

Shop Volunteer Placement Application Form



IN CONFIDENCE

Please return this form to: HR Department, The Sussex Beacon, Bevendean Road, Brighton, BN2 4DE or Email: hr@sussexbeacon.org.uk. All information provided in this form will be maintained in the Strictest Confidence. If you should have any difficulty completing the form please do not hesitate to contact the HR Department at The Sussex Beacon.

Section 1

Personal Details:

Full Name: _____

Address for Correspondence: _____

Daytime Telephone No: _____
(If this can be used)

Evening Telephone No: _____
(If this can be used)

Mobile Telephone No: _____

Email address: _____

Have you made any previous enquiries to The Sussex Beacon for voluntary or paid posts and if so, please state in what capacity?

YesNo

How did you hear about Volunteer Opportunities at The Sussex Beacon?

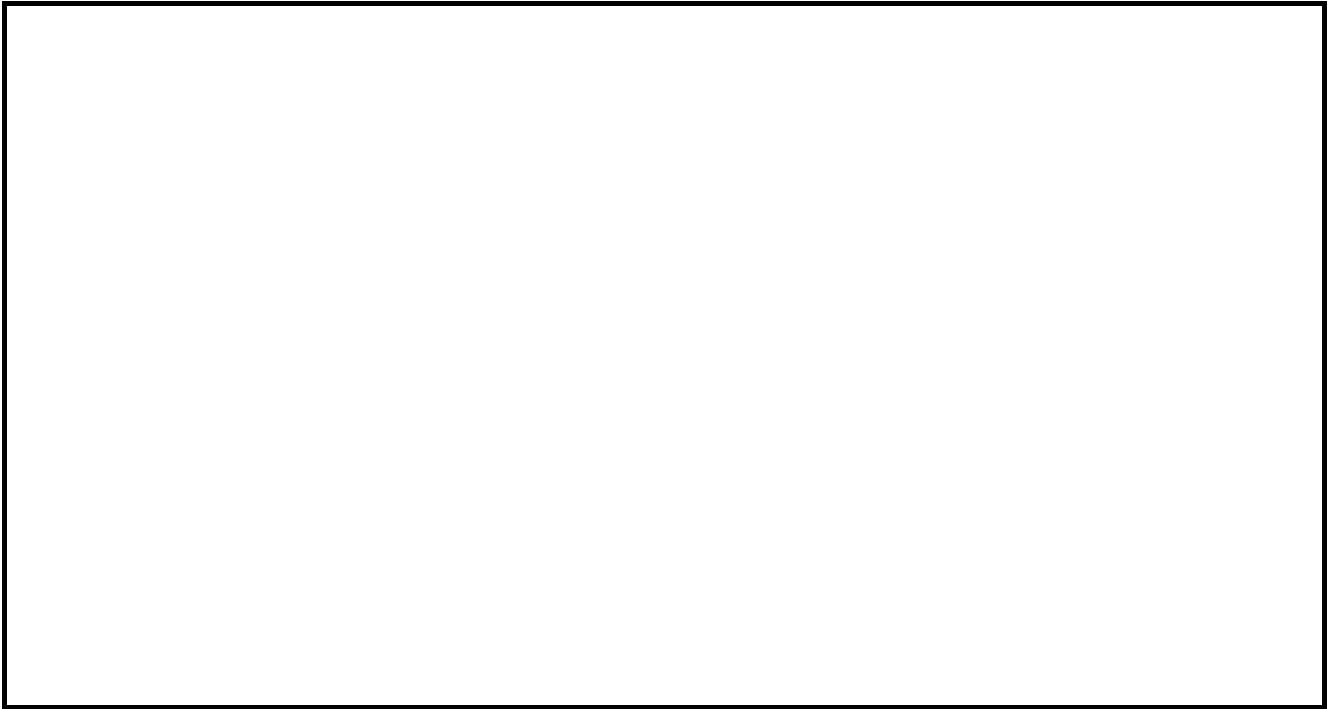
Section 2

Relevant Employment History: Please begin with the most recent

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(Please continue on a separate sheet if necessary)

Previous Voluntary Placements: Please begin with the most recent



(Please continue on a separate sheet if necessary)

Do you have any specific skills (other than general) that you feel you would like to use in your role as Volunteer in our Charity Shops?



(Please continue on a separate sheet if necessary)

Section 3

How much time would you be able to give in the Shop/s? h

	<i>9.00 am – 1.00 pm</i>	<i>1.00 pm – 5.30 pm</i>	<i>Evenings</i>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday*			
Sunday*			

Would you be able to commit to this on a regular basis? Yes No

Would you also be interested in participating in any of the following areas?

