

Volunteer information pack

Information pack and application form

June 2021



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“ I find volunteering with Thirtyone:eight so rewarding! It gives me the chance to use my skills, and to do things I wouldn't normally get to do. I've had some great experiences, learnt new things, and met some really great people too! It has also given me the confidence to get back into paid employment after raising my children. It's a great place to volunteer! ”



Beth, Events Volunteer



Welcome

This information pack is for anyone wanting to know more about volunteering with Thirtyone:eight. It contains all the information you may need as you consider getting involved in our work and whether volunteering with Thirtyone:eight is right for you.

As the UK's leading independent Christian safeguarding charity, we are passionate about creating safer places together. We are always looking for people who share our vision and values to support us in our work by giving their time, skills, knowledge and experience.

With roles from office administration, events and exhibitions support, Trustees, and specialist safeguarding roles, there are many ways you can get involved.

Sometimes people are unsure about what volunteering with us may involve, or whether it is right for them, so we hope this pack will help answer some of your questions.

If after reading this you decide you would like to become a volunteer, please see our list of current volunteer roles on our website, and apply using the application form at the back of this pack.

If you have any further questions or would like more information, please email us at volunteer@thirtyoneeight.org or to speak to someone call us on 0303 003 11 11 (select option 5) and we'll be happy to help.

Thank you for your interest in volunteering with us.



Justin Humphreys



Steve Ball

(Joint Chief Executives)



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Why volunteer with Thirtyone:eight?

Volunteering is good for you!

At Thirtyone:eight we believe that volunteering should benefit both the charity, and you the volunteer. Volunteering is known to be a great way to improve your sense of purpose and belonging, connect with others and contribute meaningfully to a good cause. It has also been shown to improve wellbeing and reduce isolation. Benefits from volunteering include things such as:

- **Giving you a feeling of purpose and self-worth**
- **Making a difference and having a positive impact on peoples' lives**
- **Using and developing existing skills in varied and rewarding roles**
- **Improving health, wellbeing, confidence and self-esteem**
- **Meeting new people from a range of backgrounds and making friends**
- **learning new skills and building experience for employment**
- **Creating positive feelings and a sense of reward**
- **Feeling part of a caring and supportive team**

Why choose to volunteer with Thirtyone:eight?

In volunteering for thirtyone:eight, you'll get the chance to make a real difference, gain valuable experience, further your employment prospects and gain new skills – all while helping create safer places for everyone, places that support and protect those impacted by harm and abuse.

Our volunteers come from a range of backgrounds and communities and volunteer with us for a variety of reasons. There are many ways you can get involved.

You're part of fulfilling our vision

Our vision is a world where every child and adult can feel, and be, safe. Every person who is part of Thirtyone:eight is able to see the direct impact the work they are doing - whether paid or voluntary - has, and the difference this makes to our members, supporters and all those who come to us for help and advice.

Best charity to work for



Thirtyone:eight are proud to be the winners of Third Sectors 'Best Charity to work For 2020'. This reflects our commitment to our team and the culture of the charity. We are a caring, 'family' organisation who support and encourage each other; and whatever team you're part of you will be valued for the contribution you bring.

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How we make a difference

About Thirtyone:eight

Thirtyone:eight is the UK's leading independent Christian safeguarding charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.

To do this, we provide training, consultancy, disclosures and a safeguarding helpline, making sure everyone is equipped and empowered with the tools they need. We are leading experts in safeguarding, working with government to inform legislation and promoting high standards in safeguarding practice.

Trusted for over 40 years, we work together with a network of thousands of member organisations to make sure that standards for safeguarding are upheld and protected.

How we work

- **We are independent, experts providing a complete safeguarding solution.**
- **We educate, inform, support and equip churches, faith groups, organisations, individuals, and government with the tools they need to protect vulnerable people.**
- **We recognise that it's only by working together that standards in safeguarding will rise, which is why 'together' is at the core of everything we do.**
- **We do this because we are Christian, which means we are compelled to care for and protect vulnerable people.**

We are members of the Christian Safeguarding Forum (CFS), UK Council for Child Internet Safety (UKCCIS), Association of Christian Counsellors and the Christian Helplines Association. We are also a partner agency with CEOP (the Child Exploitation and Online Protection centre).

