**Application for Volunteering with The Welcome Organisation**

The Welcome Organisation believes in equal opportunities for all. All appointments will be made on merit. Please complete this form fully outlining all experience you feel appropriate to the role being applied for within the Welcome Organisation. Please note; due to the nature of our work, applicants need to be 18 years old or over.

**CONFIDENTIAL**

 **Title Forename (s)**

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| --- | --- |
|  |  |

 **Surname**

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 **Date of Birth**

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|  |

 **Address (including postcode)**

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|  |

**Contact details**

|  |  |
| --- | --- |
| Day:  | Evening: |
| Email: |
| Mobile no: |

 **Next of Kin details:**

|  |
| --- |
| Name:Address:Phone number: Relationship to you: |

**Do you have a valid UK driving licence? YES NO**

(Volunteers without a valid UK driving licence cannot be considered for Outreach)

**Areas of Volunteering**

**Drop-In:** The Drop-in is an assessment hub and acts as a conduit for ongoing support of the individual, and as a place for service-users to attend various programmes, clinics and activities. ***The Drop-in is a safe place for individuals to come to for respite and socialisation; it is open from 8am – 10pm seven days a week, 365 days a year. As a Drop-In volunteer you will be able to help us out with preparing meals in the kitchen, sorting donations in our stores, laundering clothes and assisting the support workers in their roles.***

**Assertive Outreach:** The dominant focus of street based Assertive Outreach is purposeful engagement with highly vulnerable people in public spaces where alcohol, drug intoxication and mental illness are often prevalent. The Assertive Outreach service assists individuals to get off the streets by finding them accommodation. ***The service operates from 7am to 2am seven days a week, 365 days a year. As an Outreach volunteer you will be able to assist us either by driving the van), taking notes for the staff, talking with rough sleepers etc.***

**Annsgate Crash Facility:** The Welcome Organisation delivers crisis accommodation services to women presenting with high levels of need. The 5 bed crash facility based at Annsgate is used by women with multiple and complex problems that include homelessness, substance misuse and mental ill health. ***The crash facility operates from 9pm – 8am seven days a week, 365 days a year. As an Annsgate volunteer you will be able to help with preparing the rooms, keeping the facility clean, talking with the service users and supporting the member of staff through the night.***

**Floating Support Service:** The Floating Support team delivers a flexible and responsive service to individuals who have been homeless and are now living in their own accommodation. The service links in with service users from the moment they receive a tenancy offer to ensure the property is suitable and the service user has the right support in place; an individually tailored and flexible package of support will be developed. ***The service normally operates Monday – Friday 9am – 5pm but also do evening and weekend visits as required.***

**Welcome Home**: Having a home is much more than having a house. A home is a place which provides warmth, familiarity and a sense of security; its furniture and furnishings provide a sense of personal identity. Having a satisfactory range of furniture and furnishings is as essential for homeless people who are being rehoused. Without this, it is much more likely that the tenancy will fail and that the cycle of homelessness will be repeated. Our Welcome Home service provides affordable furniture for the homeless / at risk community. ***Welcome Home service is seeking volunteers to assist us with*** ***variety of creative projects in a studio which has a woodwork room, sewing machines and pattern cutting resources - all things arts & crafts.***

***As a volunteer you can help us by making creative pieces to sell and share your skills with others. Volunteers can help out in the shop/studio with upholstering, painting and carpentry.***

**Administration:** The Welcome Organisation provides a wide range of services and support and has a heavy administrative workload as a result. ***As a volunteer you will assist with the completion of administrative tasks including answering phones, photocopying, filing, managing databases etc.***

**Other roles:**Fundraising, Marketing, Social Media***.*** Roles can be adapted to suit the skills and experience you bring to The Welcome Organisation.

**Please state below which services you would be interested in and hours you can commit**

|  |  |
| --- | --- |
| Name of Service(s) |  |
| What days you can volunteer? |  |
| What times you can volunteer? |  |

 **Reason for applying:**

 Please state why you would like to be a volunteer for The Welcome Organisation and what you hope to gain from the experience.

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 **Skills, training & qualifications:**

 Please detail any skills, training or qualifications that you have which would be relevant to the role of Volunteer with The Welcome Organisation.

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**Work/Volunteer experience**

 Please give full details of any experience you have that is relevant to the role of Volunteer with The Welcome Organisation. Please continue on another sheet if necessary.

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| --- | --- | --- | --- |
| **Organisation** | **Dates (from-to)** | **Position & duties** | **Paid or voluntary** |
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**How did you find out about this opportunity?**

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**Referees**

Please provide the details of two people who may be asked for references regarding your suitability as a volunteer with the Welcome Organisation. Referees must not be a relative.

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| --- | --- |
| Full name: | Full name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Capacity in which they know you: | Capacity in which they know you: |

**Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions Order 1979)**

Due to the nature of the work for which you are applying, this post is exempt from the provisions of The Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) (NI) Order 1979. Applicants are therefore not entitled to withhold information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. All information will be treated in accordance with our Confidentiality Policy. Please note that all offers of volunteering are subject to satisfactory Police Checks under the order of ACCESS NI.

**Have you ever been convicted, either as an adult or a juvenile, of a criminal offence, cautioned, reprimanded, bound over to keep the peace or given a final warning by the police, or do you have any court cases pending?**

Please answer Yes or No

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If yes please give details

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| **Date of offence** | **Nature of offence** | **Sentence/Court action** |
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**Declaration**

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be asked to leave my voluntary position at the Welcome Organisation.

**Signature…………………………………… Date……………………**

**Data protection**

Information given on this application form will be controlled under data protection legislation in compliance with the General Data Protection Regulations and treated as confidential. By signing and returning this form you consent to us holding your information on file for either a period of 90 days (if application unsuccessful); or for the duration of your volunteering experience with The Welcome Organisation (if successful). Any reports produced from our database will not include the names of volunteers

**Please return completed form to:** **ian@homelessbelfast.org**

**or post to:**

**Ian Cardwell**

**Volunteer Development Officer**

**Welcome Organisation, Unit 36, Townsend Enterprise Park**

**28 Townsend Street**

**Belfast**

**BT13 2ES**

**Telephone: 028 9024 0424 (select option 1)**