(You may indicate more than one):

<input type="checkbox"/> Reception/Switchboard	<input type="checkbox"/> Helping at mealtimes
<input type="checkbox"/> General Administration	<input type="checkbox"/> Complementary Therapy
<input type="checkbox"/> Driving	<input type="checkbox"/> Brighton Half Marathon
<input type="checkbox"/> Gardening	<input type="checkbox"/> Fundraising
	<i>*helping in the office</i> <input type="checkbox"/>
	<i>*helping at an event</i> <input type="checkbox"/>
	<i>*collecting money</i> <input type="checkbox"/>

Section 4

Have you experienced any bereavement recently, or any of the following life events?

Redundancy, retirement, divorce, major illness, other? Yes No

If yes, please give dates and brief details:

Please give your reasons for offering your support to The Sussex Beacon and its Charity Shop/s:

(Please continue on a separate sheet if necessary)

Section 5

DRIVING DETAILS ONLY

In what capacity would you be willing to drive?

General: YesV

***Van Driving:** YesNo

** Collections/Deliveries by van may involve lifting; Manual Handling training provided.*

Do you have fully comprehensive insurance? V

If NO, Scope of cover: _____

Type of vehicle: _____

Do you have any 'spent' or pending Summonses? YesNo

If YES, please give details:

Date: _____ (dd/mm/yyyy)

Section 6

Rehabilitation of Offenders Act 1974:

Your placement as a volunteer is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are not entitled to withhold information when asked about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

Have you ever been found guilty of a criminal offence? Yes No

If yes, please give details:

We must advise you that in accordance with legal requirements and compliance with the National Care Standards, all volunteers must undergo a Criminal Records Bureau check, at an enhanced level. This will be facilitated by The Sussex Beacon at no cost to volunteers.

Are you over 17 years of age? Yes No

Declaration:

I declare that the information given in this application is correct to the best of my knowledge.

Signed:

Date: (dd/mm/yyyy)

Section 7

Referees:

Please supply the names and addresses of two referees, one of whom should ideally be your current or most recent employer, college or school, or where you undertook your last volunteer placement.

Name: _____

Email address: _____

Address: _____

Tel. Number: _____

Relationship: _____

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Name: _____

Email address: _____

Address: _____

Tel. Number: _____

Relationship: _____

The Sussex Beacon Equal Opportunities Monitoring Form



The Sussex Beacon is committed to equality of opportunity in its employment policies to ensure that all applicants are treated on the basis of their merits and abilities and that unfair and unlawful discrimination is eliminated. The information on this form will be used in accordance with the Data Protection Act 1998 for the proper administration of recruitment and selection. Please note that any information you give will be strictly confidential to our HR department and will not be made available to members of the appointment panel. **You are not obliged to answer any of the questions in this section, but we are hoping for a 100% response rate.**

Role Applied for:

Age: (Please tick ONE) 17 – 25 26 – 40 41 – 59 60 +		Gender: (Please tick ONE) Male Female Intersex		
Nationality: (Please tick ONE)				
White British English British Irish British Scottish British Welsh British Other (Please specify) Irish Other White background (Please specify)		Asian or British Asian Indian Pakistani Bangladeshi Other Asian background (Please specify)		
Black or Black British Caribbean African Other Black background (Please specify)		Chinese or Chinese British Chinese Other Chinese background (Please specify)		
Mixed White and Black Caribbean White and Black African White and Asian Other mixed background (Please specify)				

Sexual Orientation: (Please tick ONE)	Religion: (Please tick ONE)
Heterosexual Gay Bisexual	Christian Catholic Muslim Hindu Buddhist Sikh No Religion Other (Please specify)
Disability is defined in the Disability Discrimination Act 1995 as a physical or mental impairment that has a substantial long-term effect on ability to carry out normal day to day activities.	Do you consider yourself to have a disability? Yes No Are you registered disabled? Yes No

Sussex Beacon Volunteers

The Sussex Beacon Volunteer is a highly valued member of our team, which is reflected in our selection process and the training, supervision and on-going support we provide throughout the time that you are with us.

We endeavour to hold regular Volunteer meetings, which provide the opportunity to meet other team members, and to keep you updated with news and events.

Volunteering covers most aspects of the daily duties carried out at The Sussex Beacon, (with the exception of direct clinical/nursing care), and our Charity Shops and Fundraising are heavily reliant on volunteer support.

We thank you for your interest in The Sussex Beacon and for your time in completing this form.

Thank you

For further information about The Sussex Beacon and the Volunteering role please read the Volunteer Placement Pack Notes below.

