



PAN INTERCULTURAL ARTS

VOLUNTEER INFORMATION PACK





“With so much conflict and despair in our world I am sure you have sat at home wondering how you can help? Here is your chance to truly affect the lives of people who have suffered as a result of people trafficking, torture and unfair treatment. Pan stands against such suffering but cannot do this alone. Your time, expertise and empathy are needed. Volunteer and be a part of our vocation to effect change”

Pan’s Chair of Trustees, Brian St. Louis



WELCOME!

Thank you for your interest in volunteering at Pan Intercultural Arts.

As you will come to know and experience, Pan is an organisation built on the skills, experience and unique insight of its staff and volunteers. We are a small but mighty team made up of four office staff, a team of freelancers and volunteers who facilitate our different programmes and a Board of Trustees who oversee our governance and running.

Making sure that our staff and volunteers are valued, celebrated and supported is core to how Pan operates and their wellbeing and enjoyment of their roles are very important.

This information pack is designed to highlight how we work, share more information on our current projects and delve deeper into the various opportunities to volunteer and what our process of selecting volunteers are.

If you have any questions, please feel free to contact the Company Manager Joanna on j.green@pan-arts.net.



AN INTRODUCTION TO PAN

Pan is an intercultural arts organisation dedicated to the exploration of cultural diversity through the arts and how such work can inspire and implement social change.

What we do:

- Work across ethnic, cultural and faith boundaries to encourage understanding, integration and empowerment throughout our diverse society.
- Run creative workshops, community programmes and public events for those who are often not heard in society and we achieve results through the sustained process of creativity rather than the production and presentation of performances.
- Work with people from all cultures and religions to encourage a world where we listen to, understand and respect each other's lives and experiences, discovering the possibilities of our rich society.
- Invest in participants over long periods of time so that they can become strong, independent individuals and leave us because they are ready to, not because the project ends.

Pan's Aims:

- ★ Deepen people's understanding of the role of the arts in society
- ★ Combat the destructive forces of racism and violence
- ★ Encourage people to rediscover their voice
- ★ Reinforce people's sense of pride in their community
- ★ Enhance the artistic quality of life in the UK and beyond

Participants in our projects are currently from the following communities:

- Unaccompanied minor asylum seekers
- Young adult refugees, escaping torture, conflict, poverty and prejudice
- Female survivors of trafficking, recently freed from slavery
- Young people close to criminality and violence or at risk of radicalisation



“Volunteering at Fortune feels like being part of a family. It’s a place to escape from the daily stresses and contribute to something that has the power to change the trajectory of young people’s lives.”

a current volunteer in Fortune





PAN'S CURRENT PROJECTS

We are currently running 8 year-long annual projects and several short-term projects across the year when a need is identified. These projects are split into three core strains of our work:

Amies Projects

Working with female survivors of trafficking who have escaped or been rescued from sexual or domestic slavery, the Amies projects include **Amies London** which uses drama games to help them rediscover trust and friendships, and lead on to imagining possible paths to education, training and employment. **Amies Freedom Choir** introduces the women to simple singing exercises, musical principles and the joy of singing together. **Amies Alumnae Choir** works with those who have spent a year in the Freedom Choir and are keen to continue and develop their singing. They focus on expanding on their repertoire and giving public performances. We also run choir sessions in safe houses.

Refugee Arts Projects

Working with unaccompanied minor asylum seekers, **Future** invites participants to create stories, scenes, lyrics and videos to give space and life to their ideas and imaginations. **Fortune** works with young adult refugees, asylum seekers and migrants and invites them to take part in drama games, rhythm and voice exercises, storytelling, improvising and devising scenes from their imagination working towards presenting their ideas to an audience. **Papillon** is a new project launched in 2021 when Afghan young women refugees arrived and were housed in cramped hotel rooms with their families. Papillon gives them a space and a time to leave their worries and explore their creativity. Being in a female-only space, unobserved, they can express their hopes and their fears, their dreams and their joy.

Weapon of Choice Projects

Working with students who normally have some kind of behavioural challenge, **WoC Residencies** regularly provide sessions in schools, exclusion streams or Pupil Referral Units/Alternative Provision Academies to allow them to focus through drama games and play making on the issues in their lives. When participants have taken part in one of our residencies or who come to us through local youth clubs, **WoC Theatre Group** gives them a chance to explore in out-of-school time how they can develop their playmaking abilities and performance skills with a public sharing at the end of each year. We also run short-term **WoC Expansions** which gather young people from relatively disadvantaged backgrounds and give them space to reflect on what they aspire to and what blocks those aspirations.



"I received a lot of support, definitely. Also I learnt that if something affects you mentally, it is better to let them (your colleagues) know. It depends on the environment. Pan is a great environment."

