

PO Box 474, Hanley Stoke-on-Trent, ST1 3HX





Tel/Fax 01782 201251

[www.staffordshirebuddies.co.uk](http://www.staffordshirebuddies.co.uk)

## Volunteering Pack

**If you have difficulty reading this pack due to a disability, sensory impairment or for any other reason please ask us for assistance.**

Thank you for your interest in becoming a volunteer with Staffordshire Buddies, please find enclosed the following:

-  Information "About Volunteering"
-  Application Form
-  Equal Opportunities Monitoring Form
-  Leaflets about our services

Please note: leaflets are not included in the electronic version of the volunteering pack. Information about our services including electronic versions of our service guides are available on our website.

**Please read the information about volunteering before deciding whether to apply.**

Our next Initial Training Day is on **30th January 2010** if you wish to attend this training day you need to send in your volunteer application form by Friday 8th January 2010.

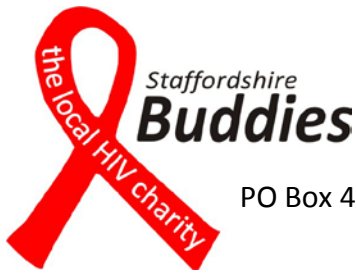
The next HIV Services Training Day will be held on **Saturday 13th Feb 2010** and the next Health Promotion Training Day will be held on **Saturday 6th Mar 2010**. Volunteers must successfully complete an Initial Training Day before attending the HIV Services or Health Promotion training days.

If your application is accepted we hope you will be able to attend the next Initial Training Day, however if the date isn't convenient don't worry as we run Initial Training Days throughout the year. Please contact us if you wish to be kept informed of future dates.

If you have any questions or need assistance with your application please contact me at the above address and I will do my best to help.

Thanks again for your interest; I look forward to hearing from you.

Sharon Baddeley  
Volunteer Development Worker



## About Volunteering

PO Box 474, Hanley, Stoke-on-Trent, ST1 3HX • Registered charity No.1047375  
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### 1) About Staffordshire Buddies

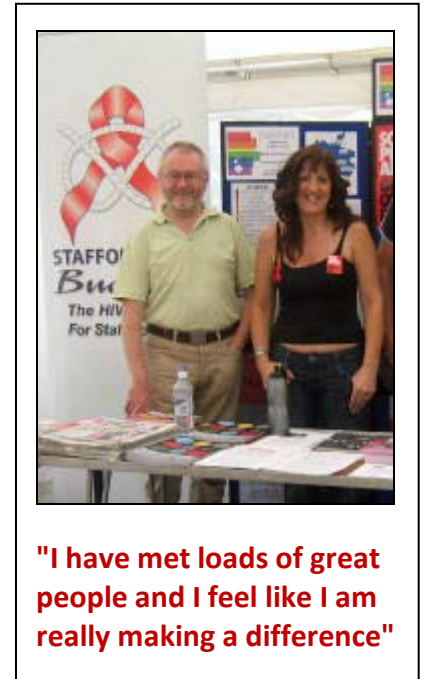
Staffordshire Buddies is a local registered charity. We provide help and support to people living with or affected by HIV/AIDS and we undertake HIV prevention and sexual health promotion with the parts of the local community that are most at risk.

We have two centres, one in Hanley, Stoke-on-Trent and one in Lichfield that serves South Staffordshire. We also have many volunteers working in community based and outreach roles. We therefore need volunteers from Stoke and all parts of Staffordshire.

### 2) About Our Volunteers

Staffordshire Buddies relies heavily on the help given freely by unpaid volunteers who assist with all aspects of our work. We value the contributions made by volunteers and we appreciate that people volunteer with us for a variety of different reasons; some examples of the kinds of people who volunteer with us are:

- ✚ Members of the local community who feel they want to do something to help.
- ✚ People living with or affected by HIV/AIDS who use our services and want to help others.
- ✚ People who want to gain new knowledge and skills to help with personal development and employment opportunities.
- ✚ Professionals with specialised expertise they can offer freely to help the Charity.



**"I have met loads of great people and I feel like I am really making a difference"**

### 3) The Benefits of Volunteering

We want volunteering to benefit volunteers as well as helping Staffordshire Buddies. With this in mind we offer the following;

- ✚ A structured training programme.
- ✚ Further learning and development opportunities.
- ✚ A variety of roles to match different interests and skills.
- ✚ Social activities.



We take volunteering seriously which is why we have professional procedures, policies and standards for all aspects of our volunteer training and management. If you are thinking about volunteering with us we hope you will be reassured by our professionalism but if you find some of the formalities a bit "dry" please be reassured that volunteering can be fun, fulfilling and rewarding in all kinds of ways!






Staffordshire Buddies is proud to have achieved the national "Investing in Volunteers" quality mark.

