

Telford and Wrekin



Volunteer Application Information



Dear Volunteer

Thank you for your interest in becoming a volunteer for Telford and Wrekin Young Carers Service!

In our pack you'll find all the information about us and an application form.

Volunteers are an important part of our organisation and we greatly appreciate all the work they do for us – we couldn't do what we do without them! We are currently building up our volunteer staff numbers and are looking for suitable people to start as soon as possible.

We need support in different areas including

- **Activities:** We have regular term time clubs - 2 hours per week - and continuing one-off half term and holiday activities and events from a few hours to 2 days residential;
- **Befriending:** We have extended our support to mentoring and befriending, giving wider opportunities for our volunteers to be involved with our children and their families;
- **Admin:** We would also be interested in those who have some computer/office/fundraising/publicity/website/photo imaging skills to join our administration team.

If you've any queries in the meantime, please call me on [01952 916078/458044](tel:01952916078) or email sue.puntis@telfordandwrekinyoungcarers.org.uk or info@telfordandwrekinyoungcarers.org.uk Please also look at our website and learn all about what we do – www.telfordyoungcarers.org.uk.

We really look forward to hearing from you!

Sue Puntis

Volunteer Coordinator

Young Carers Service



About Us

Since 2006 we've offered information, advice and support to the young carers of Telford and Wrekin.

Aged between 5 and 18 years of age, young carers help to look after one or more members of their family – usually mum, dad, brothers, sisters or grandparents. Often they are the primary (only) carer.

The young carer may have to deal with a variety of issues such as disability, chronic illness, mental health difficulties, or alcohol and substance mis-use. They often take on a practical and emotional role that would normally be carried out by an adult. With themselves being at risk of social isolation, bullying, school attendance problems and physical and mental health problems, life for a young carer can be tiring, worrying and lonely.

Our aim is to support the young carer in their role in all sorts of different ways, from one-to-one visits in school to fun group activities. We also carry out some positive activities for the whole family. Our mentoring and befriending programme is aimed at young carers who are most in need of having a special friend.

ROLES

Young Carers Activity Volunteer

16-18 years (with Younger Age Group)

18 years + (with both Younger and Older Age Group)

You will have the opportunity to assist with as many of the activities we currently offer as you have time for – for example:

- Weekly/Fortnightly Youth Club (Week 1, 5-11 years, Week 2, 12 years plus) – 2 hours every Wednesday evening 5-7pm
- Key Duties:
 - Assisting in preparation tasks
 - To work within a team helping to provide safe, creative, appropriate activities, games, crafts etc.
 - Helping to supervise the young carers
 - Being a 'professional friend' to the young carers – encouraging, being interested, listening, enthusing – you don't need any specific knowledge, just a good sense of fun, genuinely like young people, and have a willingness to join in whenever possible!
 - Any other duties as required

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- Examples of 2-3 hour Holiday and Half-Term activities
 - Ice skating
 - Football
 - Walks
 - Picnics
 - Bike rides
 - Swimming
- Examples of Whole Day Holiday and Half-Term trips
 - Alton Towers
 - Seaside trip
- Examples of Residential trips
 - Climbing Mount Snowdon
 - PGL Adventure Activities
 - Butlins
- Other Activities
 - Focus Groups – Young Carers learning and talking about issues which concern them
 - Forums – Young Carers contributing their views about how they want Telford and Wrekin Young Carers Service to support them – activities, policy etc.

Activities Volunteers will have training for their role, together with ongoing supervision and support.

Befrienders - 8 hours minimum per month (21 years +)

Our befriending programme for our young carers has been very successful. This is an exciting development for us and gives those volunteers who are interested, the opportunity to become fully trained befrienders. Befrienders build an informal trusting friendship with one young carer, reducing their isolation, taking part in activities outside their home, and most of all, being there to listen to them, helping them cope better with their caring role. Befriending Volunteers will have training and ongoing support and supervision for this role. See separate leaflet.

Volunteer Office Assistant – Hours to suit within working week

With our ever growing number of young carers, there are always important tasks to be completed behind the scenes to ensure that our service runs smoothly and efficiently. We need volunteers with general office skills, fundraising and publicity experience, and those interested in helping with our website and social media sites.

Based at our offices at Lightmoor, you will become a member of the administration team, carrying out tasks which might include:

- Data input of records on to the computer database
- Answering telephone enquiries
- Information gathering (from families and professionals)
- Filing/sorting
- Photocopying

You will need basic computer/internet and typing skills for this volunteer post.

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Fundraising

Or perhaps you have previous experience in fundraising, grant applications or publicity? We rely greatly on donations to support young carers and their families and always need assistance in raising public awareness of the brilliant job they do.

Website and Social Media

Keeping our website up to date is an important task – dates in the calendar, blogs on the news page, and checking that everything is up to date. We also have a Twitter account. You will need basic office skills and knowledge of the internet but specific training will be given for this role if necessary.

Training

As a volunteer member of staff you will receive ongoing support and opportunities for professional and personal development. You will gain experience of working as part of a team, build on skills you may already have, and learn new ones. Your support/training/certification may include: Health & Safety, First Aid, Food Hygiene, Child Protection, Mentoring and Befriending Skills and MIDAS. Your work with Young Carers can also be an important addition to your CV and for employment references.

Expenses

As an unpaid volunteer staff member you will of course receive reimbursement for out-of-pocket expenses incurred during any time you spend with Telford Young Carers. This may include the following:

- Travel to and from activities/events
- Meals
- Phone calls
- Postage

These will usually be reimbursed on a monthly basis through a claim form.

As a befriender you will manage a small weekly budget.

Volunteer Agreement

As a volunteer member of staff you will not have an employment contract. However, we will issue a Volunteer Agreement, not legally binding, which will clarify mutual expectations.

Some things to think about . . .

Volunteering gives you new skills and experience, is brilliant for enhancing your employment prospects, and is definitely rewarding and most of all FUN – whatever motivation you have for considering volunteering, that's fine with us! We always value your precious time. However, we would expect a certain level of commitment from you – attending when you say you will (and always letting us know when you can't), and being willing to have texts/emails from us about your volunteering role. So think about commitment generally . . . then please apply to join us!!!

