



## VOLUNTEERS

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

### ROLE DESCRIPTION AND PERSON SPECIFICATION

**Knighton & Presteigne Foodbank** 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 & Presteigne Foodbank.

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

#### HOURS OF WORK

Minimum of 2 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 complete the Application form overleaf.***



## VOLUNTEERS

### APPLICATION FORM

(Please complete in block capitals.)

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Full name:	Title:	Date of birth:
Address (including postcode)		
Tel. Home:	Tel. Mobile:	
Email:		
Status (please tick) <input type="checkbox"/> Unwaged <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Employed, part-time <input type="checkbox"/> Employed, full-time <input type="checkbox"/> Long-term illness / disability		
What are your reasons for volunteering (please tick all that apply) <input type="checkbox"/> To gain work experience <input type="checkbox"/> To develop new skills <input type="checkbox"/> To build up my confidence <input type="checkbox"/> To get involved in the community <input type="checkbox"/> To make new friends <input type="checkbox"/> To maintain existing skills		
Additional reasons or comments:		
Can you offer us voluntary help during opening hours 9.45am to 11.45am (please tick) <input type="checkbox"/> Tuesday Please specify times ..... <input type="checkbox"/> Friday Please specify times .....		

**Please continue on next page.**



## APPLICATION FORM

(Please complete in block capitals.)

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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 all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Press advert       | <input type="checkbox"/> Leaflet / Poster            | <input type="checkbox"/> Newspaper article |
| <input type="checkbox"/> Referred by friend | <input type="checkbox"/> Member of church            | <input type="checkbox"/> Volunteer bureau  |
| <input type="checkbox"/> Exhibition         | <input type="checkbox"/> Another food bank volunteer | <input type="checkbox"/> Member of church  |
| <input type="checkbox"/> Volunteer bureau   | <input type="checkbox"/> 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 duties 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 known you for at least two years. Neither should be a family member.

Name

Name

Address

Address

Postcode

Postcode

Tel.

Tel.

Relationship to you

Relationship to you

**Please continue on next page.**



## APPLICATION FORM

(Please complete in block capitals.)

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Emergency contact:

Name:

Address:

Postcode:

Tel:

Relationship to you:

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

Have you ever been convicted, warned, reprimanded or cautioned for a criminal offence, or liable in a civil case? ☐ Yes ☐ No

If **Yes**, details will be required from you on a separate sheet (if applicable).

Depending on your volunteer role, we may require a criminal record 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 & Presteigne Foodbank.**

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

FOODBANK USE	
References taken	References received
Disclosure and Barring Service check?	Induction complete
Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No	Start date