

Volunteer Application Pack



Sunday 26th May 2019
12pm – 6pm

Welcome to UKCCA

What is the UK Centre for Carnival Arts (UKCCA)?

The UK Centre for Carnival Arts is the only dedicated centre of its kind, promoting excellence in music, dance theatre circus arts, costume-making, multi-media and arts & crafts throughout the UK.

What are 'Carnival Arts'?

Carnival Arts, or Combined Arts refers to the many different art forms that come together to create Carnival, including large scale costume design, Steel Pan, Samba, Sound Systems and much more.

What is the purpose of the UKCCA?

UKCCA acts as a catalyst for the promotion of Carnival Arts' Excellence. UKCCA strives to jointly develop advocacy and leadership in combined arts throughout the UK and Internationally

The Centre provides a nexus for carnival artists. It aims to address traditional under-representation within the arts and cultural industries' sector.

Why volunteer for the UKCCA

A chance to gain skills for employment

Working for the UKCCA can provide you with essential skills that are needed for employment.

Experience in the arts sector and charitable sector

UKCCA is an ideal opportunity to gain some experience in the Arts. Carnival is a progressive art form; we welcome individuals with interests in combined arts and want to contribute to the art scene in Luton.

Incentives

Travel/Lunch expenses

As a UKCCA Volunteers it is important to us that you do not incur costs, we will therefore pay your 'out of pocket expenses'. These are expenses that a volunteer might reasonably have to incur as a result of their volunteering.

Reasonable expenses include:

- Travel to and from the place of volunteering
- Food and refreshments while volunteering
- The authorised mileage rates, are based on business mileage in the year 2015/16 are shown below. These apply to the tax year starting on 5 April 2016. We do however Cap Mileage at 100 miles per week.

Cars; on the first 10,000 miles in the tax year 40p
On each additional mile over 10,000 miles 25p
Motor cycles: 24p; Bicycles 20p

Public Transport Users: Travel by train and bus to the place of work, or in the course of voluntary work, should be remunerated wherever possible. There may be a limited budget on the extent of these payments. For example, if a London volunteer is engaged in a Luton organisation, the volunteer will only be paid their transport within Luton town boundaries, but not the full fare from London.

Food Expenses: We also reimburse volunteers for the cost of meals / refreshments they have while doing their voluntary work. The amount should be the actual cost of their meal. This is capped at £5 pounds. Alternatively we will provide food for you whilst you are volunteering for us.

How to Claim

Expenses are claimed by filling in our Volunteer expenses form which will be made available to you. Unfortunately due to strict rules in HM Customs and revenue, we cannot reimburse without receipts or proof of purchase. Therefore it is advised that you attach the receipt or proof of purchase to the expense form after completing it. Please claim within 3 months of your expenses. Payment should be made within 10 working days.

Improve your UCAS points and your CV

Get extra UCAS points for those all-important University applications. You will develop some very important life skills including team leadership, communication and interpersonal skills. Volunteering earns you extra points towards those courses, classed as career skills which are a valuable benefit towards future employment.

Application Procedure

Applying to Volunteer for UKCCA

Please complete a volunteer application and monitoring form (attached) and send it to the UKCCA. We will respond to you in due course. If we feel there is no suitable opportunity for you at present or if you are not appropriate for the position, the UKCCA will inform you as soon as possible.

Please note that you must be 16 + to apply.

Volunteer Role Description

<p>Person specification:</p>	<ul style="list-style-type: none"> - Exceptionally trustworthy and reliable - Good communication and interpersonal skills - Confident and friendly personality - Motivated and enthusiastic 'can do' attitude - Behaving professionally and diplomatically at all times as one of our official Ambassadors representing the UK Centre for Carnival Arts - The ability to meet the physical demands of the position, i.e (walking along a route/standing in an area for periods of time)
<p>Volunteer will receive: <i>(out of pocket expenses, training etc.)</i></p>	<ul style="list-style-type: none"> - Meal taken while volunteering (rate set at a maximum of £5 per day). - Travel expenses (on UKCCA receiving receipts etc) - A reference letter
<p>Essential requirements:</p>	<p>Volunteer to adhere to training given and attend briefing session. Volunteer to complete an application pack. Volunteer to attend any briefing sessions, very important! Submit any expenses to the volunteer coordinator.</p>

NOTE: It is unlikely that our volunteer roles will be eligible for DBS Check. However if the activity falls under a regulated activity as defined in current legislation, then you will be asked if you will agree to a DBS check.

Volunteer Application Form

Name	
Reference No.	(E.g. Initials 2 digit number - CC011)
Postal Address	
Email	
Telephone	

General Volunteer - Availability

Please tick if and when you are available to help within the **main building at 3 St Mary's Road** leading up to Luton International Carnival 2019.

> Volunteering in May (State availability in May – weeks commencing)	
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Preferred Job Role

Please tick one or more of your preferred job roles.

