**Peer Ambassador Volunteer Application**

**Step Together Volunteering** helps people who are excluded from society to participate in volunteering and build a more positive future. This includes supporting vulnerable and disadvantaged young people, aged 16-25, to help them build their confidence and self-esteem through volunteering.  We support those who have experienced trauma, abuse or neglect, and those struggling with poor mental health and disabilities and help provide a better future.

Our Peer Ambassadors have lived experience of these issues faced by the young people we support, and are open to share their story with others, to offer encouragement, inspiration and hope.

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Thank you for showing interest in our volunteer Peer Ambassador role.

All our volunteers are valued and respected for the time and effort they give to maintaining and enhancing the service. As a volunteer on our peer ambassador programme, you will have the chance to use your existing skills and hopefully gain some new ones.

**To apply please fill in this application form and return:**

**By email to: deborah.saw@step-together.org.uk**

**By post to: Operations Manager, Step Together Volunteering, St Brandon’s House, 29 Great George Street, Bristol, BS1 5QT**

**Becoming a Peer Ambassador for Young People involves:**

* Completing the enclosed application form
* Providing**two** references
* A relaxed and informal interview
* A DBS check for client-facing roles
* Receiving an Induction and training

**Induction & Training**

All our volunteer peer ambassadors are provided with a short induction and any relevant training pertaining to their role. This may include basic Safeguarding and Data Protection/Confidentiality training. DBS checks will be required for those who volunteer in roles where there is client contact and this will be at the Charity’s expense. For those engaged at our allotment project, there is also potential to complete an Asdan Short Course in Volunteering over the six-week programme. All we ask is that you commit to 12 hours of volunteering with us over a six-week period. This can be either a couple of hours each week or flexibly across the six-week agreed period.

**Once you become a volunteer**

Volunteers will receive reasonable out of pocket expenses including mileage allowance or bus fare when face-to-face meetings can happen. You will be offered regular support, where you need it from our Operations Manager, Volunteer Project Manager or lead Sessional Worker and will be invited to informal meetings along with other ambassadors and volunteers.

**IMPORTANT!**

**Please refer to these notes before completing the application form**

**1.** **Help with completing the form**

If you need help in completing the form for any reason at all please contact Deborah Saw, Operations Manager at Step Together. This will not go against you when you apply.

**2.** **What we look for in a Volunteer Peer Ambassador**

We support those who have experienced trauma, abuse or neglect, and those struggling with poor mental health and disabilities and help provide a better future. We are looking for people who have experience of these issues faced by the young people we support, and are willing to share your story with others, to offer encouragement, inspiration and hope. You don’t need any qualifications or formal training to apply for a Volunteer Peer Ambassador role with us – just lots of enthusiasm for work and the people we support!  There is no age restriction.

Do let us know in your application below whether you are interested in any of the following:

* Acting as “befriender”, “role model” or “buddy” to young people
* Championing our work, advocating and speaking on behalf of young people
* Sharing your own story, inspiring and helping others
* Sharing skills and ideas to help others
* Aiding our work by researching and gathering information
* Helping us raise funds and “asking” local organisations to support us
* Running a group project such as a health walk, bike ride, healthy eating or garden activity
* Assisting with volunteer recruitment and promoting our work
* Creating a resources hub, signposting and other toolkits to help others
* Researching local volunteering placements
* Supporting with our marketing and social media activity

This list of qualities that Step Together looks for in a peer ambassador has been designed to help you understand what we need, and to help us to make decisions in line with equal opportunities.

**3.** **The application process**

We will assess your application and invite you to an informal interview with a member of our team. This is an opportunity to discuss your skills and interests and to hear about the projects that you can get involved with. You may be invited to pop along to visit our allotment project, if this is something you are keen to be involved with, or to a team meeting over a cup of coffee!

If you have any questions about the role or application process, please contact:

**Deborah Saw**

**Operations Manager**

Tel: 0117 9559042

Web: www.step-together.org.uk

Step Together Volunteering, St Brandon’s House, 29 Great George Street, Bristol, BS1 5QT

**Volunteer Peer Ambassador - Application Form**

This form is an opportunity for you to give us some information about yourself. It forms part of our volunteer selection process.  Please be open and honest with your answers and be assured that they are received in confidence.

