Thank you for your interest in volunteering with Youth Action.

We are looking for a range of people to volunteer in a variety of roles:
- Youth Worker
- Mentor
- Admin Assistant
- Media Relations Volunteer
- Marketing Volunteer

To enable you to become an active volunteer as soon as possible, please complete and return your application form as soon as possible. Once we have received your application, we will invite you to come in for a short interview and to complete a CRB disclosure form.

Youth Action is committed to working with volunteers and we would love to bring you on board to our growing network of volunteers to help the young people we work with and our organisation develop further.

I look forward to receiving your application very soon and if you would like more information or have any questions before returning your application form, please do not hesitate to contact Hassan for clarification.

Shane McHugh
Volunteer Co-ordinator
07504300471
01254 695847
Opportunities@YouthAction.org.uk
Be part of something AMAZING:

Youth Action facility provides a world class, safe and exciting environment for young people to access a huge range of positive, constructive and developmental activities.

Why Volunteer?

镆 Volunteering with Youth Action is about making a difference to the lives of young people in your community.

镆 Employers are always impressed to see prospective employees actively involved in the world around them. Volunteering with us will make your CV stand out in a crowd.

镆 Our voluntary opportunities give you the chance to develop new skills and gain confidence. You'll also get to see from the inside how a youth charity works and whether you might like to make a career in the charity sector.

镆 Volunteering is also a great opportunity to meet new friends who share similar interests to you.

镆 VOLUNTEERING IS FUN! You will have a great time by being part of something amazing that really helps young people
Youth Worker
Youth workers create the environment for young people to socialise, join in fun activities, access advice, information and personal development opportunities. Regular sessions include senior clubs, junior clubs and outreach along with issue based and topical projects when needed. Your role will involve working directly with young people alongside staff members and planning workshops and activities for our regular groups. There will also be the opportunity to gain formal qualifications in Youth Work to help assist you in your volunteer role.

Mentor
Mentoring provides young people with one-to-one support that helps them to improve their confidence, self-esteem and coping skills; engage with education and employment and increase their ability to form successful relationships. Mentors meet their mentee for an hour a week and also attend a monthly social event with all the other mentors and young people.

Office Assistant
Assistance required with general administration in respect of office work, supporting the Events Team for Youth Action. This opportunity is based at our Central Office.

Media Relations
You will write stories/press releases/case studies for Youth Action based upon the work we are doing. These stories will be published on our website, e-newsletter and in the local press and local radio. It is a fantastic opportunity to gain practical experience as a journalist in a working environment and the prospect of having your stories published in local and regional news.

Marketing and Recruitment
Do you want to promote Youth Action’s work to get other young people interested in having a say on what matters to them? In your role as a Marketing and Recruitment volunteer you will experience different marketing and communications methods which include: the internet, emails, mailings, outreach events and more. You will be responsible for designing flyers, adverts, e-bulletins etc. to help recruit young people to access services that are available to them.
Training

The training consists of a five session ‘Essential Skills’ Programme. **PLUS** there is additional training on offer in the areas you are interested in.

The Essential Skills Programme covers the following themes:

- Introduction to Youth Action and Youth Work
- Staying safe
- Equality, Diversity and Inclusion
- Child Protection Training
- Planning and Delivery of Youth Activities
- The Volunteer Handbook

If you wish to become a Mentor you will be invited to attend a separate ‘Mentor Development Programme’.

Time Commitment

We ask all our volunteers to commit to one session per week for a minimum of 6 months (12 months for mentors). This allows us to effectively plan our work with young people and ensure they have the continuity and stability they need and deserve.

What next? – Getting started

- Read through the pack
- Choose an opportunity that interests you
- Fill in the application form and return it to us
Volunteer Application Form

Tell us who you are and how to get in touch with you:

Name: .............................................................................. Date of Birth: ..............................................................

Address: ..............................................................................................................................

.............................................................................................................................. Post Code: ..............................................................

Home Phone: ............................................................... Mobile: ........................................................................

Email: ..............................................................................................................................

Preferred Method of Communication: ..................................................................................

Which volunteer roles are you interested in? (Please tick)

<table>
<thead>
<tr>
<th>Youth Work</th>
<th>Mentor</th>
<th>Office Assistant</th>
<th>Media Relations</th>
<th>Marketing/Recruitment</th>
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</table>

Please tell us about any employment; volunteering, personal experience or skills that you have that are relevant to the role you are interested in?
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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>What qualifications do you hold that could be useful within your role as a volunteer?</strong></td>
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<td><strong>What do you hope to gain from volunteering at the Youth Action?</strong></td>
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<td><strong>Do You have a Criminal Record</strong></td>
<td>Yes</td>
<td>No</td>
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<td>Please specify what is on your record:</td>
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<tr>
<td>We are required to submit an enhanced Criminal Records Bureau check and will complete the form with you during your initial interview. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of the offences.</td>
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<tr>
<td><strong>Do you hold a current full driving licence?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>What is your employment status? (Employed, Unemployed, Student etc.)</td>
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Availability

When would you like to volunteer? *(Please tick the relevant times when you are available)*

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<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>Evening</td>
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</table>

References

Please supply details of two people who know you well enough to comment about your suitability for this role. They should not be family members. If you are not sure about who to put we are happy to discuss this with you.

**Referee 1**

Name: ........................................................................................................................................................................................................................................

Address: ....................................................................................................................................................................................................................................................

..........................................................................................................................................................................................................................................................

Email: .............................................................................................................................................................................................................................................

Phone: ..........................................................................................................................................................................................................................................

How does this person know you? ...............................................................................................................................................................................

**Referee 2**

Name: ........................................................................................................................................................................................................................................

Address: ....................................................................................................................................................................................................................................................

..........................................................................................................................................................................................................................................................

Email: .............................................................................................................................................................................................................................................

Phone: ..........................................................................................................................................................................................................................................

How does this person know you? ...............................................................................................................................................................................


Please describe your general health and any medical conditions

Do you have any particular needs that we should be aware of so as to best support your volunteering with us:

<table>
<thead>
<tr>
<th>Emergency Contact</th>
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<tbody>
<tr>
<td>Emergency Contact Name: ..........................................................</td>
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<tr>
<td>Address: ..........................................................................................</td>
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<tr>
<td>.......................................................................................... Post Code: ........................................</td>
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<tr>
<td>Home Phone: .............................................................................. Mobile: ..........................................................</td>
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<tr>
<td>Relationship: ..............................................................................</td>
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</tbody>
</table>

How did you hear about us *(Please tick)*

- [ ] Volunteer Centre
- [ ] Website
- [ ] Leaflet/Poster
- [ ] A friend/family member
- [ ] Road Show / Event
- [ ] Other (please specify) ..........................................................

I confirm that the information given on this form is correct and complete and that misleading information will be sufficient for withdrawal of any offer of employment.

Signed:  
Date:  

Please return the completed application form to:

Youth Action, Gateway House, 51 James Street, Blackburn, BB1 6BE

Or e-mail to Opportunities@YouthAction.org.uk