



Bassetlaw

ACTION

Centre



MAKING A DIFFERENCE THROUGHOUT BASSETLAW

BASSETLAW ACTION CENTRE - CANAL STREET - RETFORD - NOTTINGHAMSHIRE - DN22 6EZ

Telephone: 01777 709650 **Fax:** 01777 819040 **Email:** enquiries@actioncentre.org.uk

Website: www.bassetlawactioncentre.org.uk **Facebook:** Bassetlaw Action Centre **Twitter:** @ActionCentre

VOLUNTEER APPLICATION PACK - NOTES TO APPLICANTS

Thank you for your interest in Bassetlaw Action Centre. We are a Community Resource Agency linking individuals and organisations with help and support. We have a range of volunteering opportunities available across Bassetlaw from just a few hours a week.

Completed applications should be sent by post or email, using the details above and marked as confidential.

What makes a good volunteer?

- Be a good listener
- Have lots of patience and understanding
- Be honest and reliable
- Be prepared to do a small amount of paperwork
- For driving roles - Full driving licence with 2 years driving experience.
Additional criteria applies when driving the Minibus, ask us for details.
For the car scheme you also require your own insurance, tax and MOT.

Volunteer Befriender

Our befriending scheme receives referrals for clients identified by their GP as suffering from extreme loneliness. It is a means to reduce isolation and increase independence for our clients. Befrienders will encourage clients to make positive choices and help them to help themselves. The befriender will visit a client in their home for one hour per week initially for up to twelve weeks.



Volunteer Driver

We have different roles available for volunteer drivers.

- **Community Car Scheme Driver - drive your own vehicle**

We transport Bassetlaw residents who are unable to access public transport.

The scheme is mainly used by registered clients to go shopping, visit friends or attend appointments.

- **Accessible Minibus and MPV Driver - drive our vehicles**

We have our own accessible vehicles which are driven by volunteers.

Clients with mobility issues or who need to travel in a fixed wheelchair can use our accessible MPV to get to appointments, go shopping etc. Our accessible minibus runs regular day trips with pick-ups across Bassetlaw to destinations such as garden centres, markets and seaside towns.

Volunteer Staying Well Programme (SWP) Tutor

SWP Tutors are people with a long term health condition that have seen the benefits from participating in the six week self-management course and want to share their new found skills and knowledge with others. A four day training programme is completed following which the volunteer has two assessments before achieving their passport to practice. SWP Tutors deliver courses throughout Bassetlaw once trained.

Volunteer Administrator

Administration opportunities are available across our projects. These roles would normally be based from our Retford office and may include typing, filing, supporting clients with completing forms and other general administration work. Full training will be provided.

Please note that all volunteer positions require the provision of two satisfactory references and the completion of an enhanced Disclosure and Barring Service (DBS) check. Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.

**APPLICATION FOR THE
VOLUNTEER POST OF**
PERSONAL DETAILS – Please complete in block capitals

Title by which you wish to be referred	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other:
Surname	
First Name(s)	
Full Address	
Daytime Telephone Number	Home <input type="checkbox"/> Work <input type="checkbox"/>
Mobile Telephone Number	
Email Address	
National Insurance Number	

EDUCATION/TRAINING/QUALIFICATIONS

Please summarise any relevant education, training or qualifications

Organising Body	Course Details	Date

PREVIOUS EMPLOYMENT, WORK OR VOLUNTARY EXPERIENCE

Please summarise any relevant employment, work or voluntary experience

Organisation	Role	Date

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**HOBBIES/INTERESTS**

Please give brief details:

SPECIAL REQUIREMENTS FOR INTERVIEW

Do you require any adjustments to enable you to attend an interview or take up any position offered?

Yes No

If Yes, please provide details:

REFEREES

Please give full, clear details below of two referees, one of which should be your present or most recent employer or a professional person.

Name:	Name:
Position held by referee:	Position held by referee:
Name and Address of organisation:	Name and Address of organisation:
Telephone Number:	Telephone No:
Email Address: (Please print clearly)	Email Address: (Please print clearly)

May references be taken up without further approval: Yes No

MISCELLANEOUS

Do you hold a current full driving licence? Yes No

Do you have regular use of a vehicle? Yes No

Where did you see the advertisement for this vacancy?

ENHANCED DBS CHECK

Successful applicants will be required to complete an enhanced DBS check. We will contact you to arrange a suitable time to complete this. For more information visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> or ask a member of staff.

Signature: _____ Date: _____

PLEASE NOTE: To ensure a prompt consideration, please ensure this form is returned to:
Bassetlaw Action Centre, Canal Street, Retford, Nottinghamshire, DN22 6EZ.

EQUALITY AND DIVERSITY MONITORING

Bassetlaw Action Centre wholeheartedly supports the principles of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief (including lack of belief), Gender and Sexual Orientation.

Please complete the following questions or state if you prefer not to answer.

Date of Birth	
Gender	
Marital Status	
Ethnic Origin	
Sexual Orientation	
Religion or belief	
Do you consider yourself to be a disabled person?	
Are you a carer?	