## 4) Expenses

Volunteers can claim for mileage, public transport and other out of pocket expenses in accordance with our Expenses policy.

## 5) Volunteer Roles












We need volunteers to help us in the following roles:

-  **Community Support** (e.g. Home and hospital visiting, transport, prison visiting)
-  **Groups and Activities** (Helping prepare for and run various groups and activities )
-  **Sexual Health Promotion** (educational work in pubs, clubs, public places and the, Internet)
-  **Organisational Support** (this includes office duties, training, fundraising, events)
-  **Professional Practitioner** (e.g. qualified complementary therapists and other professionals with relevant skills)

*Volunteers receive detailed role descriptions and appropriate training for each role.*

## 6) Person Specification

As a volunteer working with issues around HIV and sexual health promotion we need you to be...

-  Motivated and enthusiastic.
-  Committed to making a difference to people living with or affected by HIV.
-  Interested in HIV prevention and sexual health promotion.
-  A team player.
-  Able to maintain confidentiality.
-  Able to communicate well.
-  Open minded; not easily shocked or offended.
-  Happy to work with people who's lifestyle and values may be very different from your own.
-  Confident in your own sexual orientation (whatever it might be).
-  Willing to learn.
-  Regularly available on the dates and times that the services you want to work in are operating.

Volunteers are asked to make a minimum commitment of twelve months to Staffordshire Buddies. If you are aware of any reasons why it might not be possible to volunteers with us for twelve months please discuss your situation before applying.



*"I have found that being a Volunteer is very rewarding, it has helped me to keep things in perspective"*



*"At the drop-in I've become pretty nifty at making a mean cup of coffee and a 'selection of fine teas' while we all gather to chin wag"*

## 7) Recruitment Process

We are very grateful for all the offers of helps and support that we receive, however we need to make sure that we can match volunteers to the services where volunteers are needed. In order to do this we follow a structured recruitment process.

In the first instance we will look over your application form to make sure that...

- ✘ your reasons for volunteering are appropriate.
- ✘ the days and times of your availability match the volunteer roles you are interested in.
- ✘ Staffordshire Buddies currently needs new volunteers in the role(s) you are interested in.
- ✘ you have the skills and experience for the roles you are interested in or you could acquire these skills through the training provided by Staffordshire Buddies.

If your application meets these requirements, references will be sent for and you will be invited to come and talk to us to find out more about becoming a volunteer. We'll also ask you some questions when we meet you to help us further assess whether you are suited to the roles you are interested in. If you are happy to volunteer with us and you meet the above requirements for becoming a volunteer we'll offer you a place on our next initial training day.

## 8) Equal Opportunities Statement

The roles available to volunteers are determined by the needs of Staffordshire Buddies service users and the volunteering opportunities available may not offer a suitable option for everyone.

Staffordshire Buddies is committed to involving volunteers from a wide range of backgrounds and abilities, and we will do whatever is practically possible to meet the individual requirements of volunteers with special needs. We welcome volunteers from all parts of our community and we actively encourage applications from people living with HIV.

Staffordshire Buddies is committed to the fair treatment of all individuals regardless of their age, colour, disability, ethnic or national origin, gender, immigration status, nationality, political belief, race, relationship status, religious belief, sexual orientation, social class, trade union membership or non-membership.

## 9) CRB Checks

Working as a volunteer with Staffordshire Buddies may involve substantial and unsupervised access to vulnerable adults and children. For this reason we ask all our volunteers to undergo a CRB (Criminal Records Bureau) check at enhanced disclosure level, which will include information about all convictions even if spent along with any additional information relevant to working with children and vulnerable adults that may be held on police records.

As an organisation using the CRB Disclosure service to assess applicants' suitability for positions of trust, Staffordshire Buddies complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Having a conviction or a disclosure of other information from police records will not necessarily bar a person from appointment as a volunteer. The length of time since the matters disclosed occurred will be considered as will the relevance of the matters disclosed to the role of being a volunteer. Staffordshire Buddies acknowledges the historic legal inequality and heavy policing experienced by certain groups in society and this will be taken into account when considering relevant convictions.

If you wish to discuss relevant matters with us before applying to volunteer please get in touch.

## 10) Training

If your application to become a volunteer is accepted you will be offered a place on an **Initial Training Day**. Attendance of an Initial Training Day is compulsory for all volunteers and includes basic information about Staffordshire Buddies, being a volunteer and facts about HIV.

As soon as you have successfully completed an Initial Training Day you can start helping out in volunteer roles such as Office Support or Events (which promote the Charity and raise funds).

You can then choose to attend one or both of the following training days to prepare you for other volunteer roles that you may be interested in:

**HIV Services Training Day** – This is a requirement for volunteers undertaking roles that provide help and support to people living with or affected by HIV.

