

PERSON SPECIFICATION – YOUTH AND PARENT MENTORING VOLUNTEERS

Overview of role: To provide support to participants who have requested a mentor.

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: Youth Mentors 18, Family Support 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	

PERSON SPECIFICATION - YOUTHWORK VOLUNTEERS

Overview of role: To provide support to Youthworkers in sessions and 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.

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, sports First Aid Food Hygiene
Knowledge	Understanding of youth culture Able to identify the main 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	Positive 'can do' attitude Motivated 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 youth work session per week Flexible, Reliable, Committed	

APPLICATION FOR VOLUNTEERING – SERVICE DELIVERY TEAM (18+)

The Door is fully committed to the safeguarding of young people and families, which incorporates the use of robust Safer Recruitment practices. Please answer all the questions below in full. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you. Please note that you will need to complete an enhanced Disclosure and Barring Service (DBS) check if you are offered the post.

Position applying for: (Please tick as many as you wish)

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

SECTION A: Christian Ethos

The Door Youth Project is a Christian organisation which exists for all young people regardless of faith. Although we recruit staff who are not committed practising Christians we expect all paid and volunteer staff to be sympathetic to the Christian ethos of the organisation.

Please tick this box to confirm you have read and agree to this statement

SECTION B: Personal Details

Date of birth		Preferred title (Mr, Mrs, Ms etc.)	
First name(s)		Surname	
Any former name(s)			
Home address:		Postcode:	
Previous address (if moved within last 12 months)		Postcode:	
National Insurance number			
Home phone		Mobile phone	
Work phone		May we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email address			

SECTION C: Emergency Contact Details

Name:	Contact number:
Relationship to applicant:	

SECTION D: 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"/>
Do you have any prior experience in voluntary work?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Please give details of the organisation, your role, and length of service:		
Do you have regular contact with young people?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Why would you like to be a volunteer and what do you think you will gain from the experience?		
Do you have particular skills that you might share with young people and or their families? If so, please list them below		
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':		
What are your hobbies and interests?		

SECTION E: Understanding of the current situation

<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>
<p>Please list some of the ways in which you would like to help our service users.</p>

SECTION F: The practical bits

How do you like to work?	One-to-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 with the service user or Community 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 over six sessions. 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? (If yes, please list)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Have you ever completed a DBS Check? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', are you registered on the online update service? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>	



SECTION G: Accessibility

Do you consider yourself to have any disability, medical condition (including allergies) that we should be aware of that could affect your volunteering role? (If yes, please list)	Yes <input type="radio"/>	No <input type="radio"/>

SECTION H: SELF-DISCLOSURE AND DECLARATION

If you answer **yes** to any of the following, please **provide details on a separate sheet**.

Have you had any physical dependencies at any time during the past 2 years? (drugs/alcohol/gambling etc.)	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever been known to any Children’s Services Department or to the police as being a risk or potential risk to children?	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever been involved in any incident(s) in which allegations of child abuse have been made against you? (We need to know about unsubstantiated allegations as well as substantiated ones.)	Yes <input type="radio"/>	No <input type="radio"/>
Do you have any criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? Having a criminal record does not necessarily exclude you from working for us.	Yes <input type="radio"/>	No <input type="radio"/>

Self-disclosure Declaration

<p>I agree that the information provided on this form may be processed in connection with my application for employment. I understand that an offer of employment may be withdrawn or disciplinary action (including dismissal without notice) may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention.</p> <p>In accordance with The Door’s procedures, I agree to provide a valid criminal record certificate and consent to The Door clarifying any information provided on the disclosure with the agencies providing it. I agree to inform The Door within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.</p> <p>I understand that the information contained on this form, the results of the criminal record check and information provided by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.</p>			
Signed		Date	



SECTION I - REFERENCES

Please provide names of at least two people not related to you that we can approach to get a personal reference for you. Where possible, referees should have known you for **at least 2 years** and should have experience of your previous work with young people and/or their families.

If you are currently employed, **one of these should be your current or most recent employer** and, if you have worked for them for less than 5 years, your previous employer. Other appropriate referees include other former employers and recognised figures of authority (e.g. a teacher, doctor, bank manager, church leader, youthworker or police officer).

Please notify these people that they may be asked to give a reference for you.

Reference 1			
Name		Role	
Address:			Postcode:
Phone		Alternative phone	
Email address			

Reference 2			
Name		Role	
Address:			Postcode:
Phone		Alternative phone	
Email address			

Reference 3			
Name		Role	
Address:			Postcode:
Phone		Alternative phone	
Email address			

SECTION J: Interview

You will be required to attend interview to be offered the post. Please let us know of any specific requirements you may have in order to attend interview.

SECTION K: Data Protection Declaration

I agree to The Door storing and processing my personal data in connection with my application for a voluntary role at The Door, to preserve my safety and the safety of others. For details of The Door's privacy policy, please see thedoor.org.uk/privacy

I have seen The Door's Reference Request Form(s), available at thedoor.org.uk/reference, and agree to the requested information being sought from my above-named referees and processed by The Door in connection with my application.

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

Signed		Date	
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Where did you hear about this vacancy?	
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**Please return completed forms to
Service Delivery Administrator, The Door, 44-45 High Street, Stroud, GL5 1AN
or to info@thedoor.org.uk FAO Service Delivery Administrator**