



Wellbeing at Garon Park

Registered charity no. 1178841

VOLUNTEER PACK 2020

Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex

SS2 4FA

www.wellbeingatgaronpark.com

Hello

Thank you for your interest in becoming a volunteer at Wellbeing at Garon Park (WB@GP).

**This pack gives you the information you need; about us, the volunteer opportunities and also how to fill in the application and DBS forms.**

**If you need any help in completing the forms, please don’t hesitate to contact The Site Development Manager, email us on** [wellbeing@garonpark.com](mailto:wellbeing@garonpark.com) **or call us on 07931 190973**

**About us**

Wellbeing At Garon Park is a charity with the purpose of providing sustainable facilities that can be used to improve local health and wellbeing, as well as enhancing the beauty, biodiversity and environmental value of the 30-acre Garon Park site in Southend on Sea.

The anchor feature is the wellbeing trail which includes multipurpose pathways for cycling, running, walking and wheelchair access. The trail be used by 100s and act as a hub for community and wellbeing initiatives, including the Nature and Art Trails. There will be path seating and shelters at feature points around the wellbeing site for:

* Rest and reflection
* Enjoyment of vista points
* Relaxation in the Sensory Garden
* Enjoyment of the Nature Pond

We also plan to develop:

* Forest School
* A community garden for gardening experiences, achievement and social interaction
* An orchard majoring on native Essex species of fruit trees
* An Outdoor Gym
* An Arts & Crafts centre

For those wanting to develop their practical woodworking skills we have the Garon Park Shed.  And, of course, our Clubhouse will be open for all those who want to meet and seat!

**Why Volunteer**

Gaining skills / Passing on your skill to others

Volunteering is a great way to: learn new skills; pass on your skills and experience to other; take part in training, enhance your experience and boost your CV. All of our roles offer different experience and training will be made available to you which may include dementia friends, safeguarding or GDPR courses.

Make Friends

As a volunteer for Wellbeing at Garon Park, whatever your role, you will certainly meet a lot of new people and we hope you will become good friends with the people you meet and of course the team in the office and on site.

Support your Community

Without the help of our volunteers, we could not provide the services we do to help our local community stay active, stay connected and to live their best lives.

**"One of the greatest gifts you can give is the gift of your time”**

**Volunteer Roles**

**Office Assistant**

*Role description:* this role will be based in the office at Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA and will include general office jobs including answering phones and administration

*Qualifications and Experience:* Basic IT skills are a plus but not a requirement. Must be able to talk to the public in a friendly manner and accurately record information

*Other requirements:* DBS check and a willingness to undertake training as required

**Café/Bar**

*Role description:* this role will be based in the café and/or bar at Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA and you will be serving hot and cold refreshments

*Qualifications and Experience:* café or bar experience would be an advantage and food hygiene qualifications desirable but not essential as training will be offered. Experience in a customer focused environment and excellent numeracy skills is required

*Other requirements:* DBS check and a willingness to undertake training as required

**The Garon Park Shed**

*Role Descriptions*

Supervisors: We are looking for a number of Shed Supervisors. Supervisors take a lead role at a Shed Session to ensure a safe and welcoming environment is maintained. Supervisors support members with tools and projects. They are key holders and carry out some admin tasks like recording the number of attendees, carrying our inductions and taking session payments.

Committee Member: The Garon Park Shed is a semi-autonomus group within the wellbeing@garonpark charity. It is run by a committee of shedders, including Supervisors or people with other important skills such as finance, admin and marketing.

Shed Administrator: Help with the administration of the Garon Park Shed. This might include managing attendance records, responding to emails, taking minutes at meetings and liaising with the committee.

*Qualifications and Experience:* woodworking skills and a friendly, approachable attitude

*Other requirements:* DBS check and a willingness to undertake training as required

**Host**

*Role description:* this role will be based at Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA and you will help us make our service users’ time on site an experience to remember. The role may include helping those with mobility issues and answering queries

*Qualifications and Experience:* no formal qualifications required, however a friendly, helpful nature is a must

*Other requirements:* DBS check and a willingness to undertake training as required

**Maintenance/Handyman**

*Role description:* this role will be based at Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA and is flexible to your availability and your skill set

*Qualifications and Experience:* must be skilled in DIY and/or gardening although no formal qualifications are required

*Other requirements:* DBS check and a willingness to undertake training as required

**Trustee Board**

*Role description:* this role will be based primarily at Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA although there may be a need to meet at other locations. You will be part of a board that has ultimate responsibility for directing the affairs of Wellbeng at Garon Park and responsible for ensuring that it is solvent, well-run and meets the purpose for which it has been set up. You will have a shared interest in the charity’s services and its success.