 **Association of
Child Protection
Professionals**




The CPD Certification
Service



Our vision

Our vision is a world where every child and adult can feel, and be, safe.

It is a big vision, and it's what drives us because we believe that when a person or organisation shares this vision, transformation takes place, safer places are created and people's lives are impacted for the better.

Our mission

We will **equip** society with the knowledge and skills to create safer environments for children and adults at risk.

We will **empower** society to respond appropriately to those who are vulnerable or have experienced abuse.

We will **encourage** society to stand against oppression and exploitation by informing legislation and striving to raise the standards in safeguarding practice.

Our values

Our values are what make us tick. They are how we behave and how we communicate. They are what you can expect from us, our DNA:

Christian:

We are a Christian organisation, who are inspired to 'speak out on behalf of the voiceless, and for the rights of all who are vulnerable' as we believe God told us to. This is the foundational pillar of all our work.

Thought leader:

We are experts at the forefront of raising safeguarding standards, and we share our knowledge with churches, organisations and the government, as well as the general public.

Respectful:

We are honest and have strong moral principles. We are transparent and fair in everything we do.

Empowering:

We want other organisations and groups to grow in knowledge and confidence – that's why we share our knowledge and encourage people to use it.

Compassionate:

We understand that every person is unique, we value and care for every person who needs our help and treat them accordingly.

Our people

Thirtyone:eight is a people focussed organisation. Our people are at the heart of everything we do. Our teams comprises highly experienced and skilled professionals, all of whom have high levels of expertise that extend across a wide range of professions and backgrounds.

Why we need volunteers

As a charity that receives no government funding, Thirtyone:eight is reliant upon the generous support of our member organisations, supporters, donors and volunteers to meet the ever-increasing demand for our specialist help and support. As the need for our advice and expertise increases year on year, volunteers allow our funds to go that bit further and enables us to benefit from a wider range of skills and expertise so that we can do even more, to help even more people



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Who would make a good volunteer?

Volunteering is something everyone can do

Anyone can be a good volunteer as we all have different experiences and skills to share, and we all have something we are good at. Here are some of the things we at Thirtyone:eight are looking for in our volunteers:

- **Aged over 18**
- **Able to commit to a role, be available at the agreed times, and meet the requirements of the role**
- **Able to follow guidelines on confidentiality and safeguarding**
- **Communicate regularly with your volunteer manager and provide feedback, as required**
- **Willing to do a relevant background check (i.e. DBS, PVG, Access NI) and provide two names for a reference**
- **Be open, friendly and honest**
- **Support and be sympathetic to our vision, mission, and values**

Our volunteers should be able to understand and follow the boundaries, policies and procedures of the organisation. All volunteers are expected to undertake an induction.

What about if I have a disability or medical condition?

As long as you meet the requirements of the role, we welcome your application. We will work with you to discuss any specific support needs, or consider any reasonable adjustments that will make volunteering with us accessible for you.

Can I volunteer if I have a criminal record?

As a safeguarding charity we have a zero tolerance approach to abuse and exploitation of vulnerable people, so carry out background checks on all potential volunteers, as part of our safer recruitment processes.

Having previous cautions or convictions does not automatically exclude you from volunteering with us. We will discuss these with you as part of the application process and consider each situation on a case-by-case basis, depending on the nature of the offences and the level of risk involved with the role.



What can you expect from us?

What you can expect.

At Thirtyone:eight we value our volunteers highly and recognise that volunteering has two way benefits. As part of our commitment to our volunteers here's what you can expect from us:

- **A full induction and relevant training**
- **Regular communication**
- **Opportunity to work as part of a team**
- **Opportunity for Personal Development**
- **Opportunities to apply for internal job vacancies**
- **Reimbursement of travel expenses for mileage, train fares and bus fares up to £10 a day**

Supervision and support

Informal supervision will happen regularly with your line manager and formal supervision will take place at least quarterly. These focus on you as an individual and not only help us understand how we can better help with your work and personal development, but also ensure that we are offering relevant, appropriate support.

