

St Basils Volunteer Pack

Thank you for your interest in volunteering with us – This pack will give you information on our roles, what we require and how to apply. To find out about our current needs, please see our website, or email Volunteers@stbasils.org.uk.

**About St Basils:**

St Basils works with young people aged 16-25 who are homeless or at risk of homelessness, helping over 5000 young people per year across the West Midlands region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year over 1200 young people are housed in our 29 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

**Volunteering with St Basils:**

At St Basils we value the contribution of our volunteers and will do the best we can to make your volunteer experience with us, enjoyable and rewarding.

Volunteering at St Basils offers you a unique experience to work with young people at risk of homelessness in a professional and relaxed environment. Not only will you have the opportunity to make a signification contribution to the service that we offer, but as a volunteer you will also have the opportunity to develop your own skills and knowledge.

**You will have the chance to:**

* Work in a varied environment
* Develop key employability skills
* Receive personalised supervision and support sessions
* Volunteer within a diverse team
* Experience working with young people
* Access progressive induction and training

**Our volunteer roles:**

* **Support Work Volunteer** – Our Support Work volunteers assist with a range of support to clients that come in. After a shadowing period, in which you will observe a Support Worker, you will be supporting clients to complete forms, documents and applications. Provide accommodation, education, training, benefit, debt and management advice. Make referrals to other agencies for specialist support. Maintain regular contact with young people and accompany young people to appointments where required.
* **Admin Volunteers** – Our administrators will have proficient knowledge of excel and office. They will be required to update client files, work on our database to upload information, assist with filing, create relevant spreadsheets to assist with efficiency and man reception desk and phone.
* **Mentor Volunteer** – Support young people after they leave St Basils and who find themselves newly independent and quite often without the support of a positive adult role model.
* **Ad-hoc Events –** Support our staff to promote events such as St Basils Sleep-Out, Extreme Adventure Challenges and Walks. Attend and marshal our events and Fundraise for us.
* **Volunteer Interpreters** – Some of our clients speak a wide range of languages. We require ad-hoc interpreters to work alongside our Support Workers to translate important information to ensure clients are correctly advised and supported.
* **Education Workshop Volunteer –** We have several workshops that take place across St Basils accommodations. Our Education volunteers will help to run non-accredited life skills classes, budget management and computer classes. You do not have to be able to teach them all, but would be able to lead, or assist in one of the classes.

**Some of our roles have specific requirements, but for all of our roles, we require:**

* A friendly and approachable personality
* A good level of English
* A minimum 1 day per week commitment (excluding Ad-hoc events)
* Acceptance of equal opportunities
* Willingness to learn
* Basic computer skills

**How to apply:**

**Our volunteer recruitment process is as follows:**

1. Complete an interest form and email it to Volunteers@stbasils.org.uk or post/hand it in to one of our offices.
2. You may then be asked for a phone interview so we can find a little more information over the phone.
3. We will then ask you to come to our office for an interview and to show you more about the work we do, this will take place at the office you are requesting to volunteer at. At this point, we will also ask you to provide references and complete an Equal opportunities form.
4. If successful, we will invite you to a volunteer induction which covers our essential information before you can begin volunteering with us.
5. Many of our roles have a period of shadowing our staff or experienced volunteers who will help train you before you begin to take on your own workload.

We welcome applications at any time, but to see what roles we are currently recruiting for, please see our website, or email Volunteers@stbasils.org.uk.

If you are unsuccessful, we will add you to our active waiting list for when opportunities are available, and where possible, signpost you to alternative volunteer places nearby.

**If you have any difficulties completing the application process, please let us know and where possible, we will make reasonable adjustments to ensure our process is inclusive to all.**



**Please use capital letters**

Full Name:

Click here to enter text.

Date of Birth:

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| \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

Address:

Click here to enter text.

Click here to enter text.

Post Code:

Click here to enter text.

Mobile No:

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Email:

Click here to enter text.

**Emergency Contact Details:**

Full Name:

Click here to enter text.

Relation:

Click here to enter text.

Email:

Click here to enter text.

Contact No:

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**Please choose the opportunity you are most interested in:**

1. Choose an item. 2- Choose an item.

**Please tick the locations you are able to work in:**

[ ] South Birmingham [ ] Walsall

[ ] North Birmingham [ ] Stratford-upon-Avon

[ ] Solihull [ ] Bromsgrove

[ ] Coventry [ ] Worcestershire

[ ] Kidderminster [ ] Redditch

**Availability:**

We ask volunteers for a minimum one-day commitment (excluding ad-hoc events), please tick which day(s) you are able to volunteer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
| 9am – 1pm |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 1pm – 5pm |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 5pm – 9pm |[ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Please answer the following questions as thoroughly as possible**

1. **Why would you like to volunteer at St Basils?**

Insert Text Here

Insert Text Here

Insert Text Here

1. **What experience do you have relevant to the role you’ve opted to volunteer for?**

Insert Text Here

Insert Text Here

Insert Text Here

1. **What skills would you like to share /experience would you bring?** (Please use additional sheet if you would like to write more)

Insert Text Here

Insert Text Here

Insert Text Here

**Additional Notes:**

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Do you have any previous convictions that would cause issue if we need to complete a DBS check?**

[ ] Yes [ ] No

*If yes, it may not prevent you from volunteering, but we are likely to need to ask additional questions*

Signed: Click here to enter text. Print Name: Click here to enter text.

I confirm that the information I have provided is a true representation. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I also agree to this information being held by St Basils for the purposes of maintaining a volunteer database and for monitoring.

***Please return your completed form via email to*** Volunteers@stbasils.org.uk, or post a printed version to St Basils, 71-75 Allcock St, Digbeth, B9 4DY

***Thank you for completing this form.***