



**Lead Scotland Volunteer Application Pack**



**Thank you for your interest in volunteering with Lead Scotland**

Lead Scotland - Scottish charity no 003949. Company Ltd by Guarantee, registered in Scotland, 110186.

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# **This application pack contains:**



* A flavour of volunteer roles
* Potential benefits to volunteers and Lead Scotland
* Lead’s expectations of volunteers
* Find out about the application process
* What you can expect from Lead
* Lead policies relating to recruitment.

We hope this pack gives you a better understanding of the work of Lead Scotland and how we involve volunteers. Please contact the Volunteer Manager to find out more!

Please return the completed application form and self-declaration in the stamped addressed envelope. Talk to the Volunteer Manager about whether the role requires a PVG application.

For more information about Lead Scotland, have a look at [our website](http://www.lead.org.uk)

'Like' us on [Facebook](http://www.facebook.com/likeleadscotland)

Follow us on [Twitter](https://twitter.com/leadscot_tweet)



# **Find a volunteer role with Lead Scotland that’s right for you.**

Lead Scotland has a variety of roles to suit everyone – speak to the Volunteer Manager about any of the following:

* **Give one to one support to a disabled person or a carer** to learn by providing one to one support to encourage and build confidence.
* Offer practical support by scribing notes or escorting someone to orient themselves round a learning centre.
* **Support the wider organisation by publicising Lead Scotland**, give admin support for volunteer forums, get involved in steering groups, contribute ideas to training, review policies, offer peer support for another volunteer, website or social media support.
* **Offer one to one befriending support** to help individuals to build confidence, increase motivation and to make more connections with their communities and local services.

“I feel **respected** and **valued** for what I do.”

“Volunteering with Lead Scotland really helped me with gaining **more confidence** and a **better outlook on life**.”

“I **enjoy** feeling that I am improving someone’s skills and **helping** them to use technology.”



# **Benefits of Volunteering**

We appreciate that most people want to volunteer because they want to make a difference. We feel that volunteering is a two way experience and that there should be benefits in return for your time. Below are some benefits of volunteering for us:

* Meet new people
* Make a real difference in your local community
* Training opportunities with attendance certificates
* Add value to your curriculum vitae (many volunteers have gained or changed employment by volunteering with Lead)
* Have your out-of-pocket travel expenses paid
* Volunteer flexibly around your other commitments
* Widen access to learning for disabled adults and make a real difference
* We can provide a reference to a future employer if that would be helpful
* Feel valued as part of the Lead team.

“Volunteering with Lead opened up many doors and introduced me to a much wider network of contacts.”

“It’s fun and gives me a feeling of self-worth.”

“I feel totally supported by Lead - both by the local Co-ordinator and also the Head Office staff.”

# We expect our volunteers to:

* **Give a commitment to volunteering**  
  If you volunteer with Lead Scotland, we will support you by developing clear boundaries for your role. We expect that you will be reliable and give commitment as agreed.
* **Attend training**  
  Lead provides induction training for all volunteers as an introduction to Lead and our work. We also provide on-going training to support our volunteer’s involvement and enhance their own skills and knowledge.
* **Equality and Diversity**  
  It is a fundamental requirement that Lead Scotland’s staff, board members and volunteers respect people’s differences and so we welcome applications from people who represent communities across Scotland as per our Equality & Diversity policy.

Lead aims to ensure its working practices do not place unnecessary barriers to involvement in our service. This means we give equal respect to everyone and try to overcome any barriers that do exist. We therefore monitor our recruitment and selection to see who is joining the organisation and whether anyone is being unintentionally excluded.

* **Smoke-free policy**  
  It is the policy of Lead Scotland that all of our workplaces are smoke-free and that all employees and volunteers have a right to work/volunteer in a smoke free environment. This policy applies to all employees, volunteers, people we support and visitors – whether or not they smoke. If you meet a Volunteer Manager in your own home please give them a smoke-free visit by airing the room and not smoking during the visit.



