



# Volunteering at Markfield

Information pack and application form

Markfield  
Markfield Road  
London  
N15 4RB

020 8800 4134

Registered Charity No: 289904  
Limited Company No: 169387

# Volunteering Policy Statement

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Markfield recognises that supporting local people to volunteer or undertake placements with us benefits our organisation, the community, and the volunteers themselves. Markfield is committed to ensuring that our volunteers' experience is meaningful, and helps contribute to both improved services, and enhanced life and work opportunities for volunteers.

Markfield acknowledges that working with individuals to develop high quality volunteering opportunities builds goodwill towards the organisation in the community, and is of value in the delivery of its services. Markfield will endeavour to ensure that our volunteers and people on placement are supported to develop their skills and access training. **To further this objective, we have been awarded Open College Network accreditation of our 5-day Befriending training course.**

Volunteers and people on placement will be treated as team members and invited to contribute their suggestions as to how the quality of services can be improved.

Markfield values the diversity in our local community and will work towards ensuring that our volunteer workforce reflects this.

## Information about volunteering at Markfield

**Thank you for your interest in volunteering with us!**

### **About Markfield**

Markfield is a community centre in Haringey which promotes rights, independence, choice and inclusion for disabled people and their families. We provide a range of support services to give disabled people access to everyday and fulfilling life experiences, and opportunities to take an active part in the local community. Visit our website ([www.markfield.org.uk](http://www.markfield.org.uk)) to find out more about what we do.

### **Volunteering at Markfield**

Markfield welcomes volunteers. We have different kinds of volunteering opportunities available, and for most volunteering roles you don't have to have any previous experience to apply. However, we only have a limited number of volunteer places at any one time, because we want to make sure we can give our volunteers all the support, supervision, and training they need once they start volunteering at Markfield.

**Because of the time and training we invest in you, we ask you to commit to volunteering with us for a minimum of 6 months for most roles**

## Our Volunteer Roles

We have lots of volunteer roles at Markfield; most need a regular commitment; others are more flexible. We support our volunteers to develop confidence and new skills while volunteering at Markfield.

### **Family Befriending**

Volunteers are matched with families with a disabled child and commit to six months of visiting families once a week for at least 2 hours. They offer a range of support; play, helping families to access leisure resources, reducing isolation by talking to parents and generally offering an extra pair of hands. **Mentoring** is an extension of this scheme: volunteers are matched with a young person aged 16+ and work with them to promote their independence and social inclusion. Mentors involve the mentee in planning all activities, and foster their interests and hobbies. Volunteers must commit to 3 hours per week. Times for both roles are flexible, but after school & weekends are especially useful. Volunteers attend a 5-day training course before starting these roles..

### **Helping on our after school club sessions for disabled children, young people and young adults** (different days host different age groups)

We need volunteers from 3.30pm – 6.30pm during the week . Term-time only

### **Helping on our sessions for adults with Learning Disabilities**

We need volunteers from 9.30am – 3.30pm on Mondays or at our evening creative and social sessions 6.00pm – 9.00pm Mondays or Fridays. Term-time only

### **Helping on our under 5s stay and play drop-in**

We need volunteers from 10.30am – 3.00pm on Thursdays. Term-time only

### **Family Club**

We need volunteers from 10.30am – 3.30pm every second Saturday of the month

### **Helping on our Saturday Open Access drop in session in the Adventure Playground**

We need volunteers from 10.30pm – 3.30pm on Saturdays, in the adventure playground (closed Dec and January)

### **Advising and supporting parent/carers of children with Special Educational Needs.**

Volunteers offer regular hours to support parent/carers with impartial information, advice and support across a range of SEN issues. Times vary, but volunteers **MUST** commit to undertaking some intensive specialist training.

