

The purpose of role:

Volunteers (aged 18+) support the delivery of FOCUS youth projects. A trained and inducted volunteer is in a *professional position of trust*. Our volunteers support and supervise young people as they take part in our personal development projects. Volunteers assist the project staff in delivering all aspects of a programme. This can include anything from advising and guiding a team of young people on a holiday scheme, to the designing, delivering and evaluating of a community action project. They prepare equipment and materials for a festival and everything in between.

The exact nature of an individual volunteer's role will depend upon the needs of the project, and the skills, experience and interests of the volunteer. Some roles and responsibilities may require additional training and volunteers are encouraged to discuss their progression with lead staff.

Main Duties:

- To attend any required training and induction, as directed by FOCUS.
- To work alongside other volunteers and staff as part of a project delivery team.
- To support young people in the development of a range of personal and life skills in line with a project's aims and outcomes.
- To support the supervision of young people's personal safety & welfare while attending the project.
- To assist in collecting of evaluation and monitoring data in order to fulfil any funder's requirements.
- To uphold FOCUS' policies, as provided during training and induction notably the importance of Safeguarding within the work.

Qualities, skills and attributes we are looking for in a volunteer:

- Aged 18 or above*.
- Experience of working with young people or volunteering with young people (*desirable but not essential*).
- Commitment to attending sessions as agreed with project staff.
- Ability to empathise with young people and a commitment to treating them with respect and dignity.
- Understanding of and sensitivity to cultural differences.
- Good verbal communication skills.
- Commitment to the values of FOCUS and standards of conduct we seek to foster in volunteers of FOCUS, such as:
 - be diligent, honest and ethical in your performance of duties.
 - devote your time, attention and abilities to young people to the best of your abilities.
 - contribute your time in this position of trust by willingly co-operating with others.
 - conducting your personal and professional life in a way which does not risk adversely

- affecting FOCUS' standing and reputation.
- be always polite and courteous in your behaviour and dress appropriately.
- Committing to & upholding FOCUS' policies, especially regarding Health & Safety and Safeguarding.

**Volunteers under the age of 18 may take on specific responsibilities. However, they are not allowed to take sole responsibility for either groups of participants, nor for individual participants, until they are 18 years old.*

Application and selection process:

1. Complete and submit a registration form.
2. Undergo an interview, as well as an Enhanced DBS check (paid for by FOCUS).
3. Attend and complete our volunteer training scheme
 - Topics covered include:
 - Understand Importance of Boundaries
 - Confidentiality
 - Safeguarding
 - Behaviour Management
 - Anti-Oppressive Practice and how it relates to the work of FOCUS with young people.
4. Provide two referees.
 - *If either of the referees is not a current employer or teacher/tutor/ youth worker, they must have known the applicant for a continuous period of at least a year. We will not accept references from family or friends.*
5. Attend Induction session

Once the above has been successfully completed, you become part of the FOCUS team.

Benefits of volunteering

This is a great opportunity for those who simply want to make a difference to the lives of young people and the local community. This role can really suit students looking for a real experience working in the community, or for people looking to consider or follow a career within the youth & community sector.

FOCUS volunteers develop a range of transferable skills and become part of a supportive team, who are passionate about improving the prospects of young people. These skills can include leadership, communication, personal confidence, team working, action planning, and project management. Volunteers can also develop informal mentoring skills.

Out of pocket expenses

Expenses such as local travel and refreshments whilst volunteering can be covered by FOCUS, provided these are agreed in advance with project staff and required receipts are provided.

Any questions?

Contact us:

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