



Westminster

19-20 Grosvenor Street
London W1K 4QH

Tel 020 3004 5610

Email: volunteering@acwestminster.org.uk

Registered Charity No. 1018300

Dear Applicant,

Thank you for enquiring about voluntary work with Age Concern Westminster, we appreciate the time you have taken to explore volunteering with us. I enclose some information about our volunteer projects and an application form.

There are many voluntary opportunities with Age Concern Westminster, all of which help older people, either directly or indirectly, in the London borough of Westminster. Please see enclosed information sheet for more details.

If you would like to volunteer, please complete the enclosed application form and return it to us. Please complete the form as fully as possible to give us an idea of your interests and experience. In accordance with Age Concern Westminster's Equal Opportunities policy, we would be grateful if you would also complete the Equal Opportunities Monitoring Form as well, although this is optional and will not be taken into consideration during the application process. All information regarding your application is kept confidential.

I look forward to receiving your application form and as soon as I have received your references I will contact you to arrange a time and date for us to meet.

If you have any questions about volunteering please feel free to contact me. I look forward to hearing from you.

Best Wishes,

Simon Maude
Volunteer Manager



INVESTORS
IN PEOPLE



Volunteering Roles

We have a variety of different volunteering roles at Age Concern Westminster. Some involve one-off visits while others require a longer commitment.

CRB Checks

Volunteer roles that involve working alone with our service users will require an enhanced Criminal Records Bureau (CRB) check. These are free for volunteers. CRB checks issued in the past 6 months for a different charity can sometimes be used while we apply for a new one (evaluated on a case by case basis) – if you hold a recent CRB please bring it to our attention.

Befriending

This service helps to relieve the isolation of lonely, housebound older people by volunteers visiting them regularly in their homes. Common activities include having tea & a chat or going out for a walk & occasionally wheelchair pushing, escorting to the shops or going to the theatre.

NHS Befriending

Much the same as regular befriending, but working with an NHS pilot project designed to assess the benefit of befriending on the welfare of isolated older people. Volunteers are asked to report how often visits happen & what activities occurred with a short monthly reporting form.

Escorting

Medical appointments can be traumatic for many older people, and attending alone can be even more worrying. Volunteers accompany older people to hospitals, doctors, dentists and opticians to offer moral support and make the experience less stressful and more bearable, often sitting with them during the wait, and ensuring that they get home safely at the end. Escorting may involve pushing a wheelchair; please let us know if you do not want to do this.

Gardening, Odd-jobs & DIY help

Small tasks around the house and garden become increasingly difficult as we get older. One-off gardening may involve mowing lawns or weeding. Odd jobs may involve opening letters, putting up curtains, delivering pension cheques to older people, or decorating & basic DIY.

Reception

Reception staff are ACW's front line help for the thousands of older people, who call in every year, seeking information, advice and help with a huge variety of problems and queries. The role involves dealing with inquiries and being our first point of contact for our clients.

Offices Duties

Occasionally we have voluntary positions in the office. There are no set voluntary roles in the office, but in the past volunteers have helped with marketing, fundraising, graphic design, IT & systems maintenance, data entry & general administration, assisting the Information and Advice team, and helping to coordinate our outreach services.

Information & Advice

Our Information & Advice Team provide assistance and guidance on a range of welfare services. Volunteers are needed to assist the team help older people all over the borough – this would include signposting, Welfare Benefit entitlements, Taxi Card Applications, Direct payments & Individual Budgets. A number of levels of training will be provided to volunteers in this role.

Retail

Our two charity shops, located on Praed Street and Harrow Road, raise money to help fund our services to older people. Volunteers help to sort and price items, assist with the operation of the business and maintain the shop premises and window displays.

Equality and Diversity Monitoring

If you are completing this form on a computer, double-click on the check-boxes and change the value option to 'checked' and then OK to mark box choice

1. To which of these groups do you consider you belong? Mark one box only

A. White

British <input type="checkbox"/>	English <input type="checkbox"/>
Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>

Other White background, please indicate:

B. Mixed

White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Othe Mixed background, please indicate:

C. Asian

Asian British <input type="checkbox"/>	Asian English <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Asian Welsh <input type="checkbox"/>
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Other Asian background, please indicate:

D. Black

Black British <input type="checkbox"/>	Black English <input type="checkbox"/>
Black Scottish <input type="checkbox"/>	Black Welsh <input type="checkbox"/>
African <input type="checkbox"/>	Caribbean <input type="checkbox"/>

Other Black background, please indicate:

E. Chinese

Chinese British <input type="checkbox"/>	Chinese English <input type="checkbox"/>
Chinese Scottish <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>
Chinese <input type="checkbox"/>	Any other Chinese background, please indicate:

F. Other/Prefer not to say

Other, please indicate:	Prefer nt to say <input type="checkbox"/>
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2. Gender

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>
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3. How would you describe your religion or belief?

