

YMCA HUMBER

Volunteer

Application Pack

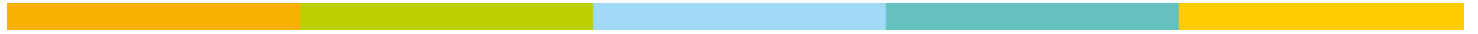


Once you have completed your application form please return to the YMCA Humber via:

YMCA Humber Volunteering
c/o People and Policy Manager
21, Freeman Street
Grimsby
DN32 7AB

YMCA Humber Volunteering
c/o People and Policy Manager

email: ceinwen.fews@ymca-humber.com



Contact Details.			
Title:		Address:	
First Name:			
Surname:			
Email Address:		Contact Number:	

Volunteering Role:			
Please tick the role you wish to volunteer within (select several if you have varied preferences)			
Front Café – Servery	<input type="checkbox"/>	Youth Club Support	<input type="checkbox"/>
Catering Assistant – Kitchen	<input type="checkbox"/>	Sessional Work (Holidays)	<input type="checkbox"/>
Allotment & Gardening	<input type="checkbox"/>	General Administration	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	Reception Assistant	<input type="checkbox"/>

Skills and Experience:
Please tell us a little about your experience, skills why you would like to support the YMCA Humber.

Current Availability: (please tick where appropriate)							
Monday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Friday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>

Please sign below to say you agree to volunteer with the YMCA Humber.			
Name:		Signature:	

Character Reference Details.

Please provide the contact details of a person who will act as a work or character reference for you, and where possible provide an e-mail address as this is the securest way to request the required details in a timely manner. **(Please note these must not be members of your family.)**

Title:	
First Name:	
Surname:	
Email Address:	
Contact Number:	
How long have you known the applicant?	

Employment of Relatives.

YMCA Humber is committed to being an equal opportunities employer and recruiting the best person for the job. Therefore, to ensure our recruitment procedures are transparent please state below any relationship you may have to another employee or volunteer.

Name:	
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Rehabilitation of Offenders Act 1974.

Whilst a criminal record will not necessarily be a bar to obtaining a Volunteer position with St Andrew's Hospice, the relevance and seriousness of the circumstances must be fully considered before any decision to confirm a position is made. Therefore, we ask that you please note if you have ever been:

- convicted of a criminal offence?
- or presently the subject of fitness to practice proceedings by a UK licensing or regulatory body?
- or are subject of any Police investigation, caution or conviction in this or any other country?

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Declaration.

YMCA Humber complies with Working Time Regulations and therefore advises you to be aware of its associated guidance on working no more than 48 hours in a week. This includes any hours worked in any other volunteering or paid roles.

I confirm that the above information is complete and correct and that any untrue or misleading information will give the YMCA Humber the right to reject my application or to withdraw any voluntary post offered.

I understand that certain volunteer positions based on the main site may be subject to an Enhanced Disclosure and Barring Check (DBS) with all successful candidates required to complete forms and application processes to permit such checks. All DBS processes conform to GDPR requirements and will be provided to candidates during the pre-check process where appropriate.

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What volunteers can expect from us.

To ensure volunteers enjoy their role, get the most out of it and that there is a mutually beneficial relationship with the YMCA Humber our commitment to volunteers is to:

- ❖ Always treat volunteers with respect, consideration, and appreciation.
- ❖ Ensure volunteers have a clear idea of their responsibilities.
- ❖ Give volunteers information about training and support available to help them carry out their role.
- ❖ Provide volunteers with support through regular meetings or discussions.
- ❖ Update volunteers on how their work has made a difference.
- ❖ You will have a dedicated 'mentor' to support you throughout your volunteering experience.

What we expect from you as a volunteer.

To meet our commitments to our residents, visitors and members YMCA Humber expects high standards from our teams, whether paid staff or volunteers. We would ask volunteers in return to:

- ❖ Always treat YMCA Humber staff, residents, and fellow volunteers with respect.
- ❖ Act in a professional way when representing YMCA Humber.
- ❖ Act in a way that does not discriminate against or exclude anyone.
- ❖ Provide as much notice as possible if they are unable to fulfil their volunteering commitment.
- ❖ Inform the YMCA Humber Team if they no longer wish to be involved in their role.

Benefits of Volunteering with the YMCA Humber.

- ❖ You will gain knowledge and experience.
- ❖ The role creates a sense of belonging and purpose, whilst enhancing well-being.
- ❖ You will have the opportunity to meet new people and become part of a team.
- ❖ Volunteering can support people in building a CV towards future employment.
- ❖ Volunteering makes a positive difference to a variety of people and needs.

Please note that due to the nature of the service provided by the YMCA Humber a fully enhanced Disclosure and Barring Check (DBS) is required for roles which come in contact with vulnerable children and adults. Safeguarding Training may also be required. All checks are provided by the YMCA Humber.

Please sign to say you agree with the application requirements and are willing to undertake a volunteer role with the YMCA Humber.