Shop Volunteer Placement Application Pack Notes



About The Sussex Beacon

The Sussex Beacon is a dedicated HIV centre, which has been at the forefront of specialist HIV service delivery since 1992. We aim to support people to return to independent living through the provision of innovative and evidence-based services. We provide vital care and support for men and women living with HIV in Sussex and work closely with local NHS service providers.

We offer a range of Inpatient and Outpatient Services, which have been developed in response to the changing needs of people living with HIV. These include a ten bedded Inpatient Unit, a Day Service, Cognitive Behavioural Therapies, Mindful Living Courses, Treatment Support and a Women and Families Service. Complementary Therapies are offered alongside services and we aim to achieve a holistic approach to meet the physical, social and psychological needs of our clients.

Fundraising: It costs £1.9 million per year to maintain current service levels, 50% of which is raised through our Fundraising, Shops and the goodwill and support of our local community. The two main fundraising events organised by The Sussex Beacon are:

- The Brighton Half Marathon in February, which last year attracted 8,000 runners and has just been nominated for an Argus achievement award;
- The Garden Gadabout, which takes place annually in June/July. This year over 75 private gardens and community spaces opened to the public attracting over 2000 visitors.

How to get involved: Job and volunteer vacancies are advertised on our website. Current Volunteer vacancies include: Reception, Admin, Driving, Fundraising, Shops and Gardening.

Contact Details: The Sussex Beacon, 10 Bevendean Road, Brighton, East Sussex, BN2 4DE, Tel: 01273 694222, Website: sussexbeacon.org.uk, Email: info@sussexbeacon.org.uk.

Directions: 37 and 37b buses to Bevendean Road. Sussex Beacon Charity Shops are located at 130 St. James's Street, Brighton, BN2, Tel; 01273 682 992, 83 George Street, Hove, BN3, Tel: 682992. Email: shop@sussexbeacon.org.uk.

More about Services

Inpatient Unit admissions by referral for treatment support, help with anti-retroviral therapies, medical convalescence, monitoring and maintenance of health, respite care, palliative and terminal care.

Day Service offers short or longer term weekly placements via professional and peer support for help with social isolation, emotional and mild mental health difficulties. Open Tuesdays & Thursdays at The Sussex Beacon. Access via referral from other health care professionals i.e. community nurse, consultant, GP, or other HIV agency.

Cognitive Behavioural Therapy (CBT) offers help with anxiety, depression, low confidence /self-esteem, treatment support and sleep problems. Access by contacting the Health Management Services team direct on: 01273 645695.

Women and Families Service includes a monthly Health Focused Group, Life Skills courses and 1-2-1 support at The Sussex Beacon or central venue in the city. Crèche facilities and help with travel. To access contact the WFS team direct on 645 698.

Aims and Objectives

- Provide Treatment and Care of the Highest Standard.
- Govern ourselves well.
- Strengthen financial resources and secure sustainable funding.
- Develop our role as a key provider in the treatment and care of people living with HIV.

Mission Statement

- A unique centre providing innovative services to meet the changing needs of people living with HIV.

Vision

- To be an independent charity and centre of excellence providing a range of specialist HIV treatment and support services.
- Working in partnership with our clients and service providers, we offer effective high quality care to enable choice, self-management and well-being.

Philosophy

All who work at The Sussex Beacon aim to provide a high quality service to clients and their significant others. We endeavour to work with relevant agencies as part of an integrated approach to care in order to achieve this.

When appropriate, we encourage clients and their significant others to be as involved as possible in the planning and delivery of their care and we aim to create an environment which is safe and supportive with respect for all their needs.

We recognise that each client is an individual and endeavour to work with them in providing holistic care and aim to meet his/her physical, psychological, spiritual, social and cultural needs.

We seek to create a supportive environment for all those who work at The Sussex Beacon by respecting and recognising the skills and experience individuals bring with them to the team. We acknowledge the

developmental needs of those who work here and we aim to meet these through appropriate training and education.

Statement of Core Values

The Sussex Beacon expects all staff, paid and unpaid, and regardless of position in the organisation, to carry out their day to day responsibilities in the context of the following core values and behaviours. Our successes, organisational and individual, will be reviewed against our ability and commitment in meeting these standards.

This list of values has been compiled with the assistance and support of staff, volunteers and clients. These are the things we believe in and the expectations we strive to meet:

- **TEAMWORK:** Collaborating with others, according them respect and dignity, managing conflict, treating others as you would wish to be treated yourself, communicating effectively and honestly.
- **INTEGRITY:** Demonstrating conduct which reflects the highest standards of personal and professional integrity
- **FLEXIBILITY:** Working flexibly, and supportively within the entire multidisciplinary team, assisting colleagues at all times for the benefit of the client.
- **CLIENT FOCUSED:** Placing the interest and care of the client first and foremost, maintaining professional boundaries and always acting with discretion and confidentiality.
- **RESPECTING DIVERSITY:** Valuing and integrating diversity and equality of opportunity within the workplace, being non-judgmental, supportive and empathetic
- **LEARNING AND DEVELOPMENT:** pursuing learning, receptive to multi-skilling, seeking continuous professional development, learning from past successes and things which might have been done better.