Emily, Kickstart Placement





WHAT IT'S LIKE TO WORK AT PAN

Emily joined us in November 2021 through the government Kickstart scheme which aimed to get young people who were out of work, the opportunity for paid work experience.

When we met Emily during her interview, we were struck by her enthusiasm for the role and her willingness to learn. She then took on every opportunity and every challenge with positive energy and curiosity, helping run a big event (in her first week!), assisting the projects, and helping the office team.

She became a key part of Pan and at the end of the programme we invited her to stay for another few months to continue her great work in a paid role.

"When I started at Pan I knew I was going to learn a lot and build my confidence. This happened 100%. I am a different person now. You can learn something different from each person. You learn more things and you never get bored."

"Working directly with the young people really helped. I learned from facilitators and Project Directors, I have seen them in action, it is a very cool job."

Strengthened by the skills and experiences acquired at Pan, Emily is now applying for full time roles in administration and would like to continue her career in the charity sector.





KEY INFORMATION

When needed, Pan enlists the support of volunteers to help run specific projects or help with office work.

We regularly take volunteers for these sorts of positions:

- Project based volunteer (supporting weekly workshops)
- Office volunteer (helping fundraising, marketing and administration)
- Board of Directors Trustee (overseeing Pan's governance)

Conditions of volunteering at Pan:

It is important to us that if you come on as a volunteer you can offer a consistent level of support for the agreed duration of time (minimum four-months volunteering once a week). You must also be willing to undergo an Enhanced DBS Check and agree to the volunteer code of conduct.

Process:

- Complete the application information (details included in this document)
- Send the details to post@pan-arts.net
- If there are opportunities available, we will be in touch for an informal interview



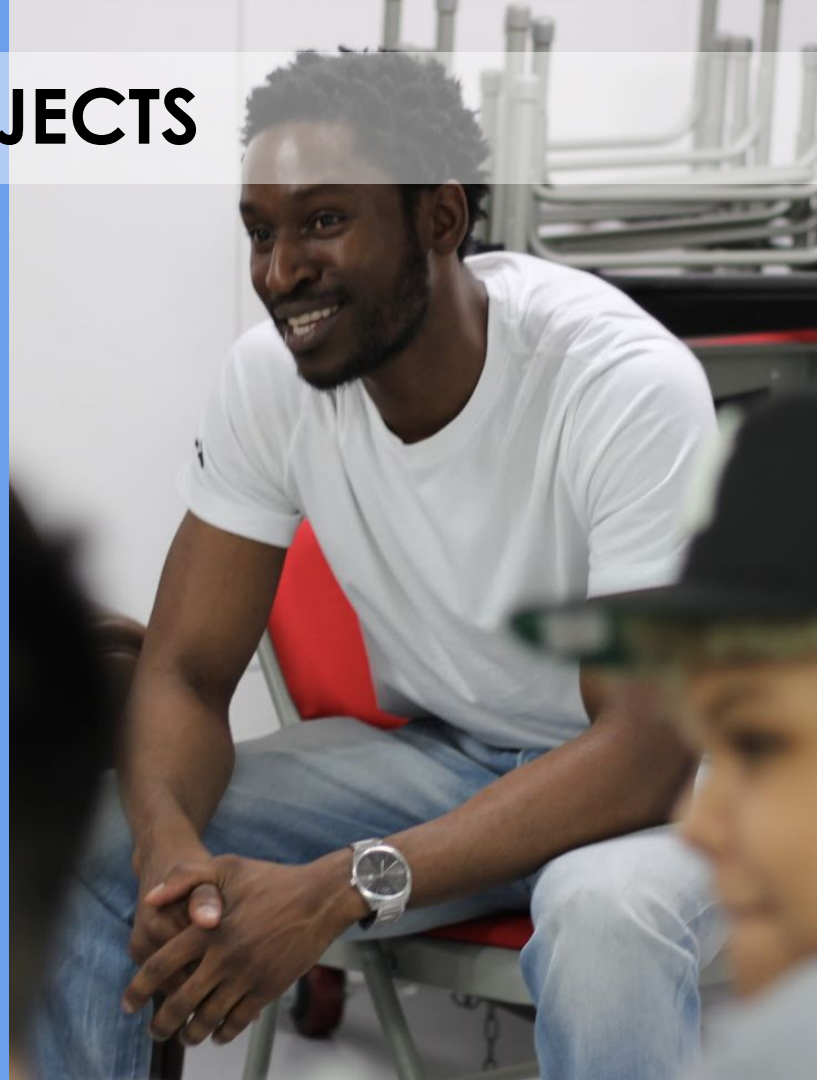
VOLUNTEERING IN PROJECTS

Volunteers can join one of the 8 annual projects for a minimum of one term. You will support workshops by:

- Participating in the planning and debriefing of sessions (where appropriate)
- Helping with the setting up of the room, preparing refreshments and materials
- Helping participants engage with the activities
- Helping participants understand and focus on tasks either in small groups, as a whole group or one to one, if needed
- Following the artist facilitators' directions
- If appropriate, leading games and exercises

Candidates will also support Project Directors and Project Managers with administrative tasks like:

- Help with database entries
- Research activities and events for trips
- Support monitoring and evaluation of projects





VOLUNTEERING IN THE OFFICE

Volunteers can join the office for one day per week. You will support the office through activities such as:

- Researching specific areas of need (e.g. potential new venues for Pan, potential funders, and donation ideas and successful campaigns)
- Updating Pan's database and collecting donations data
- Liaising with the IT support team and becoming the reference point for any IT issue of the team
- Helping collate quotes, case studies and images to use in fundraising applications and marketing materials
- Helping promoting the profile-raising events including Pan Talks (in Nov) including helping on the event day
- Sending thank you messages to donors, partners or the new audiences
- Creating content for Pan's social media posts
- Supporting the Marketing Manager in creating website content aimed at Pan's beneficiaries
- Planning and delivering a "participants take over" of social media channels (for example during Refugee Week)





BECOMING A BOARD TRUSTEE

Trustees have independent control over, and legal responsibility, for Pan's management and administration. They play a very important role in supporting Pan's management team, ensuring that the company is run effectively and providing direct support where needed, drawing from their personal skills and experience.

Currently we have 11 board members which includes a Treasurer (who has responsibility for the company's finances) and the Chair (who runs and manages the Board). Two Trustees were once past participants within our work and play a vital role of ensuring that the participant voice is considered and valued in decision making.

The Board meet quarterly and receive several reports from the Pan Management team including financial, fundraising and artistic. Policies and other key documents and decisions are discussed and agreed by the Board and this is all noted with actions highlighted.



"I grew up in a home surrounded with love but little money. I saw many families around me who travelled from around the world hoping for a better life. Some arrived in the UK legally and some not so. All hoped for a better life without the knowledge and language skills to cope with living day to day. Hand to mouth. Without the local community and charities stepping into the breach the transition to life in this country would have been impossible. I knew then as I know now that our country is at its best when people who care stand up and volunteer for the causes that affect us all. That is why I have spent my adult life putting into practice what I have been taught, "The love and pride of giving back." That's my journey to the Bar and the voluntary sector. You will have your own. What is important is that we all do our 'little bit' to help those who are impacted by causes close to it hearts."