*Qualifications and Experience:* all types of skill acceptable, but a background in general management and experience in Charitable/on for profit organisations would be desirable

*Other requirements:* DBS check and a passion to help our charity succeed

**Ecological Committee member**

*Role description:* based primarily at the Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA, although there may be a need to meet at other locations, this role is to work as part of a team and collaborate with the local community to maintain and continually develop the beauty and diversity of the Garon Park site.

*Qualifications and Experience:* an understanding and interest in our environment and a willingness to ‘get your hands dirty’ in developing eco projects on site

*Other requirements:* DBS check and a willingness to undertake training as required.

**Educational Committee member**

*Role description:* this role will be primarily based at the Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA, although there may be a need to meet at other locations. You will introduce, maintain and continually develop our education programme through learner inspired experiences, for example through our Forest School, and other opportunities within Garon Park

*Qualifications and Experience:* an understanding of the effect nature has on general wellbeing and experience of working with groups of all ages and abilities

*Other requirements:* DBS check and a willingness to undertake training as required

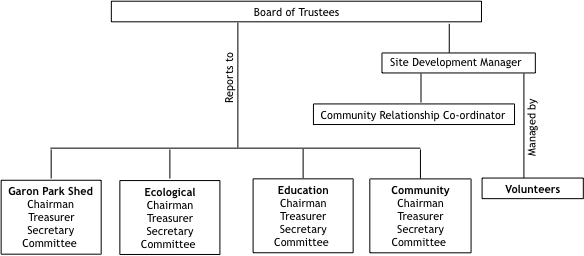
**Community Committee member**

*Role description:* this role will primarily based in the community with a requirement for meetings to be held at either the Cricket Pavilion, Garon Park, Eastern Avenue, Southend on Sea, Essex SS2 4FA or other venues. Working as part of a team, you will help to raise the profile of Wellbeing at Garon Park within the diverse range of groups within the local community

*Qualifications and Experience:* no experience necessary but a keen desire to get out into the community and spread the word

*Other requirements:* DBS check and a willingness to undertake training as required

**Organisation Structure**



**The application Process**

Our recruitment process is relatively straightforward and takes approx. 4-6 weeks from the start of your application to receiving your DBS Certificate. *[Please note: the certificate is sent direct to your home address and so as soon as you receive it, please let us know]*

There are 4 steps to satisfy in order to become a volunteer at Wellbeing at Garon Park:

* **send in completed application and DBS forms**
* **attend informal interview**
* **complete reference checks**
* **begin induction and placement**

We welcome volunteers of all backgrounds, cultures and abilities although we do ask that all of our volunteers are over the age of 16 for safeguarding purposes as you will come into contact with vulnerable children and adults during your time at Wellbeing at Garon Park.

All of our volunteers are also DBS checked at the time of application (costs are covered by the charity) to ensure the safety and security of our service users and our staff and volunteers.

Any personal documents will be kept securely in our office and destroyed when they are either updated or you no longer volunteer with us.

**Our code of conduct**

We ask that al staff and volunteers follow our code of conduct to keep our work environment a happy, healthy place for everyone

* Volunteers are asked to maintain a clean and tidy appearance at all times and must not be under the influence of any illegal substances or alcohol during their volunteering hours
* Volunteers must respect the rights, dignity and worth of all regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity
* Volunteers are expected to maintain and uphold the good name and reputation of the charity during volunteering hours and act appropriately
* All Wellbeing at Garon Park staff and volunteers will at all times follow strict confidentiality on all matters referred to them by the charity or discussed by our visitors
* Where subsequent problems or matters emerge from an initial or follow up to a service user, volunteers will refer these matters back to the office for appropriate advice or decisions before taking action
* Should a volunteer identify a person in need of our services through a personal contact or referral from another source, it is essential the matter be referred through our office
* Volunteers may not take individual action on behalf of any person (in the name of Wellbeing at Garon Park) to any agency or authority (social services, health authority, council etc) without first seeking the agreement of our office team
* Volunteers must not recommend particular tradesmen or organisations to our service users
* Volunteers may not receive monetary reward for their services or goods or services in kind, unless agreed between the service user and the volunteer and advised to the office prior to work being carried out
* It is not recommended to give your private telephone number to a service user
* Volunteers involved in fundraising will ensure they work within the law regarding restrictions to lotteries and street collections (training will be given if necessary)

**Filling out your DBS Form**

Please ensure that you read the instructions printed on the front of the application form and follow the guidance given throughout the form.