Code of Practice for Volunteers

Policies

- All volunteers should be aware of and adhere to Sussex Beacon policies. These policies are available on request and also in the relevant folder in the HR office and/or the Shops.

Please note - a breach of these policies could result in dismissal from your Volunteer Placement.

- Volunteers should be aware of and be familiar with the aims and objectives of The Sussex Beacon, ensuring correct information is passed on to the Public.

Confidentiality

- Volunteers must make every effort to ensure client and staff CONFIDENTIALITY at all times - failure to do so will result in termination of the placement.
- Volunteers must not discuss or disclose any information to the media regarding The Sussex Beacon or clients availing themselves of our services to the media.
- All media enquiries should be passed on to the Chief Executive Officer, Kat Williams, and in the event of her unavailability, to a member of the management team.

Security

- Volunteers should be aware of security measures in use at The Sussex Beacon and/or its Shops.
- Volunteers should wear name badges or Sussex Beacon identification badges when working at The Sussex Beacon and/or its Shops, or when representing The Sussex Beacon at outside events.

Occupational Health

- Volunteers should be aware of and adhere to Occupational Health and safety requirements when working at The Sussex Beacon and/or its Shops.
- A copy of the Health and Safety at Work Act is available on request and also in the relevant folder The Sussex Beacon and/or its Shops.
- The Sussex Beacon has at its disposal the services of Occupational Health at Brighton Health Care; this service is available to volunteers within The Sussex Beacon.

Fire Regulations

- Volunteers should be aware of fire regulations and evacuation procedures and be able to respond accordingly in the event of a fire, or if a fire alarm is activated.
- A floor plan, highlighting fire exits, fire extinguishers and evacuation routes are placed in most areas within The Sussex Beacon and/or its Shops. It is the responsibility of the Volunteer to acquaint themselves with evacuation routes and procedures.
- Fire regulations and evacuation procedures are available in the following locations:-
 - a) The Facilities office at The Sussex Beacon.
 - b) Each of the two charity shops.

Smoking, Alcohol, Drug Misuse

- Smoking is permitted for staff/volunteers in the designated outside smoking areas **only**. Smoking anywhere else in the building or grounds is considered to be in breach of Sussex Beacon policy.
- Any member of staff/volunteer found selling/dealing/using or under the influence of non-medically prescribed drugs will be dealt with in accordance with The Sussex Beacon's Disciplinary Policy.
- Staff/volunteers must not consume alcohol whilst on duty or on the premises of The Sussex Beacon or in either of the charity shops.
- Any staff/volunteer found to be under the influence of alcohol whilst on duty or on the premises will be subject to The Sussex Beacon's Disciplinary Policy.

Working Procedures

- Volunteers are expected to adhere to acceptable standards of work whilst working for The Sussex Beacon.
- Volunteers should undertake duties within their sphere of competence in conjunction with their line manager.
- Volunteers should notify the relevant Head of Department at the earliest possible moment if they are unable to attend work on agreed days or times.
- Volunteers should report any grievances to their line manager.
- Volunteers should not accept gifts from clients within The Sussex Beacon.
- Volunteers should adhere to The Sussex Beacon CASH HANDLING POLICY. (Copies of this policy are available for perusal within each shop).
- Volunteers working in The Sussex Beacon Charity Shop must not buy goods until priced, labelled and displayed. Anyone found taking goods without permission will be dismissed.

Training/Development

- The Sussex Beacon recognises the need to offer appropriate training in order to develop skills and knowledge within the volunteer team.
- In recognition of the contract that exists between The Sussex Beacon and its Volunteer force, and in the interests of our clients and the service that The Sussex Beacon provides, volunteers may be required to attend training sessions. These may include volunteer evenings, update training, health issues etc. In the event that you are unable to maintain this commitment, we regret that the volunteer placement will have to be terminated.

Expenses

- It is Sussex Beacon policy to reimburse reasonable expenses incurred by volunteers on behalf of The Sussex Beacon.
- Volunteers should present expense claims along with receipts to the relevant Head of Department for approval.

Our volunteers are valued members of The Sussex Beacon team, which is recognised and reflected in our policies and commitment to you.

We welcome any ideas and suggestions from our Volunteers.