

# THE BIG DRAW

## VOLUNTEERING

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## The Big Draw Adult Volunteer Policy - Approach and Statement

The Big Draw Charity no. 1114811

### 1. *Who is this document for – who does policy apply to?*

This document is to guide The Big Draw Team who sometimes work with, and provide support to any volunteers involved or interested in getting involved with the charity. It is also for volunteers themselves – this document will be made available to all volunteers and made available digitally on our website/s.

This document aims to define the principles, ideals and approach with which The Big Draw works with volunteers in the mutual aim of celebrating and helping support the vision of the charity. It outlines the benefits the charity gains from any volunteers and also the anticipated benefits that volunteers gain. It links to The Big Draw's existing policies and best practise around fair and equal treatment, open equal opportunities and our GDPR and privacy policy and outlines how we want to best support our valued volunteers contributions. The document covers volunteering opportunities for Adults only– ie individuals over 18. Whilst our partner organisations and Festival event organisers may from time to time support young volunteers this is undertaken through their own separate organisation.

### 2. *Ethos of the charity:*

The Big Draw has a 20 year track record of working across communities, barriers and sectors. Our underpinning values are:

Advocacy                      Innovation                      Collaboration                      Quality                      Participation

To retain and celebrate these values the team ethos and approach to all our work – whether in partnership working or volunteering – has always embraced a very open approach – one that is non-judgemental, empowering and collaborative. These influences and over-arching values influence everything we do.

### 3. *About The Big Draw and it's programmes:*

**The Big Draw:** Founded in 2000, The Big Draw is an arts education charity that promotes visual literacy and the universal language of drawing as a tool for learning, expression and invention.

The charity leads a diversified programme encompassing advocacy, empowerment and engagement, and is the founder and driving force behind The Big Draw Festival – the world’s biggest celebration of drawing. The Big Draw manages collaborative research projects, campaigns and educational conferences on visual literacy, digital technology and STEAM. The charity supports professional and emerging artists through The John Ruskin Prize and exhibition, and through events, awards, and competitions, creates platforms for each and everyone who wants to draw. [www.thebigdraw.org](http://www.thebigdraw.org)

Our two biggest programmes are The Big Draw Festival and The John Ruskin Prize:

**The Big Draw Festival:** Launched in October 2000, The Big Draw Festival has encouraged over four million people back to the drawing board. It has notched up two world records – for the longest drawing in the world (one kilometre) and the greatest number of people drawing simultaneously (over 7,000).

The first Big Draw Festival in 2000 attracted 180 partner organisations. Since then, the number had risen to over 1,000, with over 400,000 people participating each year. What began as a one day celebration of drawing in October 2000 in the UK, is now an annual month-long festival of drawing across the world. To find your nearest event or find out more about organising one visit: [www.thebigdraw.org](http://www.thebigdraw.org)

**The John Ruskin Prize:** This was inaugurated in 2012 by The Guild of St. George and The Big Draw (formerly the Campaign for Drawing). The John Ruskin Prize is the fastest growing multi-disciplinary art prize in the UK. The Prize aims to uphold John Ruskin’s beliefs whilst challenging the nation’s artists to respond to challenging themes. The resulting exhibitions have attracted diverse audiences and received wide critical acclaim.

The 5th John Ruskin Prize: Agent of Change opened for entries on 8 February 2019. The deadline is Sunday 12 May 2019. For further information on past winners, prizes, programme, eligibility, submission and exhibition dates please visit: [www.ruskinprize.co.uk](http://www.ruskinprize.co.uk)

#### **4. What do we define as a Big Draw Volunteer?**

An individual who of their own volition chooses and offers to give some of their time to undertake tasks and activities to help The Big Draw achieve its aims. This arrangement is without fee payment or any expectation of fee payment and is equal, balanced and voluntary for both parties.

Big Draw Volunteers could engage *through different ways of volunteering:*

- Micro-volunteering: this could be the occasional hour or small chunks of time either undertaken remotely or ‘IRL’ – in real life
- Remote volunteering: ie for example on social media, online evaluation, stats etc
- ‘Physical’ IRL volunteering at an office base, event etc
- Time period: this could be very short term or over a much longer period of time

Big Draw Volunteers could get involved in a number of broad areas of activity or involvement eg

- Office based work and activity
- Hands-on face to face activity – eg running a workshop or artists network
- Advocacy - eg speaking at an event etc to help raise awareness of charity

Areas of interest to volunteers might include getting involved in the below at differing levels:

- Arts Administration
- Marketing and PR
- Finance
- Fundraising
- Events support
- FOH and reception
- Social Media
- Campaigns
- Advocacy
- Research

Etc.

Either party can always bring any volunteering agreement to an end at any time and the agreement does not constitute an employment contract or legal accord.

### **5. *How do Volunteers get involved in The Big Draw?***

From time to time the charity is pro-actively approached by individuals wanting to undertake volunteering – sometimes for something very specific they have identified. In these instances we always remain open and will assess whether the team can support the proposal and ensure that there will be a balanced mutually beneficial exchange for both parties.

We are often approached by students or graduates looking to do a block of a few months volunteering etc to help support their studies or vocation – this is also something we are open to.

Sometimes we will also advertise more clearly defined volunteer roles and opportunities. In these instances we would always strive to disseminate any opportunity as widely as possible through a broad and diverse networks.

Whilst the role would be defined sufficiently to enable interested parties to gauge whether it is of interest to them – we also always build in a degree of fluidity and freedom for individuals to bring their own unique range of skills and interests to any role.

In all cases with any new volunteer – we jointly agree their role, the amount of time they will invest and how they will be supported. They will be issued with a letter confirming this.

### **6. *What can be expected on either side?:***

#### ***A volunteer has the right to:***

- an understanding of what The Big Draw is and does
- A clearly defined written and mutually accepted role description
- regular support meetings from The Big Draw Team
- know what they are expected to do and why
- know who is responsible for supporting them and knowing with whom to discuss problems or difficulties
- be properly valued and thanked
- be considered to be part of The Big Draw team and be regularly informed about activities and ongoing changes
- gain appropriate training where necessary
- expect regular reviews when commitment levels, training requirements and any further support can be discussed
- be taken seriously by paid colleagues

- be encouraged to take on more challenging roles when they are ready to do so and to be made to feel as other members of staff
- not to be out of pocket with expenses
- to access mentoring opportunities

The Big Draw supports the rights of volunteers as described above and will keep an accurate database of volunteers' records in line with our privacy and GDPR policy.

**The Big Draw Volunteer will:**

- be reliable by carrying out tasks as agreed within the parameters they define themselves
- tell their manager if they are running late
- respect confidentiality
- Embrace relevant in-house training or cpd if appropriate
- ask for support where needed
- be accountable and accept constructive feedback if necessary in order to develop

**7. Paid Expenses:**

The Big Draw endeavours to reimburse volunteers reasonable out-of-pocket expenses such as travel etc. Amount details are decided on based on their assessment of the requirements of the charity, available budget and the volunteer's own needs.

**8. Confidentiality, copyright and data protection issues:**

All volunteers are required to comply with The Big Draw's policies in relation to the above and to keep confidential any information they become aware of through their volunteering that is not in the public domain. Office volunteers will be asked to sign an agreement to this affect if the role will require access to records and email. Volunteers are required to assign copyright to The Trust of any work produced as a part of their volunteering role or activity.

**9. Date of Document:**

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