

## **What do my referees get asked?**

**These are the questions your referees are asked on the reference form that will be sent out on receiving your form:**

*How long have you known the above named person and in what capacity?*



*What qualities does this person have which would make them suitable as a volunteer, bearing in mind the particular role description enclosed?*

*How would you describe their personality?*

*From your knowledge of the person, are there any reasons why he/she should **not** be involved in any of the volunteer tasks described?*

*Is there anything else you feel we should know about this person?*

*If the enclosed role involves working with children and/or young people, please tell us if you have any reason at all to be concerned about the suitability of the applicant (please feel free to phone if you would prefer).*

Thanks for taking the time to look through the pack. Do feel free to contact the Volunteer Co-ordinator should you have any further questions about volunteering with the Centre.

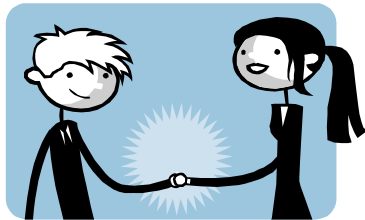
# *Dundee Carers Centre*



The Princess Royal Trust  
*Dundee Carers Centre*

## *Volunteering information pack*





## Welcome to the Volunteers Application Pack!

We hope that you find the following information helpful in deciding whether to volunteer with the Dundee Carers Centre. If you have any further questions, please don't hesitate to get in touch.

The Centre provides an extensive variety of support and information services for unpaid carers of all ages in the Dundee area. Volunteers have always played an important part in delivering these vital services, and are seen as central to the organisation rather than as some kind of bolt-on or afterthought.

We want our volunteers to feel welcomed and accepted into the organisation. We have regular Bring n Share lunches to which all staff and volunteers are invited. We also have an annual BBQ for all volunteers and their families, and all volunteers are welcome to join in with the regular staff Keep Fit and badminton sessions!

Please note that, if you are aged between 16 and 24, your volunteering commitment with the YCP can be accredited through the nationally recognised **Millennium Volunteers** scheme.



## How do I become a volunteer?

Potential volunteer makes contact with Dundee Carers Centre

Volunteer Co-ordinator sends out Application Pack

Applicant returns Application form to Volunteer Co-ordinator

References sent off

References received back

Applicant invited in for informal interview with potential Line Manager

Disclosure form signed and sent off (if appropriate)

Disclosure clearance returned (if appropriate)

Volunteer formally accepted – Induction Training

The chart above gives you an idea of the process involved in applying to be a volunteer with the Dundee Carers Centre. **Don't panic!** Although it looks fairly complicated and long-winded, it really is very straightforward – honest!!

Feel free to ring the Volunteer Co-ordinator on 01382 224324 if you want to have a chat about any of this.

# What are we looking for?

<b>Role</b>	<b>Skills needed</b>	<b>Min age</b>	<b>Max age</b>	<b>Min time input</b>
Befriender	Would suit someone with good communication & social skills and the ability to empathise	18	N/a	2-3 hours per month
Admin support	Would suit someone who is organised and friendly. Should also have some experience of admin tasks and computer skills	16	N/a	2-3 hours per month
Young carers group support	Volunteers would benefit from prior experience of working with and facilitating groups, an outgoing character and a strong sense of humour!	18	N/a	2 hours per week (term time)
Young carers group drivers	Volunteers should be available on a weekly basis, have access to a car and be a safe and confident driver.	18	N/a	1-2 hours per week (term time)
Project specific volunteers	Would suit someone who is organised and friendly. Should also have some experience of admin tasks and computer skills	16	N/a	2-3 hours per month

## Contents of pack

- **Volunteer Roles**  
Information about our current opportunities for volunteers



- **What are we looking for?**  
Person specifications for the various volunteer roles
- **How do I become a volunteer?**  
A chart showing the process involved in becoming a volunteer
- **What do my referees get asked?**  
A copy of the information your referees will be asked should you choose to go ahead with volunteering

## **Volunteer Roles – from Nov 07**

These are the opportunities as of November 2007. Please check with the Volunteer Co-ordinator to see about current vacancies as regards a particular role.

### **Befriender (carers or cared for)**

Carers and the people they care for are often isolated and can find it difficult to cope with the many demands on their time and resources.

Befrienders have a valuable role in getting alongside people who can feel overwhelmed by the many responsibilities they face. Support can be offered through a variety of means appropriate to the carers' own needs and issues. This could be done in the carers' own home, in the PRT offices, in a social setting or by phone support. The befriender may also request you to accompany them to group activities and appointments.

Contact with the befriender may be weekly, monthly or as appropriate to their particular needs. The 'Want to be a Befriender?' leaflet gives more details.

### **Admin Support**



There are opportunities to get involved in the Centre offering some form of Admin Support, although we have limited capacity for taking on Admin volunteers.

Admin support can include general office duties at the Dundee Carers Centre on Ward Road. These responsibilities will include the following: answering the telephone; photocopying; shredding; reception duties; mail-outs; data input and word processing. There may also be other similar duties that arise within the nature of the role.

There are also opportunities to assist the Information Team, Welfare Rights Service or Direct Payments Support Service with such tasks as: answering enquiries; managing information resources; helping with evaluations, and carrying out other research projects.

### **Young carers Group support**

The YCP runs various groups which provide an opportunity for young carers to meet together and benefit from peer support. There are limited opportunities for volunteers to get involved in helping out with these groups.



The groups provide an invaluable opportunity for young carers to experience a supportive and understanding environment, and reduce the sense of isolation that many of them often feel. Existing services include the weekly Thursday night groups (younger and older) and the Youth Forum. Programmes are varied and include outside trips, visits from external agencies, discussions, etc.

### **Volunteer drivers**

There are also opportunities to help out with transporting young people to and from the weekly groups. You would need your own car for this, and it would take place every Thursday during term time. Picking up would be between 4.30 and 5pm, and dropping off between 7 and 7.30pm.

### **Project specific volunteers**

We often have opportunities for volunteers to take on a specific project, for example updating our website, getting involved in our annual Pampering Day event, or helping to update Welfare Rights information.

Please contact the Volunteer Co-ordinator if you have specific skills which you feel might be of use to the Centre.