> Activity Coordinator Ensure the Carnival runs smoothly and volunteers assisting Carnival groups until carnival day. This role may also include liaising with carnival groups, artists and office based work.	
>Front of House To assist in all operational aspects of the office and ensure the smooth running and exceptional customer service of the operation.	
>Welcome host The main focus is to meet and greet customers to the centre and ensuring the questions and queries are directed to the appropriate member of staff.	
>Marketing and Promotions To ensure the public has full awareness of all events and activities regarding UKCCA and Luton International Carnival.	
> Facilities/set up/ set down Working alongside the technician to ensure the building section requested is prepared as described in the layout details.	
>Carnival Preparation Work with Carnival groups prior to the event by helping make costumes and float decorations.	
>Carnival Gala assistant – 11th May 2019 Help with the running of the pre-Carnival Gala on May 11 th	
>Carnival Awards night assistant – June 8th 2019 Help with the running of the Awards Night	

Luton International Carnival Volunteer - Availability

Please tick when you are available to help with Luton International Carnival 2019 mainly at Wardown Park.

<p>> Carnival Preparation (Available in the weeks leading up to Carnival)</p>	
<p>> Carnival Day (Between 7am – 6pm on Carnival Day 26th May 2019)</p>	
<p>> Carnival Evening (From 6pm – 11pm on Carnival day 26th May 2019)</p>	

Preferred Job Role

Please tick one or more of your preferred job roles.

<p>> Parade Steward Ensure the Carnival runs smoothly and on time by assisting Carnival groups along the parade route. This role may also include donation collection.</p>	
<p>> Artist Liaison/Backstage Crew Assist with the technical set up and work backstage during the Carnival parade.</p>	
<p>> Final Carnival Preparation Work with Carnival groups prior to the parade by helping with last minute adjustments to costumes and finishing float decorations. Helping to un-decorate the floats.</p>	
<p>> Carnival Trading Stalls Assist with the set-up of the trading stalls in the designated park area on Carnival day.</p>	
<p>> VIP Tent Host Make sure the VIP tent is a success throughout Carnival day. Duties include preparing the marquee tent space, serving VIP guests and acting as a brand ambassador with our funders, stakeholders and partners during the event.</p>	
<p>> Carnival Performer Join a Carnival group or have your Carnival group join the parade on Carnival day</p>	
<p>> Carnival Evaluation/Research Assistant Assistance with evaluation activities: conducting short surveys with members of the audience and parade participants</p>	
<p>> Marketing and Promotions Be a social media reporter on the day promoting a positive image of Luton International Carnival by posting suitable and appropriate photos, short videos and text through your personal social media account(s) such as Twitter and Instagram using the hashtag #LIC19</p>	

Summarise any skills or qualifications you have acquired, or personal qualities and abilities you have that may be beneficial to the volunteer role you are applying for.

Summarise your previous volunteering experience.

If accepted, you will be required to attend reception and briefing events in the month leading up to Carnival day. Please confirm your ability to attend at least one extra session.

I confirm

Would you be interested in volunteering at other UK Centre for Carnival Arts events? Yes No

Would you be happy with us passing on your details to other arts organisations in Luton who are looking for volunteers?

Yes No

Do you hold a full UK driving licence?

Yes No

Do you have a DBS check?

Yes No

Do you have any first aid training? If yes, please specify qualification.

Yes No

Previous Criminal Convictions

Under the rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?

Yes No

If yes, please summarise the details of the conviction below. We do not discriminate against those with a conviction, but we will need to take the details into consideration when assessing your suitability.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age or disability.

During your time at the UKCCA, the Learning & Participation Manager will be in contact with you to make sure everything runs coherently. If any issues or problems arise, the Learning & Participation Manager will be your first port of call.

Learning & Participation Manager

Tasha Case

3 St Mary's Road, Luton, Bedfordshire, LU1 3JA

Tel: 01582 437 106

Email: Tasha@carnivalarts.org.uk

Please return your completed application form to;
carnivaladmin@carnivalarts.org.uk or return it to the UKCCA using the address above.

Thank you for completing this application form and for your interest in volunteering with us!

Monitoring Form Application for: Volunteers

The UK Centre for Carnival Arts (UKCCA) is an equal opportunity organisation.

The equal opportunities policy applies to the recruitment and selection, training, promotion, pay and conditions of all Trust employees and volunteers. The policy also applies to the provision of all services, and covers all policies and procedures of the organisation.

To ensure the effective monitoring of our equal opportunities policy and for no other reason, we would request that you complete this form. All information provided will be kept in complete confidence and not used for any other purpose. It is not linked to your any personal data you may have given us previously. **Please do not identify yourself on this form.**

Thank you for your assistance.

Age Range	16-19	20-29	30-39	40-49	50 and Over
Tick					

Gender:	My gender is:
Ethnicity:	I would describe my ethnic origin as:

For example: African-Caribbean, African, Asian, European, Chinese etc

Disability:	I am: disabled/not disabled (<i>please delete as appropriate</i>)
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Please include more information if you would like to – this is helpful to us.

I found out about volunteering at UKCCA from:

For example: friend, mail-shot, advert, etc.

The information given will be kept in complete confidence and will not be used for any purpose other than monitoring.