# **Meeting the Volunteer Manager**

After you have completed and returned your application form and self-disclosure form to the Volunteer Manager, s/he will contact you to arrange meeting place and time. This will be an informal meeting that is intended to offer you the opportunity to find out more, discuss your interests and consider if we can offer you the kind of volunteering that meets your needs and ours.

# **Reference and Disclosure Process**

The application form asks you for the names of two people who will provide you with a character reference. These should be people who have known you for at least six months but are not members of your family. Please ask for the referees’ permission before forwarding their contact details. Remember to let the referees know that they will be contacted in case they are going on holiday.

The Volunteer Manager will talk through your application form during the discussion. The content of your self-disclosure form and any issues that it raises will also be discussed here if appropriate for the role.

You will be asked to complete the Disclosure Scotland PVG Application form at the meeting, if appropriate to the role. Your Volunteer Manager is there to help as required. Part of the requirements of the PVG process is that you provide the Volunteer Manager with three forms of identification and your National Insurance number. It is mandatory that you provide one item of photographic evidence and two items of address-related evidence.   
  
There are preferred ID documents that we ask you to bring to the meeting, such as:

* passport
* driving licence (with photograph)
* employee ID card (with photograph) or similar
* bank or credit card statement (within last 3 months).

If you are not able to provide all of the above, the following may be accepted, however, one form of photo ID is mandatory:

* driving licence (without photograph)
* utility bill (within last 3 months)
* other documents which detail your current address.



If you are already a member of the PVG Scheme through another organisation, please also bring your most recent Scheme Record to the meeting.

If you have any difficulty in providing any of the above ID, please contact your Volunteer Manager to discuss alternatives.

If you have changed your name (e.g. through marriage) you should bring along your certificate to show the change (marriage certificate). The more ID you can provide the quicker Volunteer Scotland can turn your application around.

You will also have to provide a record of all your previous addresses during the past 5 years, including the month and year you moved, to complete the PVG application form. Please bring this information with you to the meeting.

If you require any further details regarding our policies, procedures or how we handle your information, please do not hesitate to contact your Lead Contact.

# **Summary of the recruitment process**

You receive the volunteer application pack and decide to proceed.

You email or post your application form/self-declaration form to Lead. Ask whether you will need to complete a self-declaration form. The self-declaration form is required for regulated work (or volunteering) positions only.

Your Lead Contact will contact you. If you are proceeding with the application you will meet up talk through the application form and complete PVG application form (if appropriate).

Your Lead Contact will send the self-declaration to main office with the application and the PVG application form. (All are confidential).

Main office staff will request references and send PVG application to Volunteer Scotland for processing.

Main office staff collate references and PVG certificate and will inform your Lead Contact (you will receive a PVG certificate a week earlier than Lead does).

Your Lead Contact will be in touch you with the outcome of your references and PVG application.



# **Volunteering Policy**

*Lead* has a volunteering policy which outlines our commitment to volunteers and outlines what you can expect from us. The full policy is available on our website and in the volunteer handbook which you receive at induction. Below is a summary of what you can expect from us:

1. Fair Recruitment –standardised process for every new volunteer
2. Support – we will offer you support in a way that suits you
3. Personal development – we promote learning whilst volunteering
4. Statement of Commitment – we draw up an agreement for each role
5. The Volunteer's Voice - we listen to what you have to say
6. Expenses – we pay out of pocket expenses
7. Insurance – Volunteers covered by employers & public liability insurance
8. Health And Safety – we risk assess every volunteer placement
9. Equality And Diversity – we will treat you with respect
10. Confidentiality – we will treat your information with respect
11. Problem Solving – we aim to give you a good experience.

All volunteers receive a Volunteer Handbook and participate in induction training which unpicks expectations and responsibilities further.

For Volunteers that use their own car:

* Volunteers may use their car and claim mileage from us, as part of their work for Lead, by providing monthly expenses claims with details of mileage.
* The volunteers should check their own insurance policy with regard to carrying passengers during their work for Lead and check for amendment if necessary
* We need to see proof of their current/valid driving license/insurance and MOT certificates (every year until you cease volunteering with us)
* You are not covered by Lead Scotland’s insurance for using your car, if you decide to take passengers this is your decision



# **Statement on the Recruitment of Ex-Offenders**

Lead Scotland undertakes to treat all applicants for paid/voluntary work within the organisation fairly and will not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed. We will only ask for membership of the PVG Scheme (under The Protection of Vulnerable Groups (Scotland) Act 2007) where it is necessary and relevant to the position sought. Where a position requires this membership we will make this clear on the application form, job advert and any other information provided about the post.

