

VOLUNTEER APPLICATION FORM

Please complete and return this form to our Volunteer Coordinators at Age Concern Southend,
138 - 140 Hamlet Court Road, Westcliff on Sea, Essex SS0 7LN
Or via email at sarah.holmes@ageconcernsouthend.co.uk

By completing this form, you are agreeing to Age Concern Southend storing your information. Any personal information is private and confidential. Your data is stored in a secure location, is accessible only by designated staff, and is used only for the purposes for which you provide that information.

YOUR DETAILS

Name:				
Preferred Title Mr/Mrs/Miss/Ms/Other – please state:				
Address:		Email Address:		
Postcode:		Phone Number:		
How do you prefer to be contacted: Please tick				
Email		Phone		
Next of Kin/Emergency Contact			Phone number:	
Name:				
Relationship:				
Volunteering role interested in as per the role description enclosed: Please circle below				
If applying for an Age Concern Southend Specific role as advertised on the website, please state Role Title here:				
Front of House:	The Hub:	Dementia Day Centre:	Befriending:	Fundraising & Events:
Front of House Volunteer	Volunteer Tutor Charity Shop Volunteer Maintenance Volunteer Operations Volunteer	Dementia Day Centre Volunteer Address Dementia Now Volunteer Volunteer Dementia Day Centre Driver Dementia Day Centre Transport Volunteer	Volunteer Befriender - Group Befriending Volunteer Befriender - Face-to-face Volunteer Befriender - Telephone	Fundraising and Events Volunteer

ROLE DESCRIPTION SUMMARY (FULL ROLE DESCRIPTIONS AVAILABLE ON THE WEBSITE OR PRINT OUT ON REQUEST)

Befriending Service
Coffee and Conversation
Role: Volunteer Befriender – Group Befriending
To host weekly Coffee & Conversation sessions, make attendees feel welcome and at ease, instigate some light conversation and encourage social interaction amongst the group.

Befriending Service
Role: Volunteer Befriender – Face-to-Face
To carry out regular visitations to matched clients to offer them friendly conversation; to help support, empower and improve the lives of older people.

Befriending Service
Role: Volunteer Befriender - Telephone
To carry out weekly phone calls to matched clients to offer them friendly conversation; to help support, empower and improve the lives of older people.

Front of House
Role: Front of House Volunteer
Support the Front of House Supervisor to ensure all customers entering Millie’s Cafe are attended to, from taking food and beverage orders, taking payments, and serving within the café. Along with other general hospitality duties.

The Community Hub
Role: Operations Volunteer
To support the charity with all administration duties from answering the telephones to completing office tasks. Utilising skill sets to support the charity as a whole, supporting all services. It is likely that you will be based on the Front Desk within the Community Hub but at times may be asked to do administrative duties for the Befriending Service and Volunteer Recruitment.

The Community Hub
Role: Volunteer Tutors
To host weekly classes and activities in our Community Hub as per the monthly timetable.

The Community Hub
Role: Maintenance Volunteer
Support the charity in upkeep and general maintenance of our buildings on Hamlet Court Road 138 and 134.

The Community Hub
Role: Charity Shop Volunteer
To assist with the day to day running of our internally based Age Concern Charity Shop within our Community Hub.

Dementia Day Centre**Role: Dementia Day Centre Volunteer**

To work as part of the team to provide and deliver a range of stimulating and meaningful activities based on the programme of Group Cognitive Stimulation Therapy and to provide emotional support, companionship, and a safe environment for the clients in the Dementia Day Centre.

Dementia Day Centre**Role: Address Dementia Now Volunteer**

To support Dementia Day Centre staff to organise and deliver our 'Address Dementia Now' programme – a structured 12-week programme of Cognitive Stimulation Therapy for those who are newly diagnosed with dementia or have some memory problems.

Dementia Day Centre**Role: Volunteer Dementia Day Centre Driver**

To drive clients to and from the Dementia Day Centre.

Dementia Day Centre**Role: Dementia Day Centre Transport Volunteer**

To liaise with the Dementia Day Centre Manager, volunteer drivers and clients/carers to coordinate transport clients to attend the Dementia Day Centre.

