

**Family Support Service Volunteer Person Specification
(Young Person Mentors / Family Support Worker)**

Overview of role:

To provide support to participants who have requested a mentor or family support worker

Key tasks:

1. Attend all initial interviews
2. Must complete and pass a Disclosure and Barring Service check
3. To provide committed, non-judgemental listening and support for participants
4. To help participants identify and achieve their own goals for a healthier lifestyle - especially in relation to education, alcohol or drug abuse, employment, sexual responsibility and relationships, criminal activity, family and peer relationships, home environment, and personal well-being.
5. To develop positive, supportive relationships with a participant, to be a source of encouragement in order to help develop their self-esteem and confidence and that of their family.
6. To help engage the participant in social, educational and leisure activities in order to build their own social networks, and to develop interests and skills.
7. To be ready and willing to pass on his/her own skills and experiences to participants and so help them to discover opportunities for themselves.
8. To be a positive and active role model.
9. To take part in supervision and training, including attending group development sessions.
10. To adhere to the policies and practices of the scheme, laid out in the Handbook. In particular, to safeguard the welfare of young people and their families and prevent abuse.
11. To keep records as required.

Area	Essential	Desirable
Skills	Ability to relate to participants Ability to listen Ability to work 'one to one' with participants	
Knowledge	Of the area in which the participant lives The need for mentoring/ support and empowerment	Of services available to young people and their families
Experience		Previous similar work - paid or voluntary
Attitude	Non-judgemental An interest in the well-being of young people and their families Commitment to develop knowledge and skills through training	
Values	Commitment to working in ways that do not discriminate against any group	
Availability and commitment	Minimum age: Mentors 18, Family Support Workers 25 Be in sympathy with the Christian ethos of The Door Able to commit to training programme Able to commit to at least two hours per week with a young person for a minimum of 6 months Able to commit an extra evening a month for supervision training	

Youthwork Volunteer Person Specification

Overview of role:

To provide support to the Youthworkers during Drop-in hours and to engage with young people

Key Tasks:

1. Attend all initial interviews
2. Must complete and pass a Disclosure and Barring Service check
3. To develop positive, supportive relationships with the young people, to be a source of encouragement
4. Engage in social activities including external trips or events
5. To be ready and willing to pass on his or her own skills and experiences to help the young people develop
6. To be a positive and active role model
7. To adhere to the policies and practices of The Door
8. To take part in supervision and training, including attending group development sessions.
9. To adhere to the policies and practices of youthwork, laid out in the youthwork manual. In particular to safeguard the welfare of young people and their families and prevent abuse.
10. Be in sympathy to the Christian ethos of The Door

Area	Essential	Desirable
Skills	Ability to relate to young people Ability to listen Good observation and awareness skills Good communication skill, patience	Skills in recreational activities – art, music, dance, drama, cooking, multimedia, sports etc. First Aid Food Hygiene
Knowledge	Understanding of youth culture Able to identify the issues effecting young people Knowledge of the area Knowledge of The Door	Understanding of Learning difficulties, Drugs and Alcohol, Benefits, Housing support, Mental Health, Youth Justice System, Education & Employment, Safeguarding
Experience	Working as part of a team	Previous youth work experience, paid or voluntary in the following areas; Detached work, Challenging behaviour, Youth Justice System, NEET's, Youth Clubs or uniformed organisations Mentoring, Other relevant experience
Attitude	Motivated with a positive 'can do' attitude, Non – Judgemental Being a team player Able to build up and bring the best out of people An interest in the well-being and development of young people Commitment to develop knowledge and understanding through training	
Values	Trustworthy Compassionate Empathetic Tolerant Sympathetic to the Christian ethos of The Door	
Availability and commitment	Willing to Champion The Door Able to commit to the youth work training programme Able to commit to one session per month Flexible, Reliable, Committed	

Application For Volunteering In The Door Service Delivery Team

Position Applying For: (Please tick as many as you wish)

Young Person Mentor: Family Support Worker: Youthwork Volunteer: Unsure:

Volunteer Declarations:

“The Door is a Christian organisation which exists for all young people regardless of faith and although we recruit staff and volunteers who are not Christians we do ask that all staff and volunteers are sympathetic to the Christian ethos of the organisation.”