# **Fundraise for Lead**

If you fancy raising some much needed funds for Lead Scotland to allow us to continue supporting learners and carers across Scotland please visit our website to [download our fundraising pack](http://www.lead.org.uk/wp-content/uploads/2016/05/Fundraising-pack-with-poster.pdf). This pack provides ideas as to how to raise funds and awareness for Lead Scotland. Towards the back of the pack there is a sponsorship form should you fancy carrying out a sponsored activity, a Money Return Form for any money raised and an eye-catching poster that you can be used to advertise any fund-raising endeavour undertaken.

# **Volunteer Application**

# **Volunteer Application Form**

**CONFIDENTIAL** **Vol Ref no**:

Name: Preferred Name:

Address:

Postcode: City/Council Area:

Day Tel no: Eve Tel no:

Mobile No. : Email:

**Why do you want to volunteer with Lead Scotland?**

***(Tick box as appropriate)***

Meet people ☐ Share Skills ☐ Experience from my CV ☐

Self Development ☐ Give Something Back ☐ Make a Difference ☐

Other (please specify):

|  |
| --- |
| **Previous Experience** |
| Work and/or learning (List any relevant experience/qualifications) |
| **Volunteer or Unpaid Work Experience** |
| **What other skills, knowledge, hobbies or interests would you be willing to share with the person you will support (or with Lead)?** |

## You can change your mind of course, but this just gives us an idea of what interests you at the moment. Please tick all that apply:



## What volunteer opportunities are you interested in?

☐ **Supporting a disabled person or a carer to learn**, e.g. 1 to 1 support to encourage, build confidence, explain instruction.

☐ **Offering practical support,** e.g. scribing notes, escorting someone to orient themselves round a learning centre.

☐ **Supporting a local project,** e.g. publicising Lead, admin support for volunteer forums.

☐ **Offering befriending support,** to help individuals to build confidence, increase motivation and to make more connections with their communities and local services.

☐ **Supporting the wider organisation,** e.g. marketing, fundraising, website, social media.

**PVG SCHEME:** In order to offer direct support, you will most likely need to be a member of the PVG Scheme (to comply with The Protection of Vulnerable Groups (Scotland) Act 2007 and the Protection of Children Scotland Act (2003). Talk to your Lead Contact about whether a PVG is needed for the role you will undertake.

***Do you already hold a PVG membership?*** (Please tick) This may relate to another organisation(s) where you are currently volunteering with or have volunteered in the past. Yes ☐ No ☐

***Have you completed a PVG application form in the past?*** (Please tick)

Yes ☐ No ☐

(If yes, please bring your PVG Scheme Record to the meeting with your Lead Contact. If you have lost your PVG Scheme Record, you should contact Volunteer Scotland directly to ask for your PVG Scheme Membership ID/number and ask if you were regulated to work as a volunteer with either children or adults or both.)

|  |  |  |  |
| --- | --- | --- | --- |
| We pay out of pocket travel expenses. What transport would you use to get to your place of volunteering? Tick all that apply. (This helps us plan when matching volunteers).  Car ☐ Bus ☐ Train ☐ Taxi ☐ Bicycle ☐  Other: | | | |
| How did you hear about Lead? (Please choose only one from list below) | | | |
| I am/or have been a Lead Learner |  | Lead staff/volunteer |  |
| Lead Website |  | Lead Publicity |  |
| Other Voluntary Organisation |  | Family/Friend |  |
| College |  | Newspaper |  |
| TV/Radio |  | Other (please specify below) |  |

## 



**Emergency Contact:**

Name: Relationship to:

Tel No: Email address:

Address:

**Referees Details** ***(Must be known for at least 6 months and not be related)***

**1st Referee**

Name:

Address:

Email: Tel no:

For how many months or years have you known this person?

