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|  | **Darganfod // Discover Science Festival 2021  Volunteer Role Description** |
| 20 - 22 August 2021 |

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| **Title:** | **Science Festival Volunteer Steward/Assistant** |
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**What is Darganfod // Discover?**

Darganfod // Discover is a weekend of science discovery delivered by Xplore! (formerly Techniquest Glyndwr) and Ty Pawb (part of WCBC), with support from a range of other local organisations and businesses. The Darganfod // Discover science festival will take place from the 20th to the 22nd August 2021.

This year’s theme is Science Technology Engineering Art and Maths (STEAM)!

Families are the key audience for this event. Activities taking place will include making your own paint, planting sweet peas to learn about genetics, interacting with fossils, exploding custard science demos, live music, film screenings and much more!

**What’s involved?**

Contribute to an exciting weekend of inclusive, educational and creative activities on your doorstep! *In Person*

* Welcoming members of the public as they arrive at activity stations, checking wristbands, and explaining social distancing requirements.
* Giving directions and answering queries from visitors.
* Collecting photo consent and feedback forms from members of the public. Taking photos to document the event.
* Helping to set up and pack up furniture and equipment used in activities.
* Assisting artists and science communicators in the delivery of artistic, gardening, play and science demo activities to families.
* Notifying staff of any health and safety risks or instances of anti-social behaviour that arise.

*Online (In the event of Covid Guidance preventing the festival going ahead in person.)*

* Welcoming members of the public as they arrive to Zoom workshops. Answering queries posted in the chat box.
* Sending photo consent and feedback forms to members of the public.
* Posting agreed content to promote the online science festival on social media.
* Notifying staff of any personal data risks or instances of anti-social behaviour that arise.

**Who is the role suitable for?**

* **You must be available to volunteer for at least 4 hours between Friday 20th and Sunday 22nd of August 2021**, and to attend a 2-hour induction session on either Friday 6th August, Saturday 7th August, Friday 13th August or Saturday 14th August.
* This is a high-energy public facing role. You will need to be confident talking to members of the public in a friendly and informative way.
* You will need to be at least 16 years old to volunteer for this role. If you are under 18 you will need permission from a parent or guardian.
* A passion for science and/or art education and community outreach is highly desirable.
* Suitability for this role is subject to a DBS check.
* If the event is only able to go ahead online, familiarity with using Zoom, Youtube, Facebook, Instagram, Twitter and Tiktok may be required.

**What’s in it for you?**

* Free entry to the festival.
* Join a friendly team who are passionate about science, the arts and Wrexham’s community.
* Develop your skills and gain experience relevant to working in science communication, education, tourism and the creative industries.
* Learn more about the behind the scenes of how community organisations and venues work.
* This volunteering experience can contribute towards a Welsh Baccalaureate, Duke of Edinburgh Award, UCAS application or CV.
* Travel expenses are reimbursed. (See “Expenses” section for more details.)

**Additional Information**

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| **Location** | Split between the Xplore and Ty Pawb buildings, or from home if the festival has to proceed online. |
| **Time Commitment** | Minimum of 4 hours.  Up to 20 hours across three days. |
| **Who You’ll Work With Most:** | Heather Wilson – Ty Pawb Volunteer Coordinator  Morgan Thomas – Ty Pawb Events Officer  Clair Griffiths – Xplore Community Science Communicator  Other Volunteers  Members of the Public |
| **Staff Contacts** |  |
| Name | Heather Wilson |
| Email Address | [heather.wilson@wrexham.gov.uk](mailto:heather.wilson@wrexham.gov.uk) (Available Tuesday to Friday) |

**Training**  
An induction to the building is provided before all on site volunteering. This includes a tour, introductions to staff, and health and safety information such as the fire evacuation procedure. Inductions will take place on Friday 6th August, Saturday 7th August, Friday 13th August or Saturday 14th August (attendance of only one session is required).   
  
**Support**You can contact the Volunteer Coordinator for support with:

* Accessibility needs - if you require any aids or adaptations to support a physical or learning disability, or a physical or mental health condition
* Language needs - if you would like Welsh (or another language) to be the language that you receive communications in
* Transport access - if you need help covering travel costs or with logistics.
* Reporting negative situations - if you experience, witness, or suspect bullying, harassment, abuse, illegal activity or any other type of misconduct. Your concerns will always be taken seriously.
* For a reference to help you apply for volunteering, education or work opportunities after you’ve completed your volunteering placement.

**Resources**

Volunteers will be given:

* A volunteer handbook including all induction, health and safety, safeguarding and other policy information.
* A lanyard or apron (depending on activity) to wear when you are in the Tŷ Pawb or Xplore buildings.

**Expenses**

* Volunteers will be reimbursed for out of pocket travel expenses (please keep bus/train tickets for this purpose)\*
* Volunteers will be provided with meal tickets during any all day (9am – 5pm) activity based on site  
    
  \*If you need support with booking or paying for transport, please contact the Volunteer Coordinator.

**As a volunteer you agree to:**

* Treat everyone that you encounter on the Darganfod // Discover project with respect and kindness.
* Represent your role with Darganfod // Discover accurately e.g. not describing yourself as an employee, not using Darganfod // Discover logos on social media profiles.
* Consider the reputational impact of all social media posts on Xplore! Ty Pawb and the businesses based there. Should you have problems or concerns, please bring them to staff - where they can be addressed practically - rather than venting online.
* Let us know if you need support to carry out your role, if you’re unsure about something or have questions.
* Keep in touch with the Volunteer Coordinator e.g. letting us know if you’re running late or need to cancel your volunteering due to illness or an emergency.
* Do what you can to ensure that you have a safe environment if taking part in Darganfod // Discover activities from home.

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| **Role description created** | 01/04/2021 |
| **Role description review date** | 09/04/2021 |