### **Information hub volunteers**

Volunteers support parents and services users to research and access information about local and national resources, articles etc. Volunteers often also help parents complete forms, produce symbol timetables, write letters etc Term-time only

### **Administration /Office**

We need volunteers to offer regular help during office opening times – flexible hours

### **Events**

We need volunteers who can offer ad-hoc support at our events; this may include cooking or preparing food, welcoming visitors or setting up activities

### **IT volunteers**

We need regular or ad-hoc support with our website and social media platforms

## **Gardening / Building maintenance**

We need volunteers to offer ad-hoc hours

### **We are looking for volunteers with:**

- A sensitive, clear and friendly communication style
- An understanding of the importance of timekeeping and reliability
- A warm and patient personality
- An open-minded and non-judgemental approach
- Enthusiasm and willingness to learn new skills.

### **What we can offer you:**

- A friendly and supportive team of people to work with
- The chance to develop your skills
- Regular supervision
- Training opportunities
- Travel expenses

### **How to apply to become a volunteer**

You will need to fill in a volunteer application form (at the back of this info pack).

**Please let us know if you would like help filling in the application form.**

### **Informal interview**

If we think you have skills and interests that would be helpful at Markfield we will arrange an informal interview for you. If we are *not* able to offer you a volunteer role we will put you in touch with other local organisations which may be able to offer volunteering opportunities.

### **Reference, Local authority and DBS check**

We will carry out a Disclosure & Barring Service (DBS) check before you start as a volunteer. You will also need provide a referee (someone who knows you well, personally or professionally, and can confirm your good character). For some roles we may also check for any previous or current involvement from social services; this information will be treated confidentially and is only needed to assess suitability when lone working with vulnerable service users. Prior or current involvement will not automatically prevent you from volunteering and may contribute to your suitability.

### **Applicants with previous convictions**

We will ask you to declare on the application form whether you have any convictions or cautions, including those which would otherwise be considered “spent”. We do not automatically rule out people who have had a conviction or caution – we will consider these on a case by case basis depending on the nature of the offence and the role you are applying for, and we will discuss this with you in the interview.

### **Volunteer agreement**

We will discuss with you and draw up a written volunteer agreement setting out what tasks you have agreed to do and the number of hours you are agreeing to volunteer.

### **Support for volunteers**

Volunteers will receive induction training, and regular supervision) at which your ongoing training needs will be discussed.



# Volunteer Application Form

Markfield Road, Tottenham, London, N15 4RB  
 Tel: 020 8800 4134 ext 5228, email: enquiries@markfield.org.uk

## CONFIDENTIAL

*Thank you for your interest in volunteering at Markfield. We are committed to an equal opportunities recruitment process which aims to ensure applicants for volunteering positions are selected only on the basis of their relevant skills and abilities. If you are concerned that anything about our application process may prevent you from applying, or being selected for a role you have the skills and abilities for, please contact the Director.*

*Please write clearly in black, or type your form.*

| Personal details |                  |
|------------------|------------------|
| Full name:       |                  |
| Address:         |                  |
| Postcode:        |                  |
| Telephone:       |                  |
| day:             | evening: mobile: |
| E-mail:          |                  |

| What volunteer role would you like to apply for?<br>(Please tick the boxes below as applicable. You may tick more than one box) |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Under 5's Stay & Play Volunteer   | <input type="checkbox"/> | Children's After School Club or Youth Club Volunteer                             | <input type="checkbox"/> |
| Family Club/Events Volunteer  | <input type="checkbox"/> | Mentor for young people aged 16+   | <input type="checkbox"/> |
| Family Befriending Volunteer  | <input type="checkbox"/> | Adults' Club Volunteer   | <input type="checkbox"/> |
| Holiday Playscheme Volunteer  | <input type="checkbox"/> | Saturday Adventure Playground Volunteer  | <input type="checkbox"/> |
| Administration/Office Volunteer   | <input type="checkbox"/> | Volunteer Independent Supporter<br>(supporting around Special Educational Needs) | <input type="checkbox"/> |
| IT Volunteer  | <input type="checkbox"/> | General maintenance/ gardening   | <input type="checkbox"/> |
| Information hub volunteer   | <input type="checkbox"/> |  | <input type="checkbox"/> |