How do you know them?

***(Important: Referee must not be related to you)***

**2nd Referee**

Name:

Address:

Email: Tel no:

For how many months or years have you known this person?

How do you know them?

***(Important: Referee must not be related to you)***



**Please read over this form and sign below.**

I agree that the information recorded on this form and on the PVG self-disclosure form is true and accurate. I agree to the conditions described below on data use and storage (Data Protection Act 1998).

Signature:

Print Name: Date:

I give permission for photographs of myself to be taken and published in Lead publications website and social media. Yes ☐ No ☐

Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Office use only)**

**Volunteer Manager to complete:**

Date application received by Volunteer Manager:

Date meeting arranged:

Signature of Volunteer Manager:

Date acceptance/refusal letter sent:

Reason refused:

self-declaration ☐ applicant unsuitable ☐ applicant withdraws ☐

Comments:

# **Self Declaration Form**

Due to the nature of the voluntary work within *Lead*, everyone who applies to become a *Lead* volunteer to give support is required to disclose all relevant charges, however long ago, wherever it (they) occurred. We will ask for membership of the PVG Scheme. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act) applies. (The voluntary roles in *Lead* are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act. This means that you must tell us information about convictions, which for other purposes are spent under the provisions of this Act.)

Candidates are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’ until such time as they are included in a higher level disclosure issued by Disclosure Scotland. Please click [*Offences Which Must be Disclosed*](http://www.lead.org.uk/wp-content/uploads/2016/02/Offences-to-be-disclosed-fr-Vol-Scot-re-Self-Decl-form-Dec-2016.pdf)document.

*Lead Scotland* operates an equality approach, meaning we are fair, in our recruitment procedures. A conviction will not necessarily be a barrier to volunteering with us and any information you provide will be treated in the strictest confidence.

**Section 1**

Have you ever been convicted of a criminal offence, or received a caution? (Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spent and unspent, must be disclosed.)

Yes ☐ No ☐

If yes, please complete give details as asked for below:-

1. Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was (were) heard.
2. To help us understand why this should not prevent you from being employed with or volunteering with *Lead*, please give details of the reasons and circumstances that led to your offence(s).
3. Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence, etc.)

**Section 2**

Non–conviction relevant information: (use an additional sheet if needed)

**Section 3**

**Declaration:**

I certify that all the information contained on this form is true and correct to the best of my knowledge and realise that false information or omission may lead to an offer of employment or volunteering being withdrawn or dismissal.

Name:

Signature: Date:

Please seal this form in the addressed envelope provided and return to the Volunteer Manager one week before you are due to meet.



**Equal Opportunities**

**Equal Opportunities**

**Equal Opportunities**

*Lead* would be grateful for your co-operation in completing this next section to help ensure that our equality and diversity policy is being carried out. Completion of this section is voluntary and if you do not complete it, it will not alter the treatment of your application. *Lead* aims to ensure its working practices do not place unnecessary barriers to involvement in our service. You will not be personally identified in any statistics.

**Gender:** Male ☐ Female ☐ Transgender ☐

**Date of Birth:**

**Do you consider yourself disabled?** Yes ☐ No ☐

**Nature of impairment:**

Physical ☐ Hearing ☐ Visual ☐ Learning ☐ Mental Health ☐

Other: `

**Ethnic origin:**

(The Lead Contact will bring the code list to the meeting.)

**Circle as appropriate:** In Employment/Unemployed/Retired/Student/Other

**Other Requirements**

Are there any issues that might affect where you are placed as a volunteer, e.g. a health issue (Allergies, Asthma, etc.), or discomfort around animals, etc.?

Yes ☐ No ☐

Please describe:

**Information/Communication Requirements**

Braille ☐ Audio Tape ☐ Large print (font size) ☐

Induction Loop ☐ BSL Interpreter ☐ Lip-Speaker ☐

Other ☐ Please specify:  **Access Requirements**

Parking Space ☐ Ramp Access ☐ Accessible Toilets ☐