

CFT Buddy Volunteer

Responsible To: **Head of Community Outreach**

Main Purpose

The CFT Buddy scheme launched in 2017 and is designed as a way to give audience members a little extra support when attending shows at the theatre. The scheme is open to everyone aged 18+ and is particularly intended to help; older and/or socially isolated patrons, disabled and/or neurodivergent audience members, people experiencing anxiety about visiting the theatre alone.

In addition to supporting people during their visit to CFT, we have recently launched a Travel Buddy component which involves volunteers using their own vehicles to provide transport to and from the theatre. Training for this is managed and delivered by Community Transport Sussex.

The role of the Buddy is **not** that of a replacement carer but is there to assist and provide companionship to semi-independent people. Full training is provided to successful applicants. The scheme is funded by Vitale at-home care.

Key responsibilities

A typical volunteering session for a CFT Buddy supporting a scheme user to attend a performance at the theatre involves:

- Meeting your Buddy at the theatre or collecting them from their home
- Assisting your Buddy with the collection of tickets
- Guiding your Buddy to their seats and sitting with them throughout the performance
- Helping to buy a refreshment and locate the toilets in the interval
- Staying with your Buddy until are safely on their way home, or returning them to their home in your car
- Generally looking out for the wellbeing and welfare of your Buddy throughout their visit to CFT

Please note: In the event of an emergency the responsibility for the safety of all audience members lies with the CFT Front of House team.

In addition to the tasks listed above, volunteers are also expected to:

- Read and adhere to the policies contained in CFT's Volunteer Handbook and sign a Volunteer Agreement
- Attend an induction and all relevant training sessions at CFT
- Provide an up-to-date DBS certificate (valid within the past three years), or provide information for CFT to apply for one on your behalf
- Hold any information shared about the individuals in the strictest of confidence
- Provide a brief written account to CFT following every Buddying session
- Report any issues or concerns directly to the Head of Community Outreach at the earliest opportunity

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All CFT Volunteers receive additional benefits including:

- 25% discount in CFT cafés
- Social events including bi-annual meet ups with other volunteers
- Visits to other cultural organisations for talks and tours
- Free tickets to CFT productions where available

Skills required

- Passion for theatre and the arts
- High levels of communication and interpersonal skills
- Excellent punctuality and time management skills
- Interest in and commitment to making theatre accessible to all
- A DBS Certificate
- Full UK driving licence and access to a car

Desirable Skills

- Experience of working directly with vulnerable adults
- An understanding of Adult Safeguarding best practice
- Chaperone Licence
- Basic knowledge of BSL or Makaton

Availability

As the scheme is available across all performances throughout the Festival and Winter seasons, CFT Buddies volunteering sessions are either afternoon or evening slots across the year. Volunteers are required to be onsite a minimum of 30 minutes before the performance start time and approximately 15 minutes after the show finishes. You will be sent a list of dates in advance and a confirmed rota will be sent out to you via email. There is no minimum time requirement for this role, but you will be expected to be available for the duration of any Buddying session you agree to.

How to apply

If you're interested in becoming a CFT Buddy volunteer, please complete [the online application form](#) **by Midday on Friday 13 March**

We are anticipating demand for this role to be high, and as such we are not able to take on everyone who applies. Please be aware that:

- CFT Buddy Volunteer Interviews will take place on **Wednesday 18 March**
- Volunteer Inductions and CFT Buddy Training will take place on **Wednesday 1 April**

Successful applicants will also be invited to become Travel Buddies. Additional training will be arranged on an individual basis through Community Transport Sussex.

Further Information

For more information about volunteering at CFT please visit our website cft.org.uk/get-closer

Your application correspondence and data will be received and handled by employees at Chichester Festival Theatre at Oaklands Way, Chichester PO19 6AP. We'll use this information for recruitment purposes only, to check your

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suitability for the role. You can access, amend, or erase your data by contacting people@cft.org.uk within 6 months of the role closing date, after which your data will be erased by us. By applying, you consent to our data handling, but you can withdraw or file a complaint by contacting people@cft.org.uk