**Volunteering with Liber8**

In order to apply for a volunteering position within Liber8 the following application form must be completed. Volunteering is an excellent opportunity to learn and gain experience in a chosen field but importantly allows you to contribute in providing support and interventions to individuals, young people, families and communities.

Liber8 offers a range of services all with particular focus, some aimed at reducing the harmful effects of alcohol and drugs while others focus on education and prevention and health and wellbeing. Whatever the target population, Liber8 offers a varied and individualistic service, tailored to the individual, led by the service user, their identified needs and aspirations.

Liber8’s volunteering programme will recruit individuals from diverse backgrounds so that they represent the community as much as possible. Opportunities for volunteering will be made as flexible as possible to ensure that it is possible for a wide range of people to get involved. Volunteering opportunities include but are not limited to:

* Reception and administration opportunities
* Student/Trainee/Placement Counsellors
* Qualified Workers such as Detached Youth Staff / Support Staff
* Development / Research
* Board & Steering Group Members

The volunteering opportunities will be offered throughout the organisation and will be on a progressive level, beginning with volunteers working in our reception service. With the establishment of commitment, volunteers will be able to progress through training and gain experience which ultimately if desired, would equip volunteers with the skills and experience required to be able to apply for opportunities which may include employed positions

We recruit and select using the same criteria for all our volunteering opportunities. For example, previous counselling training alone does not mean that a candidate would be automatically selected as suitable to work within Liber8. All volunteers will be required to complete the application form; submit two acceptable references; attend an interview and undertake a PVG, Volunteers are also required to attend a variety of training provided by Liber8. Our Volunteering Handbook provides more detailed information on the role and commitment of volunteering within the Company.

**To apply -** please fill in the enclosed application form. You are welcome to contact us for an informal discussion about any aspect of volunteering prior to completion of this form. Boxes marked with \* must be completed.

**Liber8 Volunteer Application Form**

1. **Personal Information: \***

**Title:**

**Name:**

**Address:**

**Postcode:**

**Landline telephone: Mobile:**

(Please note - it is preferred that we have both a landline telephone number and a mobile number)

**Email address**:

1. **Position applied for: \*** Please note - some positions require appropriate qualifications (see below). Applications for these positions from individuals unable to meet requirements will not be processed.

**** General administration/office-based work

 Support Worker: (Qualification – minimum COSCA Skills 4 Modules).

 Counsellor (Qualified - Diploma)

 Placement student (Trainee Counselling Diploma Student)

 Detached Youth Staff (related qualification or relevant experience)

 Board Member

 Other

1. **Qualifications\***

|  |  |  |
| --- | --- | --- |
| **Qualifications relevant to post:** Please state all qualifications either held or currently being studied, related to the position applied for along with the awarding body and the date of the award. | | |
| 1. **Qualification Held** | **Awarding Body/ Training Provider** | **Date Awarded** |
|  |  |  |
| 1. **Qualification currently studying & date started** | **Awarding Body & Training Provider** | **Date Award Due** |
|  |  |  |

1. **Employment History \***

|  |  |  |  |
| --- | --- | --- | --- |
| **Work history** (please include details of positions that you have held within the last 5 years whether paid or unpaid) | | | |
| **From** | **To** | **Employer / Position / Roles /Duties** | **Reason for leaving** |
|  |  |  |  |
| **Please detail membership of any professional bodies relevant to post:** | | | |

1. **References \***

|  |  |
| --- | --- |
| References: Please provide the names and full postal addresses of two people who are not related to you, who can comment on your suitability for this type of volunteer work. We will not contact your referees until we can offer you a position; volunteer work will not commence until references have been received. | |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |
| **Designation:** | **Designation:** |
| **Relationship:** | **Relationship:** |
| **Can we contact the referee before the interview? Yes  No ** | |

1. **About You**

|  |
| --- |
| **Please tell us about yourself and describe your motivation for volunteering with Liber8 Lanarkshire** *(please include reasons for your interest in this field):* |

1. **Skills & Experience**

|  |
| --- |
| Please give details of any relevant skills and previous volunteer experience. |

1. **Volunteering**

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| --- |
| **What do you think are the main differences between a salaried post (employed) and a non-salaried post (volunteer)?** |
| **What do you feel are the main benefits of volunteering?** |
| **When are you available to volunteer?***(Please give as much detail about your availability as possible- an idea of which days you are available and when you can start. This is to allow us to match students & volunteers to our existing available rooms)* |
| **\*. Do you have any family members, friends or colleagues working/volunteering within Liber8?**  Yes  No     **\*. Do you have a current PVG**  Yes  No   **\*. All volunteers at Liber8 must undertake PVG Disclosure, are you willing to complete a PVG?**  Yes  No   **\*. Are there any times that you are unavailable for an interview**?  Yes  No   **\*. Is there anything else you feel we should know prior to processing your application?**  Yes  No   **If so, do you wish to elaborate?** |

**Your application will be assessed, and you may be invited to attend an interview.**

**Volunteers will only be recruited at a time when the organisation has available volunteering opportunities to offer.**

**Please ensure the application is completed in full and your contact details are correct and inform us of any changes.**

**Thanks for applying to volunteer with Liber8 Lanarkshire**