Learning and development

All training relevant to the role will be given and you'll gain skills and experience working in a busy office. Through regular supervision, additional learning and development opportunities are highlighted. Where possible and appropriate, we ensure that your development needs are being met and also the charity benefits from that training.

Flexible working

We understand the importance of being at those significant 'red-letter' days. Where volunteers have committed to set days / hours, we will, of course, be flexible so that you can be at those important events.



Volunteer Application form



To apply to volunteer with Thirtyone:eight, complete all sections of this form as fully as possible, and email to **volunteer@thirtyoneeight.org** If there is insufficient room to answer any question, continue on a separate sheet. The information you give will be kept confidentially by Thirtyone:eight, unless requested by an appropriate authority.

Part A

Your details (please complete all sections as fully as possible)

Miss/Mr/Mrs/Ms/Rev/Other:

First name(s):

Last name:

Home telephone:

Mobile number:

Email:

Address:

Post code:

How long have you lived at the above address?

years

months

If less than five years, please give previous addresses with dates:

From:

To:

From:

To:

Postcode:

Postcode:

Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment?

☐

No

☐

Yes *

* If yes, please give details

Your work history (please give details of paid and volunteer positions)

Please tell us about your past and current employment / voluntary work in the table below (most recent first):

[illegible]

Please complete the details below of TWO people who would be willing to provide a personal reference for you. If you are currently working (paid or voluntary), one of these should be your present employer. These people should be able to comment upon your character and suitability for this position. We reserve the right to take up character references from any other individuals as necessary.

Reference ONE.

Miss/Mr/Mrs/Ms/Rev/Other:

First name(s):

Last name:

Email:

Telephone:

Address:

Post code:

Relationship to you:

Reference TWO.

Miss/Mr/Mrs/Ms/Rev/Other:

First name(s):

Last name:

Email:

Telephone:

Address:

Post code:

Relationship to you:

Use this space to inform us of your skills, experience, knowledge, attributes and motivations. Please also let us know how you would like to support Thirtyone:eight and how much time you can commit.

Declaration:

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any way, Thirtyone:eight reserves the right to terminate either my involvement in the recruitment process or my volunteering should I later be successful.

Signature:

Print name:

Date:

Self-declaration form (Strictly confidential)



Complete and sign this self-declaration and consent to criminal records check and email to **volunteer@thirtyoneeight.org** or post it (separate from your application form) to:

STRICTLY CONFIDENTIAL, Volunteer Coordinator, Thirtyone:eight, PO Box 133, Swanley, Kent. BR8 7UQ.

The existence of a criminal record does not exclude you from being able to apply for a position, unless there are clear reasons preventing this. If unsure, you can request a copy of our Rehabilitation of Offenders Policy.

Conviction history:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

☐

No

☐

Yes *

**** If yes, please give details including the nature of the offences and the dates. You'll need to include of the court(s) where your conviction (s) were heard, and the type of offence and sentence(s) received. You'll also need to give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.***

Declaration:

By signing below I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, Thirtyone:eight reserves the right to terminate either my involvement in the recruitment process or my volunteering should I later be appointed.

I agree to provide a Basic Disclosure Check (details of how to do this will be provided) as part of the recruitment process for the role I have applied for. I am aware that any offer of volunteer work is conditional upon receipt of satisfactory checks, references, and confirmation of suitability by Thirtyone:eight.

I agree to inform the person identified as my line manager (or the Thirtyone:eight Head of Advisory Services) if I am convicted of any relevant offence, and/or if I become the subject of a police and/or a social services (Children's Social Care or Adult Social Services)/Social Work Department investigation, after I take up any role. I understand that failure to do so may lead to my immediate suspension and/or the termination of my volunteering.

Name:

Address:

Signature:

Date:

Post code:



Call us 0303 003 11 11 (option 5)
email us volunteer@thirtyoneeight.org
or visit thirtyoneeight.org
follow us @thirtyoneeight
PO Box 133, Swanley, Kent, BR8 7UQ



Creating safer places. Together.