Fundraising and Events**Role: Fundraising and Events Volunteer**

Supporting our events within our Community Hub or out in the community at various locations, fulfilling various roles such as marshal or ticket registration, and many more tailored to our themed events.

Age Concern Southend Specific**Role: Collections and Distributions Volunteer**

To assist with residential leaflet drops during campaign delivery periods throughout the year or occasional money bucket collections at our planned events.

Age Concern Southend

Roles: Specific – Please refer to website

TELL US ABOUT YOU

Work experience, hobbies and interests:

Do you have any allergies that we need to be aware of:

KEEPING SAFE

Criminal Records (Rehabilitation of Offenders Act 1974)

We need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks. Disclosure and Barring Service (DBS).

If you do have any unspent convictions, please include details in a sealed envelope, marked Private and Confidential.

If you would like to discuss any convictions you may have, please contact the Volunteer Coordinator. All information will be dealt with according to Age Concern, Southend on Sea Confidentiality Policy.

Personal Information

Age Concern Southend are committed to respecting and protecting your privacy under GDPR (General Data Protection Regulations). To see our full policy please contact our office on 01702 345373 or email us on enquiry@ageconcernsouthend.co.uk

We may change this policy from time to time so please check with the office occasionally to ensure that you're happy with any changes. By volunteering with Age Concern Southend you are agreeing to this policy.

If you choose to provide us with any information by which you can be identified such as name, address etc, you can be assured that it will only be used to support your relationship with Age Concern Southend CIO.

Our promise

- We never sell your details to any third parties
- You can choose how you are contacted (we will never contact you if you ask us not to)
- You can choose the information you receive

Updating your information

You can update your personal information and how we contact you by emailing us at enquiry@ageconcernsouthend.co.uk or by calling the office on 01702 345373. Please note that your details will be stored securely in our offices until 12 months after your volunteering has ended.

Communications

We will add you to our regular communications to keep you up to date with the work of Age Concern Southend. If you don't want us to do this please tell your Manager/Point of contact.

REFERENCES

As part of our safeguarding process, we will contact two different people who have known you for at least 2 years to verify your character. This can be a relative, friend, current or past work colleague, a tutor, a neighbour or similar. Please provide their contact details below and ensure they are aware that we will be contacting them.

Name:

Email address:

Phone number:

How do you know this person:

How long have you known this person:

Name:

Email address:

Phone number:

How do you know this person:

How long have you known this person:

Reference Phone Call Notes: This box is for completion by the Volunteer Coordinator

I confirm that I have completed this application form truthfully:

Signed: _____ Date: _____

Name (Printed) _____

If you would like to find out more about Age Concern Southend please visit our website www.ageconcernsouthend.co.uk / follow us on Facebook@AgeConcernSouthend_ or give us a call on 01702 345373

Equal Opportunities Monitoring Information



Age Concern Southend on Sea positively welcomes volunteers from all sections of the community and is committed to being an equal opportunities organisation. We ask you to provide us with as much of this information as you feel comfortable giving.

This information will be used for monitoring purposes only such as Statistics for Grants Applications and Equality, Diversity and Inclusion. This information will have no impact on your application to volunteer.

HOW OLD ARE YOU?

- | | | |
|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 16 - 21 | <input type="checkbox"/> 22 - 30 | <input type="checkbox"/> 31 - 40 |
| <input type="checkbox"/> 41 - 50 | <input type="checkbox"/> 51 - 60 | <input type="checkbox"/> 61+ |

GENDER

- | | | |
|--|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Non-Binary |
| <input type="checkbox"/> Prefer not to say | | |

DISABILITY

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

Please specify if you wish to do so _____

ETHNICITY

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> White other | <input type="checkbox"/> Black British |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Black Asian | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Asian Pakistani |
| <input type="checkbox"/> Asian Bangladeshi | <input type="checkbox"/> Asian other | <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Mixed Heritage | <input type="checkbox"/> Other please state _____ | | |

SEXUAL ORIENTATION

- | | | | |
|---|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Gay | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Pansexual | <input type="checkbox"/> Prefer not to say | |
| <input type="checkbox"/> Other please state _____ | | | |