

**Volunteering Application Pack**

Thank you for your interest in volunteering at Possability People.

Enclosed you will find further information on volunteering with Possability People, our volunteer opportunities and how to apply.

We rely upon volunteers to ensure that the services for disabled people, their families, friends and carers continue to be delivered. The challenge we face every year is not simply to keep our services going but to continually develop, expand and improve them.

When you volunteer with us you will receive…

* Support, encouragement and appreciation
* Training and references\*
* Reimbursement for travel expenses
* A volunteer programme tailored to your needs
* The opportunity to socialise and meet new people

\*References can be provided after 6 months of any volunteer placement.

You can find out more about our volunteering for us and roles available on our website, but please contact us if you would like any information or wish to discuss volunteering in more detail.

**Emily Keller**

**Office & Resources Manager**

01273 89 40 40

[volunteer@possabilitypeople.org.uk](mailto:volunteer@possabilitypeople.org.uk)

“I felt heard and that I was important. I didn’t feel that my disability was made to be of importance in a negative sense” – Possability People Volunteer

**Why volunteer?**

Volunteers are vital to Possability People. Without them, we couldn’t make the difference that we do.

Volunteers support all aspects of our work, often sharing their lived experience of being a disabled person for the good of the whole organisation, although you don’t have to be disabled to volunteer for us.

We have a range of accessible volunteer roles across all of our services, and we encourage other organisations to provide accessible volunteer places, too. Just because someone is disabled, it doesn’t mean they only want to volunteer for a disability organisation. We believe volunteering should be available on an equal and accessible basis and have an increased number of opportunities for disabled people to volunteer.

Not all of our volunteers are disabled people. People come to us for lots of different reasons. Some people want to practice being in a work environment before going for jobs, while others want to make friends and get out of the house, and other want to give something back.

In return, we support volunteers to learn and develop, offer training, and organise social events for some fun. Lots of our volunteer go on to find paid work, while some enjoy their role and stay with us for a long time.

**Want to learn more?**

Applying is easy. Download our application pack, fill it in, and return it to us.

For more information:

* Go to [www.possabilitypeople.org.uk/volunteer](http://www.possabilitypeople.org.uk/volunteer)
* Email [volunteer@possabilitypeople.org.uk](mailto:volunteer@possabilitypeople.org.uk)
* Phone 01273 89 40 40

**What opportunities are available?**

We have a number of roles across the organisation, some office and admin based and some more focussed on supporting people. You can find the full role descriptions on our website [www.possabilitypeople.org.uk/volunteer](http://www.possabilitypeople.org.uk/volunteer). If you’re not sure of the right role for you we’re happy to have a chat about where we can best use your skills.

Here are some examples of the roles we offer below. Our website shows the roles we’re currently recruiting for and we might operate waiting lists at times for others.

**Advice Centre:**

Would you like to work on a busy Advice desk offering disabled people support with disability related enquiries? Would you like to support people to complete disability benefit claim forms?

**Communications:**

Are you a budding journalist? Are you interested in people and their stories? Are you a whizz with social media?

**Get Involved Group:**

Are you interested in helping disabled people to get their voices heard? Could you help support the group, update information, promote it on social media? We also need volunteers to help run meetings and support their peers.

**Employment Service Administration**

Do you enjoy office administration or would you like to improve these skills? We help people gain the skills to get back into work. We need help with online research, updating records and other admin tasks.

**Hospital Discharge Support:**

Do you enjoy helping other people and getting out and about? Could you do errands such as shopping and collecting medication for elderly people? Do you have befriending skills? Could you phone and check in on isolated older people?

**Payroll & Administration:**

Would you like to gain experience of volunteering in a finance setting? Do you enjoy office administration and have excellent attention to detail?

**Reception:**

Our Reception is the front door to our services. Do you have good interpersonal skills or would like to gain confidence in this area? Do you enjoy office administration including telephone and computer work?

**Shopmobility:**

Would you like to be a volunteer scooter driver? Riding mobility scooters to and from customers across the city centre? Could you help customers learn to use equipment safely?

**Volunteer Application Form**

Possability People welcomes interest from disabled and non-disabled people. All of our Brighton sites are on ground level and are fully accessible. Possability People will make any reasonable adjustments necessary to create an accessible environment for all its staff and volunteers. Please complete the form in full and give as much information as possible as to why you would like to volunteer and what you would like to achieve from the experience.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Phone number |  |
| Address |  |
| Postcode |  |
| Email |  |
| Date of birth |  |

**Preferred Method of Communication:**

|  |  |  |
| --- | --- | --- |
| Mobile | Email | Other (please state) |
|  |  |  |

**EMERGENCY CONTACT**

|  |  |
| --- | --- |
| Name |  |
| Number |  |

**How did you hear about us?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advert  Where? | Other organisation. Which one? | Word of mouth | Website  Which one? | Other  Please describe |
|  |  |  |  |  |

**REFERENCES**

At least one reference must be a professional reference.

Don’t worry if you don’t have 2 referees, we can discuss this with you.

|  |  |
| --- | --- |
| Name 1 |  |
| How do you know them? |  |
| Email |  |
| Phone |  |

|  |  |
| --- | --- |
| Name 2 |  |
| How do you know them? |  |
| Email |  |
| Phone |  |

**ACCESS REQUIREMENTS**

Possability People welcomes applications from disabled people and all of our Brighton offices are wheelchair accessible. We can make adaptations for volunteers and will discuss this with you during the assessment process and throughout your time with us.

