

ROLE TITLE: TEAM LEAD**TEAM: SANCTUARY****DEPARTMENT: HEALTH AND SAFETY****DESCRIPTION**

Events such as Underland often involve radically new experiences, the dissolution of common boundaries, and other challenging stimuli.

Sanctuary exists to provide participants a low stimuli, safe, quiet, welcoming space where they can access support if they are feeling overwhelmed, partied out, anxious or are having a difficult experience. They also provide information about safer drug use.

The Sanctuary has underpinnings in harm reduction, is a non-judgemental space and staffed by a team of Underland volunteers.

The Sanctuary team works in conjunction with Rangers, Medical, and Security Teams to assist participants that need a calm, safe place.

PURPOSE

Be the driving force to bring Sanctuary to Underland in a professional, organised and safe manner. They have the passion and the vision to keep working year-round to achieve this. They work with the other Leaders within Health and Safety department to determine Sanctuary's scope of operations, training programme, logistics and reporting. They will expand the team to support the ongoing growth and needs of the team.

The Sanctuary Lead is the inspiration of the team and needs to empower volunteers to take on tasks, achieve their goals and help to maintain a safe and welcoming environment at Underland. They must have excellent communication skills (written and conversational) ability to stay positive in times of stress, manage deadlines, the ability to provide and receive feedback and possess exceptional leadership qualities.

WORKING RELATIONSHIPS

- Sanctuary volunteers
- Health & Safety Coordinator
- Rangers Lead
- Crew Wrangler
- Medical & Security staff
- Event manager

Time Commitment/Dates required:

- **Year Round:**
 - Monthly Site Safety meetings: 1 hr + prep (*via Zoom*)
 - Recruiting events: such as Burning Pub in Melbourne, Feb through July
 - Training events: half to 1 day each, July - September
 - Regular Sanctuary team meetings
 - + time per week to be advised (no basis yet)
- **On Site:**
 - Set-up: at least 1 day before with +2 assistants
 - Generally available for guidance and support of Sanctuary crew
 - 1x hour daily check in with Sanctuary crew
 - 1x hour daily check in with Red Earth Rangers / PEER
 - 2x half day training sessions
 - Pack down: at least 1 day after +2 assistants
- **Post-event:**
 - After-burn report: 5-10 hours
 - Attend summit (compulsory): One weekend, usually at the end of November. May include a Friday/work day.

Duties/Responsibilities

- Establish and maintain budget
- Establish key goals / Major Projects
- Recruiting and selection of sitters
- Delivering Training (offsite and onsite)
- Commitment to harm minimisation education and awareness of the wider community
- Reporting to Site Safety Department

Key challenges

- Recruiting and retaining Leadership
- Time commitment
- Recruiting Volunteers

Necessary Qualities, Knowledge and Experience:

- Harm reduction experience at festivals
- Harm reduction training
- 'Space Holding' experience & training
- 'Trip Sitting' experience and training
- Volunteer group leadership experience
- Commitment to sharing evidence based information
- Excellent communication skills (written and interpersonal)

Desirable Qualities, Knowledge and Experience:

- Mental Health First Aid training
- Tertiary Qualifications in Drug & Alcohol support services or similar
- Ability to deliver evidence based harm reduction training
- Ability to stay positive in times of stress
- Manage deadlines
- Provide and receive feedback
- Radical self-reliance
- Passion
- Patience

How to Join: Complete a registration form found on the [Burning Seed website](#), or contact Crew Wranglers at jointhecrew@burningseed.com with any questions.

Version and date: v3 (06Dec2019)