groups of volunteers across the country help us to promote The Art Fund in their area and to recruit new members. Volunteer regional advisers provide advice to these groups.

We need volunteers to:

- Give talks and presentations about our work
- Get coverage in local media
- Distribute our leaflets
- Recruit new members
- Simply spread the word

'Working with The Art Fund was a great chance to use my own skills developed in the world of the media to communicate a simple message - that Britain's art heritage needs the vital support of committed people working in local communities. It was great fun to do with a good bunch of people - and it felt to me that getting this message across through the local media that people trust was really worthwhile'.

Roy Roberts, South West Regional Adviser for PR

Fundraising

Our volunteers have raised more than £1 million over the past six years – vital funds for our museums and galleries. With more volunteers on board we could raise more.

We need your help to raise more money. Ways to do this include:

- Organising fundraising events
- Finding new sponsors
- Selling our attractive merchandise
- Recruiting new members

‘For me, the pleasure of volunteering is about meeting so many lovely people, being part of The Art Fund team, and organising successful events knowing that the money raised will make a difference’.

Tina Cook, Volunteer Regional Representative for Bedfordshire

Helping at Head Office

Why not volunteer to support out staff at head office? We rely on volunteers to help us at events and with administration. It might be as simple as stuffing envelopes over tea and biscuits in our studio. Occasionally, we need help with research projects. Wherever possible, we also try to find projects for volunteers looking for work experience.

‘A great and perhaps unpublicised bonus for volunteers is encountering the members of The Art Fund through events. We meet with a common link, a love of art; but quite soon conversations reveal other shared interests. In no time at all, many members become firm and enduring friends’.

Katrina Clow, Volunteer Regional Chairman for Scotland

How does The Art Fund support its volunteers?

We aim to place volunteers in positions that will benefit both the volunteer and The Art Fund. And we always try to ensure that volunteering meets individual needs, whether it's to gain work experience, new skills, or just meet new people and have fun.

We always aim to provide volunteering-related training to help volunteers in their roles and we always reimburse receipted out-of-pocket expenses. All our volunteers are insured whilst volunteering for us – whether at Head Office or any other agreed venue.

Each volunteer is given access to a copy of the *Guide to Volunteering for The Art Fund*, which provides all the information needed to volunteer for us.

How can I apply to volunteer?

We are always looking for new volunteers to welcome to our team. If you would like to register your interest in volunteering, please complete the attached form, stating what voluntary role you are interested in and your availability, and return it to Rosalie Neath at rneath@artfund.org or at:

The Art Fund
Millais House
7 Cromwell Place
London
SW7 2JN

For an informal chat about volunteering, call Rosalie on 020 7225 4863.

What happens next?

Once you have registered an interest in volunteering we will reply within two working weeks. If we think we can meet your volunteering needs, we will invite you for an informal chat about arrangements. Sometimes, depending on the voluntary role, prospective volunteers will be invited to group discussions.

Thank you for taking the time to find out about Art Fund Volunteering. We look forward to hearing from you.

The Art Fund Volunteers – Registration Form

Please tell us why you are interested in volunteering by completing this form. If any of the sections don't apply to you, just leave them blank. If you would like someone to help you fill it in please call Rosalie Neath on 020 7225 4863. All the information will be treated as strictly confidential.

Who are you, and where do you live?

My full name:

My home address (and full postcode):

My phone number (Day):

(Evening):

(Mobile):

My email address:

Tell us a bit more about yourself:

I am currently (please tick): Unemployed Retired In Full Time Education
Employed full-time Employed part-time Self Employed

Why do you want to volunteer at The Art Fund?

What contribution do you think you could you make?

Subject of study / occupation (if applicable):

Current / previous voluntary work experience (if applicable):

Spare time interests:

Signature

Date

Please return to: Rosalie Neath, The Art Fund, Millais House, London, SW7 2JN.

Volunteer Agreement

All Art Fund volunteers (except Regional Committee members) are asked to sign a Volunteer Agreement before starting their volunteering. This agreement is intended to indicate the importance we attach to volunteering, and to state the shared values of The Art Fund and its volunteers. It provides guidance as to how we can best work together to achieve the objectives of The Art Fund. It seeks to assure you both of our deep appreciation of your voluntary services and of our aim to do the very best we can to make the experience of volunteering a productive and rewarding one.

The Art Fund is required by the Charity Commission to ensure that all volunteers understand and comply to the best of their abilities with the relevant legislation and regulations in relation to their volunteering – for example, Health and Safety requirements. The *Guide* and this Volunteer Agreement acknowledge that requirement.

The Agreement is **not** a contract of employment or a legally binding document; it is binding in honour only. There is no obligation on the volunteer to offer or accept any voluntary work and no obligation on The Art Fund to make voluntary work available.

1) The Art Fund:

In order for The Art Fund to make the best use of your voluntary time, The Art Fund endeavours to:

- Provide accurate information about The Art Fund's mission and objectives, and how your role as a volunteer helps fulfil those objectives as detailed in the Guide to Volunteering for The Art Fund.
- Provide a clear summary of the role of volunteers, and provide appropriate support, induction, and training.
- Ensure that you know from whom you may expect to receive support in dealing with any problems that you experience while volunteering. The Art Fund will try to resolve fairly and together any problems and difficulties relating to your volunteering activities.
- Be receptive to your comments about ways in which, together, we might better accomplish our goals.
- Recognise that levels of time you can give may change from time to time.
- Ensure that all staff are aware of the importance of volunteers to The Art Fund.
- Ensure that in relation to your voluntary work you are free from discrimination.
- Keep confidential all personal information relating to you, unless legally compelled to disclose such information, and to inform you promptly if and when any such disclosures are made.
- Insure you while you carry out your volunteering.
- Reimburse your out-of-pocket expenses for volunteering on the basis of receipts.

Signed by the Director

Date

2) The Volunteer:

I agree to do my best to:

- Carry out my volunteering to the best of my abilities and in line with the guidance given in the *Guide to Volunteering*.
- Respect decisions taken by The Art Fund Board of Trustees and staff.
- Respect the confidentiality of information I receive whilst volunteering.
- Give feedback and pass on important information to The Art Fund.
- Undertake relevant volunteering-related training and ask for support when it is needed.
- Wherever possible, let The Art Fund know in good time if I am unable for any reason to fulfil any role for which I have volunteered.

I accept the above framework for my voluntary activities and agree that either The Art Fund or I myself can discontinue my voluntary activity at any time without notice and that neither party is under any obligation to provide or accept work. I acknowledge and agree that nothing in this agreement creates or intends to create – now, or at any time in the future – any relationship of employment.

Signed by the Volunteer

Date

