



**VOLUNTEERS** *(Role description and person specification / Application form.)*

**ROLE DESCRIPTION AND PERSON SPECIFICATION**

**Knighton Food Bank** provides emergency food parcels for people experiencing a crisis situation. All volunteers report to the manager, Helen Anderson.

**Main duties**

To offer support and a listening ear to all who use the Knighton Food Bank.

To act in a non-judgmental, welcoming manner to clients, maintaining their dignity and independence.

**Specific responsibilities**

- To establish, maintain and develop relationships with other volunteers and users within the food bank
- To work with individuals to help maintain their levels of independence and dignity
- To be involved with the implementation of services provided within the food bank
- To adhere to policies relating to health and safety, food hygiene and safeguarding adults and children
- To assist with basic activities, not requiring any form of qualifications or training, i.e. collating items for individual food parcels, stock control, keeping area clean, making tea / coffee for users
- To participate in training, support and supervision sessions as appropriate to the role of food bank helper.

**Person specification**

- Good communication skills essential
- Sense of humour



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- Understanding of and empathy with the needs of people in crisis
- Patience and sensitivity.

### **Hours of work**

Minimum of 1.5 hours per month, as agreed with the food bank Manager.

Volunteers should notify the Manager at the earliest opportunity in the event of not being able to attend, e.g. Sickness.

***To apply as a volunteer please use the form overleaf.***

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**BAPTIST CHURCH, NORTON STREET, KNIGHTON, POWYS**

MANAGER: HELEN ANDERSON

TEL: 07731 524 058

EMAIL: [helen@knightonfoodbank.co.uk](mailto:helen@knightonfoodbank.co.uk)

[www.knightonfoodbank.co.uk](http://www.knightonfoodbank.co.uk)



## VOLUNTEERS

### APPLICATION FORM (Please complete in block capitals.)

Full name	Title	Date of birth
Address: (including postcode)		
Tel. Home:	Tel. Mobile:	
Email:		
Status (please tick)		
Unwaged	Employed, part-time	
Student	Employed, full-time	
Retired	Long-term illness / disability	
What are your reasons for volunteering? (please tick)		
To gain work experience	To get involved in the community	
To develop new skills	To make new friends	
To build up my confidence	To maintain existing skills	
Additional reasons or comments		
Can you offer us voluntary help during our opening hours in the foyer of the church? (please tick)		
<b>Day</b>	<b>Hours - 10 to 11.30am</b>	
Tuesday		
Friday		



Please outline your relevant skills and experience, including hobbies, interests, family life, paid / unpaid work, etc.

When would you be able to start volunteering?

How did you find out about voluntary work with us? *(please tick)*

Press advert

Leaflet

Newspaper article

Referred by friend

Member of church

Volunteer bureau

Exhibition

Knighton Food Bank volunteer

Poster

Talk / presentation

Other *(please give details)*

In order that we may offer you appropriate support in your volunteer role, please advise us of any health problems or medical conditions that you think may affect the type of volunteer duties that you can undertake.

In the interests of both yourself and the people with whom you will be working, we require two references. One referee must have know you for at least two years. Neither referee should be a family member.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel:

Tel:

Relationship to you:

Relationship to you:



Emergency contact:

Name:

Address:

Postcode:

Tel:

Relationship to you:

*As an agency working with vulnerable people, certain volunteer roles are considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any convictions must be declared. You must declare all previous convictions; none of these may be considered spent.*

Have you ever been convicted, warned, reprimanded or cautioned for criminal offence, or liable in a civil case? **YES / NO**

If YES, details will be required from you on a separate sheet (in strict confidence).

Depending on your volunteer role, we may require a criminal records check (Disclosure and Barring Service)

Do you give your full permission for this? **YES / NO**

I certify that all the information given on this form is correct.

Signature

Date

**Thank you for your interest in volunteering with Knighton Food Bank.**

**Please hand deliver this application form to the manager, Helen Anderson, at the address below, on either Tuesday or Friday, between 10 and 11.30am.**

### FOOD BANK USE

References taken	References received
Disclosure and Barring Service check?	Induction complete
Accepted YES / NO	Start date