I have read and acknowledge this statement (Please tick):

I agree to The Door storing and processing my personal data in connection with my voluntary role at The Door, to preserve my safety and the safety of others, and to keep me informed about The Door’s activities. For details of The Door’s privacy policy, please see thedoor.org.uk/privacy.

I have read and acknowledge this statement (Please tick):

Your Details

Full Name:	Date of Birth:
Gender:	
How would you describe your race / ethnic background:	
Address:	
Postcode:	
Home Phone:	Mobile Phone:
Email:	
What time of day is best to contact you by phone:	

Emergency Contact Details:

Name:	Contact Number:
Relationship to Applicant:	

A Bit More About You:

Do you have a full driving licence?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you own a vehicle?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you currently employed?	Part Time: <input type="checkbox"/>	Full Time: <input type="checkbox"/> No: <input type="checkbox"/>
Are you currently a Student?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

<p>What are your hobbies and interests:</p>	
<p>Please state your employer's name, address, your job title and role. If you are a student, please give details of your course and your most permanent address (parent's/guardian's/family member):</p>	
<p>Do you have any prior experience in voluntary work?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>Please give details of the organisation, your role, and length of service:</p>	
<p>Do you have regular contact with young people?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>If you answered 'Yes', please briefly describe this.</p>	
<p>Why would you like to be a volunteer and what do you think you will gain from the experience?</p>	
<p>Do you have particular skills that you might share with young people and or their families? If so, please list them below:</p>	
<p>What do you see as some of the issues that young people growing up in the Stroud District have to face?</p>	
<p>What do you see are the issues that the families of young people have to face?</p>	

Please list some of the ways in which you would like to help participants:			
How do you like to work?	One-One: <input type="checkbox"/>	With a group: <input type="checkbox"/>	No Preference: <input type="checkbox"/>
Are you able to commit yourself to one or two hours a week volunteering with The Door? (The time you would meet is determined by yourself and the participant or Youthwork coordinator so that both sets of needs are taken into account.)		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you able to commit to attending the volunteer support evening meeting once a month?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you able to commit yourself to the training programme? This training will take place in six sessions at The Door in Stroud. Without completing the training, you will not be able to start volunteering with The Door.		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are there particular days or times when you would not be available? Please list them below.		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
How would you describe yourself in your own words? Choose any words that you feel describe who you are. To get you started, think of words like 'outgoing', 'shy', 'self-disciplined', 'caring', 'lively':			
Do you consider yourself to have any disability, medical condition (including allergies) or addiction that we should be aware of or that could affect your working duties?			
Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If yes please provide details below)			
Are there any adjustments we would need to make to enable you to do the role applied for or to attend an interview?			
Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If yes please provide details below)			
Have you had any dependencies on drugs or alcohol within the past two years?			
Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If yes please provide details below)			

Have you ever completed a CRB or DBS Check?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'Yes', are you registered to the online update service?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Equal Opportunities

“The Door is committed to ensure people with disabilities are treated fairly. The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

Do you have a criminal record, bind overs or cautions?
(Having a criminal record does not necessarily exclude you from becoming a volunteer)

Yes: No:

(If yes please provide details including spent convictions on an additional sheet, under the Rehabilitation of Offenders Act 1974, individuals working with children and vulnerable adults must declare all offences, including spent convictions.)

Have you ever been involved in any incident or incidents in which allegations of child abuse have been made?

Yes: No:

(If you answered 'Yes' please give details on a separate sheet.
We need to know about unsubstantiated allegations as well as substantiated ones.)

References:

Please give the names and addresses of two referees. If possible, one should be related to your experience with young people and one work-related (paid or voluntary). These people must have known you for at least **2 years** and must **not** be related to you in any way.

Reference 1: (Current / Previous Employer, Colleague Teacher or Tutor)

Name:	Relationship To You:
Phone:	Email:

Reference 2:

Name:	Relationship to You:
Phone:	Email:

Where did you find out about The Door?

Please complete and return this form to info@thedor.org.uk or 45 High Street, Stroud, GL5 1AN