Brian, Pan's Chair of the Board

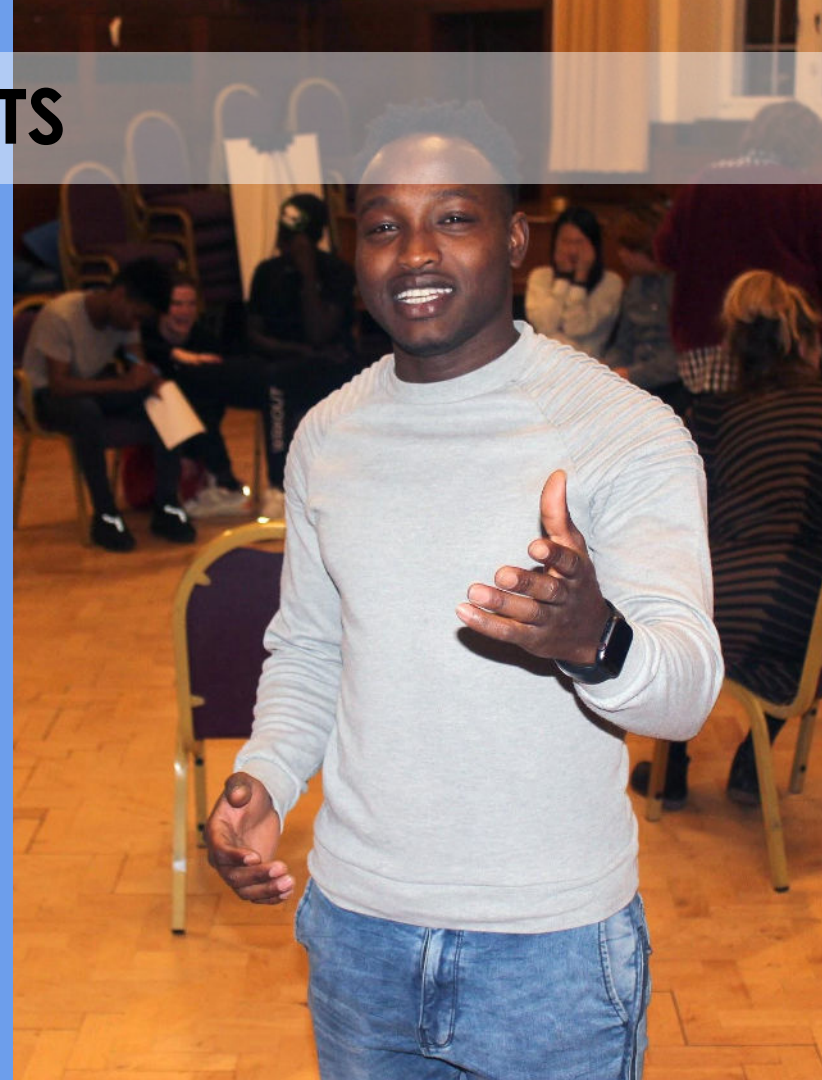


UNIVERSITY PLACEMENTS

We also accept university placements who are doing courses related to our work.

Placements can join our office or project work in a very similar process to the opportunities listed with these considerations:

- We will try and fit in with your course requirements but due to the nature of our projects and not to disrupt the work, you must stay for the equivalent of a term.
- Any work produced directly mentioning the work must be created under our approval and guidance. Many of our participants are vulnerable and we must protect their anonymity and right not to be questioned about their life.





"I volunteered with Pan as part of my MA and stayed for over a year. I knew from day one I was observing facilitators who are experts in their field and who cared deeply about the participants and their journeys through the projects. The experience and training I received with Pan solidified my belief in the positive benefits that drama and theatre has on groups and has been integral in furthering my career in theatre for social change."

Becky, University Placement





HOW WE WILL SUPPORT YOU

Volunteering with Pan is a great opportunity to build your experience in the arts and developing your understanding of how Pan uses arts for social change.

You will get:

- Regular check-ins with either the Project Director or Company Manager in how your work is progressing
- Invited to our Strategy and Creative Days where we come together as a team and discuss key topics or creative ways of working
- The chance to attend project specific training
- An inside look into our policies, company management and project management approaches
- A reference provided by Pan at the end of your volunteering with us





IMPORTANT INFORMATION

Expenses

Expenses can be claimed for up to £10 for each day volunteered which we pay weekly in arrears via bank transfer. Please note that we are unable to do this for Board Trustees.

Personal Specification

We are looking for someone who has a deep interest in the work that we do and who is keen to pursue a career in this field. We ask for your dedication and commitment, and a willingness to uphold the values and mission of Pan when you work with us. You do not necessarily need any prior experience, just an openness to learn!

Professional Boundaries

The participants of Pan are often vulnerable which means that we hold a safeguarding responsibility for their welfare when they are accessing activities with Pan. It is not acceptable for you to use their words, background identity or image for your own personal use (e.g. for studies) and you will be given training and support with creating safe and clear boundaries for both you and the participants. You will also be given guidance and information on our safeguarding procedures.

Supporting you in your first steps in your career

We know that getting into a role in the arts can be challenging so we are not expecting you to have prior experience, just a passion for this work. We want to hear from people with a range of experiences and particularly welcome and are actively seeking applications from people of colour or people with lived experience of migration. We are also a disability confident workplace and welcome anyone who has a disability. We are dedicated in being an inclusive workplace and actively work to foster an environment where people can be themselves without discrimination, regardless of age, disability, gender, identity or expression, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

If you would like these materials in an alternative format, please let us know, and if you have any questions, please feel free to contact Joanna, the Company Manager, on j.green@pan-arts.net.

Volunteer Availability

We do not always have opportunities to volunteer at Pan and will endeavour to be open with you along the process. If we do not have any current vacancies, keep an eye out on our website and social media where we will publish them. Due to the staff resources available, we may not be able to get back to everyone who applies.



APPLICATION PROCESS

If you are interested in being a Pan volunteer, please email post@pan-arts.net with the following information:

- Your name and contact information
- A short paragraph about yourself and why would you like to volunteer for Pan
- Details of any areas you are particularly interested in working (i.e.: certain projects, facilitation, administrative, marketing, fundraising etc?)
- What relevant experience/skills/qualifications/training you have that is relevant (This is not a requirement)
- Your availability and what time you can offer (e.g. I am available on Monday evenings, and Wednesday mornings every week)
- What dates/timescale you are available for (e.g. I am available for 6-months from January 2023)
- Any other information that will support your application

If we have any vacancies which we think will be suitable for you, we will be in touch to arrange an informal interview.



"Because of this choir, I go to my college. Because of this choir, I have confidence to stand and talk. I can face someone and talk."

Participant from Amies Choir, 2021





Thank you for your interest and we look forward to hearing from you!