

<b>Volunteer Role or Task Title</b>	<b>METRO CRIB/REACH Youth Group Volunteer</b>
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**When are volunteers required for this opportunity? Volunteers would support the running of the groups on the first Saturday of the month from 12 until 5pm and the third Friday of the month from 4.30pm until 8pm.**

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>AM</b>							
<b>PM</b>	✓						✓
<b>EVE</b>							

**Description of the role (the more detail you provide the more interesting it will appear to volunteers)**

**METRO PPC Youth runs two support groups every month, for young people affected or infected with HIV across South London. The CRIB meets on the first Saturday of the month and the REACH meet on the third Friday of the month. Young people living with/or affected by HIV, may face stigma and discrimination hence the support services they receive is vital. The support groups offers them a safe environment where they can address issues affecting them without being judged. All the young people that attend would have theirs and/or their family member’s HIV diagnosis disclosed.**

**A Youth Services Cordinator, who is responsible for coordinating the group, leads the group: carrying out assessment meetings with new members, planning and delivering sessions, preparing resources and refreshments, promoting the health and safety of the group’s members and volunteers, monitoring, and evaluating the service.**

**Volunteer support is required to support the delivery of the youth group sessions:**

- ❖ **Setting up the space**
- ❖ **Setting up equipment and resources**
- ❖ **Preparing refreshments**
- ❖ **Helping facilitate the session activity (led by the lead youth worker)**
- ❖ **Supporting session administration: registration and evaluation**

**We are looking for volunteers who:**

- ❖ **Have some experience of working with young people in a paid or voluntary capacity**
- ❖ **Have a thorough understanding of the issues facing young people living with or affected by HIV**
- ❖ **Are able to work as part of a team**


**Please state the skills, experience and/or qualifications required for this opportunity (please note if essential or desirable):**

- ❖ **Adhere to and promote METRO Equal & Dignity at work policy (E)**
- ❖ **Adhere to and work to the agreed policies of the Centre re; confidentiality, operational policy (E)**
- ❖ **Professional non-judgemental approach to issues affecting HIV positive people.**
- ❖ **Willingness to undergo an DBS (Criminal Records Bureau Check) (E)**
- ❖ **Good communication skills (E)**
- ❖ **Good administration skills (E)**
- ❖ **Positive 'We can' attitude (E)**

**Please tick which area of interest and type of activity best fit the voluntary opportunity on offer.**

	Area Of Interest		Type of Activity
√	Animals	√	Administration
	Art and Culture		Advice work
✓	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment	✓	Community Work
	Environment		Computers and technology
	Families		Counselling
	Gay, Lesbian, Bi and Trans-sexual		Driving
✓	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising

	Human and Civil rights		Hostel work
	International aid		Languages
	Legal Aid and Justice		Legal work
	Mental Health		Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Trusteeship/Management Committees
	Prisoners and ex-offenders		Under 16 volunteering
	Race and Ethnicity and Refugees		Women's Groups
	Religion		Sport and outdoor activities
✓	Youth		

**Please indicate which volunteer recruitment and selection procedures you use (please refer to the enclosed guidelines)**

Application form	√	Police checks/ DSA (CRB) Disclosure	√
Informal discussions	√	References	√
Formal interview		Trial period	√

Do you have any age/gender restrictions if so please state here	<b>NO</b>
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How would you describe the accessibility for people with mobility difficulties and wheelchair users where the volunteer will be? (Please tick one)	Fully accessible including toilet facilities	<input type="checkbox"/>
	Accessible except toilet facilities	<input type="checkbox"/>
	Inaccessible	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>

<b>Can you offer any of the following:</b>	<b>Yes/No</b>
Induction loop for the benefit of hearing aid users	<b>NO</b>
Minicom for those with a hearing impairment	<b>NO</b>
Provisions of literature in Braille	<b>NO</b>

**Please complete the following:**

Please give details of out of pocket expenses provided for this volunteering opportunity	<b>Travel expenses paid with receipt.</b>
Please give details of induction, supervision and support offered to volunteers	<b>Overall induction + specific in role training.</b>
Please give details of what insurance is provided for volunteers both on and off the premises	<b>Volunteers are covered by our Public Liability Insurance.</b>
Please give details about any	<b>We endeavour to offer training throughout the</b>

training offered to volunteers, both informal and/or any accredited training	<b>year where possible within our available resources.</b>
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**Volunteers with Additional Support Needs**

The Metro Centre Ltd is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

The Metro Centre Ltd understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

**By signing this form your organisation is agreeing to the above statement.**

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position in Organisation:</b>
<b>Contact Telephone Number:</b>	