**Health Promotion Training Day** – This is a requirement for volunteers undertaking roles linked to HIV prevention and sexual health promotion.

*You only need to attend the additional training days that are relevant to the volunteer roles that you want to work in.*

## 11) Becoming a Member Volunteer

At the heart of Staffordshire Buddies is a volunteer “membership” from whom an “Executive Committee” is elected each year. The volunteers on the Executive Committee are the “trustees” of the Charity and have special responsibilities for governing Staffordshire Buddies business.

Members can vote on important decisions at Charity meetings and may stand for election to become Trustees. Staffordshire Buddies cannot exist without a membership; we therefore strongly encourage all volunteers to become members.

Volunteers can apply for membership of Staffordshire Buddies after six months active involvement in the Charity.

## 12) Young Volunteers

Most of our volunteer roles are only open to people over 18 years of age and volunteers must by law be over 18 to become members of the Charity. However, we do have some roles available for younger volunteers; please talk to us before applying if you are under 18.

**We hope that we have given you all the information you need to help you decide about volunteering with us. If you have any questions or if you would just like to have a chat with someone before you apply please don't hesitate to contact us.**

***Thank you for taking an interest in volunteering with Staffordshire Buddies.***



***"Excellent training – very thorough"***

***"..you are welcome for who you are regardless of differing sexualities, ethnicity, gender, backgrounds and age; we all share our lives in various ways by telling our own personal stories and having a laugh "***



Staffordshire  
**Buddies**

## Volunteer Application Form

PO Box 474, Hanley, Stoke-on-Trent, ST1 3HX • Registered charity No.1047375  
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*Thanks for your interest in volunteering. Please read the notes on the back of the form before submitting your application. Print all answers clearly using block capitals.*

### 1) Name and Address

First Name	
Family Name	
Address	
Postcode	

### 2) Telephone Numbers

Location (eg Home, Work, Mobile)	Number	Details including any restrictions on times we can call and if we need to be discreet.

### 3) E-Mail Address

E-Mail address (if applicable) .....

### 4) Areas You Can Work In

We have two offices, one in Hanley (Stoke-on-Trent) and one in Lichfield. Some volunteer roles are community based and do not involve regular travel to our offices. Please tick **all** the places you are able and willing to work to as a volunteer:

Hanley Centre

Lichfield Centre

In the Community

## 5) Availability

Please tell us about the times you may be available to do voluntary work with Staffordshire Buddies by putting either a “Y” , “S” or “N” in the appropriate box

**Y** ...means **YES**, you are generally available at this time most weeks

**S** ...means you have some regular commitments or work shifts at this time. You are available at this time **SOME** weeks, but not every week

**N** ...means you are **NOT** usually available at this time any week

**We do not expect you to work for us at ALL the times you can be available!**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

## 6) Volunteer Roles

Please tell us which roles you are interested in undertaking. (You can tick more than one if you have the time and availability and you can add to or change your choices later)

- Community Support (e.g. Home and hospital visiting, transport, prison visiting)
- Groups and Activities (Helping prepare for and run various groups and activities )
- Sexual Health Promotion (educational work in pubs, clubs, public places and the, Internet)
- Organisational Support (this includes office duties, training, fundraising, events)
- Professional Practitioner (e.g. qualified complementary therapists and other professionals with relevant skills)

## 7) Driving

Please tick the following box if you have a full driving licence and access to a car that you are prepared to use during the course of your voluntary work.

## 8) References:

Please give details of two responsible people who can provide a reference for you, commenting on your suitability as a volunteer working with Staffordshire Buddies.

Neither of these references need be from an employer, but can be if you wish. We cannot accept references from your partner or family members.

Name	
Address	
Postcode	

Name	
Address	
Postcode	





Staffordshire  
**Buddies**

## ***Equal Opportunities Monitoring***

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### **Please return this form with your completed application**

Staffordshire Buddies is committed to the principles and practice of equal opportunities in all aspects of its work. For monitoring purposes only, please answer the following optional questions. This information is not used to make decisions about volunteer recruitment. You can leave these sections blank if you do not want to give the information at this time.

*How would you describe your gender?*    Female     Male     Transgender

*Your Age:* .....

*How would you describe your ethnicity?*

Asian     Black African     Black Caribbean     Black Other     Dual Heritage   
White British     White Other

Other (please specify) .....

*How would you describe your sexual orientation?*

Bisexual     Gay     Heterosexual     Lesbian

### ***Please also tell us how you heard about volunteering opportunities with Staffordshire Buddies***

- Through other Staffordshire Buddies volunteers
- Through using Staffordshire Buddies services
- Staffordshire Buddies Website / internet search
- Volunteer Bureau, Council for Voluntary Services or Volunteering Centre
- Newspaper article
- Radio / TV

Other: .....