|   |  |
|---|--|
| <p>For how many hours are you able to volunteer?<br/> Hours a week / month (please delete as appropriate)</p>   |  |
| <p>How long do you want to commit to volunteering for? (Please note that for some roles, we ask for a minimum of 6 months)</p>  |  |
| <p>What day(s) of the week are you available to volunteer? (Please tick):</p> <p>Mon <input type="checkbox"/>      Tue <input type="checkbox"/>      Wed <input type="checkbox"/>      Thur <input type="checkbox"/>      Fri <input type="checkbox"/>      Sat <input type="checkbox"/>      Sun <input type="checkbox"/></p>  |  |
| <p>What time(s) of the day are you available to volunteer? (Please tick):</p> <p>Mornings <input type="checkbox"/>      Afternoons <input type="checkbox"/></p> <p>After-school sessions <input type="checkbox"/>      Evening sessions <input type="checkbox"/></p>  |  |
| <p>Can you be flexible about the days/ times you can volunteer?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>  |  |
| <p>Do you speak any languages other than English? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please list, and indicate your level of fluency:</p>  |  |
| <p>Are you willing to help translate on Markfield's behalf? Yes <input type="checkbox"/> No <input type="checkbox"/></p>  |  |
| <p><b>Your skills and experience</b><br/> Please tell us about your skills and experience that are relevant to the volunteering role you are applying for:</p>  |  |
| <p><b>Where did you hear about volunteering at Markfield?</b></p> <p>HAVCO <input type="checkbox"/>      Team London website <input type="checkbox"/></p> <p>Twitter <input type="checkbox"/>      Picked up leaflet <input type="checkbox"/> (please state where) _____</p> <p>Metro/Standard <input type="checkbox"/>      Other paper <input type="checkbox"/> Please specify _____</p> <p>Word of mouth <input type="checkbox"/>      Already knew Markfield <input type="checkbox"/></p> <p>Other (please specify) _____</p> |  |

## Reference

Please give contact details for someone (other than a relative) who knows you well and can provide a reference about your suitability for this volunteering role.

|                                    |           |
|------------------------------------|-----------|
| Name                               | Position  |
| Address                            | Telephone |
| Email address                      |           |
| In what capacity do you know them? |           |

## Local authority check

If you are applying for a volunteering role where you might have direct lone working responsibilities with vulnerable families or children (Befriender or Mentor) we may do a Local Authority check, so please tell us about any previous involvement you have had with social services. It's important to note that having a previous history with social services does not automatically stop you from volunteering at Markfield and can in some situations add to your suitability, and any information shared will be responded to confidentially and sensitively.

Please tick the relevant box below:

I have not had any previous involvement with social services

I have had previous involvement with social services   
(if you have, please state the nature of their involvement in the box below)

## Criminal convictions declaration

You need to tell us about any previous or pending police convictions or cautions, including those which for other purposes would be considered “spent” under the Rehabilitation of Offenders Act 1974. Having a conviction or caution does **not** automatically stop you from volunteering at Markfield. It depends what it is for, and whether it is relevant to the role. However, failure to tell us about convictions and cautions would disqualify you from volunteering with us.

If you are taken on as a volunteer we will carry out a Disclosure and Barring Service check. You will not be able to start volunteering until this is complete.

Please tick the relevant box below:

I **do not** have any previous or pending Police cautions or convictions

I **do** have cautions or convictions

*If you do have cautions or convictions please give the following details: the date of the offence; what the offence was; what type of caution or sentence you were given; which court or Police station; any other relevant information (attach other sheets of paper and sign each of them if you need more space).*

## Declaration

I declare that the information given in all parts of this form is correct to the best of my knowledge.

Signature of Applicant.....Date.....

**Data Protection Statement: by signing this form you are giving us permission to store the information you have given us. We will hold the information in manual and computer files. We keep it only for use by Markfield, so we can show we are meeting our statutory requirements and for the monitoring and evaluation of our services and our Equal Opportunities Policy.**

**THANK YOU FOR COMPLETING THIS FORM. PLEASE RETURN IT TO:  
Markfield,  
Markfield Park, Markfield Road,  
London N15 4RB  
or by email to: [enquiries@markfield.org.uk](mailto:enquiries@markfield.org.uk)**