

How can I find out more?

We hope that when you have read this leaflet you will be interested in volunteering for us.

If you have any questions please do not hesitate to contact us:
Telephone 01777 709650 or Email enquiries@actioncentre.org.uk

Our phone lines are open Monday to Friday, 9am-3pm with an answerphone service available at all other times.

Information about all our projects is available on our website:
www.bassetlawactioncentre.org.uk

Equal Opportunities Statement

Bassetlaw Action Centre is committed to a policy of equal opportunities:

To its staff, through recruitment, training and progression within the organisation. To its clients to ensure that no-one suffers abuse, discrimination or harassment by staff or trustees or other organisations/members of the public using the Centre.

Registered Charity No: 1106908

Company Registered in England & Wales No: 5177066



Bassetlaw Action Centre is supported by or affiliated to:



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —



Nottinghamshire
County Council



Bassetlaw
Clinical Commissioning Group



Bassetlaw

ACTION

Centre



VOLUNTEERING OPPORTUNITIES

Bassetlaw Action Centre is a Community Resource Agency linking individuals and organisations with help and support. We have a range of volunteering opportunities available across Bassetlaw:

- Befriender
- Driver - Car Scheme
- Driver - Minibus
- Driver - Accessible MPV
- Staying Well Programme Tutors

Bassetlaw Action Centre

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Retford

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Bassetlaw Action Centre



@ActionCentre

www.bassetlawactioncentre.org.uk

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Who can volunteer?

If you enjoy meeting people and helping the local community you are the ideal person to volunteer on one of our schemes. We welcome volunteers from all backgrounds and apply our Equal Opportunities Policy to all volunteers and staff members.

What do I need to be a 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.

How much free time do I need to be a volunteer?

Opportunities are available from just a few hours a week.

What is the application process?

We ask all volunteers to complete our application form providing the details of two referees. We will invite you for an informal interview which will include a Disclosure and Barring Service (DBS) check. We will then invite you back for an induction session before you start.

Is there any training I need to do?

All volunteer drivers need to complete Driver Awareness Training (MiDAS). Staying Well Programme Tutors must undertake a training programme to gain their passport to practice. These are provided free of charge. Other training sessions may be offered from time to time such as First Aid and Dementia Friends sessions.

Can I claim expenses?

Legitimate volunteer expenses are paid in all roles on a monthly basis in line with HMRC guidelines. A small amount of paperwork needs to be submitted on a monthly basis and volunteers are provided with the necessary documents to support this.

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. You will need to be able to travel to the clients home.

Volunteer Driver

We have different roles available for volunteer drivers. Any amount of time you can give to the scheme is very much appreciated. Journeys vary from an hour or so on the car scheme to a full day if driving the minibus and everything in between.

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 and other general administration work.