**PLEASE:**

* Use black ink and write clearly using capital letters
* Complete sections a,b,c,d,e
* Complete all the mandatory sections marked in YELLOW
* Bring in ORIGINAL DOCUMENTS (not photocopies)
* Provide all of your addresses (and the dates you lived there) during the past 5 years, including any University student address(es) you may have had and any overseas address(es)
* Mark choices with a X

**PLEASE DON'T:**

* Write over the edges of each box
* Staple or affix anything to the form
* Use tippex or strike out any sections that are not applicable (leave blank)
* Do not complete sections w,x,y

We will need to see two forms of ID which can include:

* Passport
* Driving License
* National Insurance No.
* Proof of address such as utility bill or similar (less than 3 months old)

**Application Form**

Please tick the role (or roles) you would like to be considered for:

**Office Café/Bar The Shed**

**Host Trustee Maintenance/DIY**

**Eco Member Education Community**

**Your details**

Title: Mr/Mrs/Ms etc

First Name(s): Surname:

Address:

Postcode: Date of birth:

Home telephone no: Mobile no:

Email address:

Any medical conditions we may need to know about?

Do you hold a UK driving license? Yes (full) Yes (provisional) No

**Next of kin – in case of an emergency**

First name(s): Surname:

Address:

Postcode: Contact tel no.

Please confirm that you have read and agree to bide by the code of conduct set out in this volunteer pack: yes

**About you**

Qualifications, training and experience:

*Please tell us about your work experience, any past volunteering and/or qualifications you feel relevant*

Hobbies and interests:

*Please tell us what you like to do in your spare time*

**Availability (please circle when you are able to volunteer)**

Monday am Monday pm Monday evening

Tuesday am Tuesday pm Tuesday evening

Wednesday am Wednesday pm Wednesday evening

Thursday am Thursday pm Thursday evening

Friday am Friday pm Friday evening

Saturday am Saturday pm Saturday evening

Sunday am Sunday pm Sunday evening

*Please note that your details will be stored securely in our offices until 12 months after your*

*volunteering has ended. You can update your details at anytime by contacting us on 07931 190973 or by emailing* [wellbeing@garonpark.com](mailto:wellbeing@garonpark.com)

*By completing this form you agree to abide by our code of conduct and to Wellbeing at Garon Park contacting you regarding your volunteering role.*

**References**

We require 2 references from all our volunteers. This can be a friend, a work colleague, a tutor or a neighbour but it must not be a relative. Please let your referees know that we will be getting in

touch.

**Referee 1:**

Title: Mr/Mrs/Ms etc

First name(s): Surname:

Address:

Postcode:

Telephone no:

Email address:

How do they know you?

**Referee 2:**

Title: Mr/Mrs/Ms etc

First name(s): Surname:

Address:

Postcode:

Telephone no:

Email address:

How do they know you?

……………………………………………………….…………………………….

Office Use Only

Reference 1 received:

Reference 2 received:

**Data Protection**

Wellbeing at Garon Park are committed to respecting and protecting your privacy in line with GDPR (General Data Protection Regulations). To see our full policy, please contact our office on 07931 190973 or email us on [wellbeing@garonpark.com](mailto:wellbeing@garonpark.com)

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 at Wellbeing at Garon Park, you are agreeing to this policy.

**Personal Information**

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 Wellbeing at Garon Park.

**Our promise**

* we will never sell your details to any third parties
* you can choose how you are contacted (and we will never contact you if you ask us not to)
* you can choose the information you receive
* every year we will check with you that your details and how we are contacting you are correct

**Updating your information**

You can update your personal information and how we contact you by emailing us at [wellbeing@garonpark.com](mailto:wellbeing@garonpark.com) or by calling the office on 07931 190973.

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**Your permissions**

If you would like to be contacted by Wellbeing at Garon Park for marketing and fundraising purposes, we require your permission in line with GDPR.

Title: Mr/Mrs/Ms etc

First name(s): Surname:

Address:

Postcode:

Telephone no: Email address:

I give my permission for Wellbeing at Garon Park to contact me for marketing and fundraising purpose by: (tick as required)

Direct mail Telephone Email

**Equal Opportunities**

To help us monitor our equal opportunities please answer the following questions. These answers will be kept separately to your application and will remain anonymous

**Age Group**

How old are you?

16-21 22-30 31-40 41-50 51-60 61+

**Gender**

What gender do you identify as?

Male Female inter-sex Non-binary

Other (please state) …………………………………………..

**Ethnicity**

What is your ethnic background?

White British White Irish White (other)

Black British Black African Asian British

Asian Indian Asian Pakistani Asian Bangladeshi

Asian (other) Chinese Japanese

Mixed heritage Other (please state) …………………………………

**Disability**

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

**Sexual Orientation**

What is your sexual orientation?

Heterosexual Gay Lesbian

Bisexual Pansexual Prefer not to say

Other (plesae state) ………………………………………………..