Buddhist <input type="checkbox"/>	Christian (all denominations) <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	No religion <input type="checkbox"/>	Other <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>			

4. How would you describe your sexual orientation?

Bisexual Gay man Gay woman/
lesbian Heterosexual/
Straight
Other, please indicate: _____ Prefer not to say

5. Date of Birth

6. Declaration of Criminal Convictions

Have you ever been convicted of a criminal offence?

Yes No

If yes, please ensure you give details on the following application form.

7. Do you consider yourself to have a disability?

The Disability Discrimination Act (1995) covers any individual who has a physical or mental impairment, which has substantial long-term adverse affect on his or her ability to carry out normal day to day activities. You do not need to be registered disabled to be covered by the Act.

Yes No

If yes, please ensure you give details on the attached application form.

Please note: this monitoring form is optional and will not be taken into consideration during the application process.

All information provided will be kept confidential and stored separately from your application form in accordance with our Equal Opportunities Policy.

VOLUNTEER APPLICATION FORM

Please fill in **ALL** sections of this form. Failure to fill out all sections may lead to a delay in the volunteer recruitment process. If you are completing this form on a computer, double-click on the check-boxes and change the value option to 'checked' and then OK to mark box choice.

Personal Details			
Forename(s):			
Surname:			
Address:		Postcode:	
Telephone (home):		Mobile:	
Telephone (work):		Email:	
Preferred Method of Contact:			
Home: <input type="checkbox"/>	Work: <input type="checkbox"/>	Mobile: <input type="checkbox"/>	Email: <input type="checkbox"/>

Volunteer Roles			
The following list covers the type of requests for voluntary work that we receive. Please tick any of interest to you. Some opportunities may require you to already have specific skills. Please see descriptions above for more information.			
Befriending <input type="checkbox"/>		NHS Befriending <input type="checkbox"/>	
Escorting <input type="checkbox"/>		Gardening <input type="checkbox"/>	
Odd jobs <input type="checkbox"/>		DIY <input type="checkbox"/>	
Reception <input type="checkbox"/>		Office Duties <input type="checkbox"/>	
Information & Advice <input type="checkbox"/>		Charity shops <input type="checkbox"/>	
Other Areas of Interest			
Some befriending & escorting roles may involve wheelchair pushing, if you do not want or cannot push a wheelchair, please check this box			<input type="checkbox"/>

Details of your availability:			
Weekdays <input type="checkbox"/>	Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/>
Weekends <input type="checkbox"/>	Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/>
Length:			
1 Hour <input type="checkbox"/>	2-3 hours <input type="checkbox"/>	3-5 hours <input type="checkbox"/>	All day <input type="checkbox"/>
Availability Frequency:			
Everyday <input type="checkbox"/>	2-3 times a week <input type="checkbox"/>	Once a week <input type="checkbox"/>	Every 2 weeks <input type="checkbox"/>
Once a month <input type="checkbox"/>	Every two months <input type="checkbox"/>	Every 6 months <input type="checkbox"/>	Once a year <input type="checkbox"/>

Please tell us about your relevant work/ experience (including previous employment, voluntary work and education)?

Please tell us if you have any relevant skills (e.g. basic plumbing, electrical, DIY, retail, administration, accounting):

What are your other interests/ hobbies?

Do you speak any other languages? Please give details and level of proficiency:

Please tell us about any qualifications you may have: (for example certificate, degrees, diplomas GCSEs/A' Levels, NVQs.)

Please use this space to write ny other information which you feel may be relevant.

**Is there anything in your medical history that may affect your ability to volunteer?
If yes, please give details:**

Have you ever been convicted of a crime? If yes, please give details:

Are you legally entitled to work/volunteer in the UK?

Yes

No

How did you hear about us?

In the shop window

ACW client

Advertisement

Volunteering Agency

From another volunteer

ACW staff

From a friend

Other, please specify:

References

Please provide **TWO** references. One needs to be **FORMAL** (i.e. a previous employer, teacher, lecturer or a doctor) who has known you for **at least one year**; the other can be a personal friend.

Please do not use a relative.

Formal Reference

Name:

Address:

Postcode:

Daytime tel. no:

Email:

Relationship to you:

Personal/ Formal Reference

Name:

Address:

Postcode:

Daytim tel. no:

Email:

Relationship to you:

Emergency Contact Details**Doctors Details**

Name:

Telephone no.:

Relationship to you:

Name:

Address:

Telephone no.:

Relations Are you related to any Age Concern Westminster staff, volunteers or members of the Executive Committee? If yes, please state their name and the relationship (please note, relationship includes blood, lawful or close personal e.g. a partner):

Yes

No

Declaration

I declare that the information on this form is true and correct to the best of my knowledge.

SIGNED:**Date:**