Examples of reasonable adjustments might include; having a screen reader, using a height adjustable desk, not using the phone, volunteering on a day when the office is quiet.

|  |  |
| --- | --- |
| Do you have any access requirements which might require Possability People to make reasonable adjustments in order for you to volunteer with us? | Y / N |
| Please give brief details | |
|  | |

**SKILLS AND INTERESTS**

|  |  |
| --- | --- |
| Current occupation |  |

Please let us know about your skills and experience by putting an X for each skill area below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill:** | Not interested / Don’t want to do | Might like to learn this, not done much before | Some experience, would like to improve this | Experienced, happy to use this |
| Greeting people |  |  |  |  |
| Helping at meetings |  |  |  |  |
| Helping people one-to-one |  |  |  |  |
| Getting out and about |  |  |  |  |
| Using the phone |  |  |  |  |
| Using email |  |  |  |  |
| Using the internet |  |  |  |  |
| Using social media |  |  |  |  |
| Using Word |  |  |  |  |
| Using Excel |  |  |  |  |
| Using databases |  |  |  |  |
| Volunteering in a team |  |  |  |  |
| Volunteering remotely |  |  |  |  |

|  |
| --- |
| Is there a specific role or project you are interested in? |
|  |

|  |
| --- |
| **Do you have any hidden talents?**  Are you a brilliant baker? Are you great at growing veggies? Can you stilt walk and play guitar? Maybe you’re a whizz at maths or can strip a car engine in under an hour? |
|  |

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| --- |
| **Why do you want to be a Volunteer?**  What do you hope to gain from the experience and contribute to the service?  Include any knowledge or experience of disability issues if applicable |
|  |

|  |
| --- |
| **Do you have any previous experience as a volunteer?**  What did you do? What did you gain from it? |
|  |

**AVAILABILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |
| Comments | | | | | |
|  | | | | | |

**DBS CHECKS**

Where relevant, we will complete a DBS check for you, renewed every 2 years. Usually this is a basic level check, unless you are conducting home visits or working with clients on an on-going or one to one basis; in this case an Enhanced Level check will be needed.

For Enhanced Level roles, the post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are not entitled to withhold information when asked about convictions which for other purposes are ‘spent’ under the provisions of the Act. Any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential and you can view a copy of our Recruitment of Ex-offenders policy.

|  |  |
| --- | --- |
| Have you ever been found guilty of a criminal offence? | Y / N |
| If ‘yes’, please give details below: | |
|  | |

**PERMISSION TO VOLUNTEER**

|  |  |
| --- | --- |
| If you are from outside the UK do you have a visa to show you are able volunteer in the UK? | Y / N / NA |
| If ‘yes’, please give details below: | |
|  | |
| Please confirm you have the correct Visa (this should be a Tier 4 Visa.) and have the right to volunteer in the UK. Please bear in mind any other work/volunteer hours you are doing. We will ask to see the visa. | |
| I confirm I have a Tier 4 Visa allowing me to volunteer within the UK. | Y / N / NA |

|  |
| --- |
| Is there any other information relevant to your application?  If so, please tell us about it below: |
|  |

**SIGNATURE**

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return complete the Equality Monitoring Form (optional) below and then return both forms to [volunteer@possabilitypeople.org.uk](mailto:volunteer@possabilitypeople.org.uk) or post to Emily Keller at Montague House, Montague Place, Brighton BN2 1JE.

If you need this form in a different format please let us know by emailing [volunteer@possabilitypeople.org.uk](mailto:volunteer@possabilitypeople.org.uk) or phoning 01273 89 40 40

**WHAT HAPPENS NEXT?**

1. **Initial contact**

We will contact you to discuss your application and suitable roles. If there is a potential role available you will be invited for an informal interview. Some of our roles are very popular and at times we operate a waiting list for these, we will discuss this with you if it’s a role you’re interested in.

1. **Interview**

You’ll meet with the Office & Resources Manager and the Project Lead or Volunteer Coordinator for your chosen role. The interview is an opportunity for us to find out more about you and why you want to volunteer, but is also your chance to ask us about how the role will work for you and any other queries you have. We will discuss any reasonable adjustments and any extra support you need put in place.

1. **Shadowing**

The next step would be to offer you an informal ‘shadowing’ session/s so you can learn a bit more about the role/s before deciding if you want to commit to volunteering. These are usually short sessions of about 2 hours.

1. **Checks and references**

If you do decide the role is right for you we would then go on to take up your references and do your DBS check. We can discuss referees with you if you are not sure who to put forward.

1. **Group Induction Training**

Once your checks and references are complete you will be invited to our Group Induction training along with other new staff and volunteers. This is done as either a 1 day session or 2 half day sessions and is a great opportunity to meet other new starters and learn more about the charity.

1. **Start volunteering**

With your checks and references complete and induction training done it’s finally time to start volunteering! You will have a full induction and training for your new role, supported by the project lead or volunteer coordinator for that project. Your induction is tailored to you and your own unique skills and experience and we will discuss any reasonable adjustments with you.

1. **Ongoing support**

Support and training doesn’t stop when you finish your induction. Throughout your time with us you’ll have regular one-to-ones with your line manager, you’ll be invited to team meetings, you may be offered training either in-house or externally, and you’ll be invited to social events and important meetings like our AGM. You will be fully supported throughout your time with us and we hope you get a lot out of volunteering.

**Thanks for your interest in volunteering with us!**