Signature.



YMCA HUMBER

Allotment Volunteer

Job Description

As a volunteer gardener at the YMCA allotment, you will work alongside a member of our Premises Team and be responsible for maintaining the wellbeing of the plants and overall appearance of our allotment.

Key Responsibilities:

- Maintaining a small allotment and ensuring it is clean and tidy.
- Carrying out small maintenance and repair jobs on the allotment.
- Helping with planting and harvesting of crops/veg for the use in our café.
- Assisting with composting and soil maintenance.
- Maintaining the safety and cleanliness of the allotment.

Requirements:

- Ability to use own initiative and work with other volunteers.
- Practical skills for allotment maintenance and gardening tasks.
- Commitment to volunteer a few hours each month on a regular basis or as needed.
- Must be 18 years or older.



YMCA HUMBER

Bradbury Café Volunteer

Job Description

As a volunteer within the Bradbury Café at the YMCA, you will work alongside members of our Catering Team, and work within a busy onsite café. The Bradbury Café, based at our main site on Freeman Street in Grimsby offers meals, snacks and refreshments from 9.00am – 3.00pm Monday to Friday.

Key Responsibilities:

- Meeting and Greeting both residential and external customers.
- Taking food and drinks orders and operating the till when required.
- Assisting in the setup of the main Café area and conferencing rooms.
- Ensuring you work to a safe standard of food handling.
- Ability to maintain a high standard of cleanliness within the Kitchen Area.

Requirements:

- Ability to use own initiative and work with other volunteers.
- Practical skills and a basic knowledge of food handling.
- Commitment to volunteer a few hours each month on a regular basis or as needed.
- Must be 18 years or older.



YMCA HUMBER

Caretaking Volunteer

Job Description

As a volunteer Caretaker you will work alongside members of our Premises Team, carrying out minor repairs and maintenance tasks, both within our main site on Freeman Street and in our external properties across the area. Assisting YMCA Humber staff with maintaining YMCA premises to a good standard

Key Responsibilities:

- Help with projects such as building and repair of structures, walkways, and fences.
- Using tools such as lawn mowers, hedge trimmers, chainsaws, and other equipment.
- Ensure the safety and cleanliness of all sites, undertaking cleaning duties.
- Carry out routine repairs from the maintenance log.
- Provide maintenance support as accommodation rooms become vacant.
- Carry out gardening within the accommodation portfolio.

Requirements:

- Ability to use own initiative and work with other volunteers.
- Practical skills and a basic knowledge of all maintenance aspects.
- Commitment to volunteer a few hours each month on a regular basis or as needed.
- Must be 18 years or older.



YMCA HUMBER

Youth & Community Volunteer

Job Description

As a volunteer within our Youth Team, you will work alongside members of our Wellbeing Team, supporting a variety of sessions for both youngsters, parents, and their families. The role will involve volunteering at both our main site on Freeman Street, and the MUGA Facility on Kent Street.

Key Responsibilities:

- Supporting the delivery of a range of indoor and outdoor activities.
- Assisting at after school clubs and holiday youth clubs for children aged 7 and above.
- Ability to help with sports, fitness, games, arts & crafts and wellbeing activities.

Requirements:

- Ability to use own initiative and work with other volunteers.
- Practical skills and the confidence to support a range of sessional activities.
- Commitment to volunteer a few hours each month on a regular basis or as needed.
- To Volunteer in this pathway, you must be 18 years or older.
- A full DBS Check is required for any YMCA role working within our Youth Sector.



YMCA HUMBER

Reception Volunteer

Job Description

As the first point of contact for residents and visitors you will provide a warm welcome to all, whilst ensuring everyone is supported and directed quickly and efficiently to ensure their needs are met.

Key Responsibilities:

- Meet and greet residents and visitors as they enter the service.
- Provide a warm welcome to visitors and ensure they sign in and out.
- Engage with residents and visitors who enter the service, answering enquiries.
- Refer any visitors to staff as appropriate.
- Take in postal deliveries, informing administration staff as necessary.
- Handle incoming phone calls politely, taking, and relaying messages as appropriate.

Requirements:

- Experience of dealing with customer enquiries.
- A good knowledge of IT.
- Excellent communication, engagement, and interpersonal skills.
- Previous experience in a voluntary sector advantageous.
- Patience, tolerance, and flexibility



YMCA HUMBER

Administration Volunteer

Job Description

You will assist in the provision of effective high quality support services within the administration team supporting a variety of teams within our Leadership and Support Teams.

Key Responsibilities:

- Support administration tasks including data cleansing, retention of documents and GDPR.
- Provide core IT and Administration skills.
- Upload and Scan documentation in line with GDPR requirements.
- Always maintain confidentiality.

Requirements:

- Experience of dealing with customer enquiries.
- A good knowledge of IT.
- Excellent communication, engagement, and interpersonal skills.
- Previous experience in a voluntary sector advantageous.
- Patience, tolerance, and flexibility.,