Please complete it as fully as you can, using the attached information to help you. Do not hesitate to contact us if you need any assistance in filling out this form.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Full Name | | Known as |
| Any Previous Names you have been known by: |  | |

|  |  |
| --- | --- |
| **Landline:**  **Mobile:**  (Indicate preference) | **Is it ok to leave you a voicemail?** Yes  No  **Is it ok to text you?** Yes  No  **Is it ok to use WhatsApp?** Yes  No |
| **E-mail:** | |
| **Address:** | |

|  |
| --- |
| As a volunteer, we will send you communications including newsletters, events info and other mailouts via email. Is this OK? |

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| --- |
| **Access requirements:**  **Anything else you think we should know:**  **Do you drive / have transport?** |
| **Why are you interested in becoming a Peer Ambassador?** |

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| --- |
| **What skills, qualities and experience (paid or unpaid) can you bring to the role of Peer Ambassador?** |
| **Step Togethers works with people from a wide variety of backgrounds in terms of sexuality, drug use, ethnicity, employment, etc. How do you feel about working with people who may have very different life experiences from your own and are there any areas that you feel particularly drawn to as a result of your own personal experience?** |
| **What support would you require from us, if any? Please let us know if you are receiving any support for past experiences and whether you have any triggers that we would need to consider when looking at a suitable role for you.** |
| **What is your availability and when could you start volunteering with us? Please include days/times you are able to volunteer each week.** |

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| **Do you speak or write in any language other than English?**  **Please include British Sign Language.** |

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| --- | --- |
| **References**  Please give the name and contact details of two people who we can contact about your suitability for the peer ambassador role. We will contact referees directly after your interview. Referees can be a friend, tutor, your clinician, volunteer manager, probation officer, support worker, trainer. They cannot be a family member or partner. | |
| **Name:**  **Address:**  **Phone:**  **Email:**  **How known:** | **Name:**  **Address:**  **Phone:**  **Email:**  **How known:** |
| **REASONABLE ADJUSTMENTS**  If you require any adjustments to be made to our selection process (including interview) due to a disability or health condition, please provide details below. Please note this information will be treated in strictest confidence and will only be used to ensure your access requirements are understood and supported. The Equalities Act 2010: this Act protects people with disabilities from unlawful discrimination. Please supply us with any information that will help us with your application: | |
| **Recruitment of People with Criminal Convictions (Staff and Volunteers)**  For roles where you are directly working with our clients (as above) you will be exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information please refer to DBS filtering Guidance available at [www.gov.uk/dbs](http://www.gov.uk/dbs).  Having a criminal record will not necessarily prevent you from being offered employment. In fact, in some instances, having a “lived” experience or having served time for an offence is beneficial to the charity providing that individual is now following a positive pathway. It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not ‘protected’ could result in disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from Nacro at [www.nacro.org.uk](http://www.nacro.org.uk)  **Criminal Record Declaration**  Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amendment) (England and Wales) Order 2013? Y/N \_\_\_\_\_\_\_  If you have answered yes, please provide details of your criminal record in the space provided on the next page. Alternatively, you can disclose your record under separate cover. The email should be marked CONFIDENTIAL and state your name and the details of the position applied for. Please provide details of your criminal record here:  If you have provided details of your criminal record under separate cover, please tick this box: **☐**  **Disclosure and Barring Service (DBS) Check**  In some instances, we will need to undertake a DBS check before you start with us as a volunteer peer ambassador. This mostly applies to anyone who will be working directly with vulnerable people and may not be necessary if you are working independently or on a project for us from home. If you have any concerns about this, please do speak with us. | |

**Signature**

**Applicant’s signature:**

**Date:**

**Please return your completed application to:**

**Deborah Saw, Operations Manager**

**deborah.saw@step-together.org.uk**

**Step Together Volunteering, St Brandon’s House, 29 Great George Street, Bristol, BS1 5QT**

**How did you hear about the Peer Ambassador role?**

☐ Step Together website

☐ Step Together staff member

☐ Probationary Service

☐ Job Centre

☐ Word of Mouth

☐ Social Media (please state):

☐ Volunteer Jobs Board (please state):

☐ Other (please state):

**Equality and Diversity Monitoring Form**

We follow Safer Recruitment Practices and at all stages of the recruitment process, we monitor to check that discrimination of any kind is not taking place. To help us to ensure this we request that all applicants provide the information requested on the Equal Opportunities Monitoring Form. This information is used solely for monitoring purposes and is not available to those short listing or interviewing for posts within Step Together Volunteering. Information provided by you on this application form and the Equal Opportunities Monitoring form will be held on a secure computerised records system and will not be used by us for anything other than the purposes of the recruitment or volunteering process. All information held is subject to the requirements of the Data Protection Act, 1998 – a copy of which can be obtained by email admin@step-together.org.uk

Completion of the following form is not mandatory but assists us in gathering demographic information about the people we work with.

|  |
| --- |
| **Gender** Female 🗆 Male 🗆 Non-binary 🗆 Other 🗆 Prefer not to say 🗆  Is your gender different to that assigned at birth? Yes 🗆 No 🗆 Prefer not to say 🗆 |
| **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆 |
| **Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆 |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:  **White**  British 🗆 English 🗆 Gypsy or Irish Traveler 🗆 Irish 🗆 Northern Irish 🗆 Scottish 🗆 Welsh 🗆 Other 🗆 Prefer not to say 🗆  **Mixed / Multiple Ethnic Groups**  White and Asian 🗆 White and Black African 🗆 White and Black Caribbean 🗆 Other 🗆  Prefer not to say 🗆  **Asian / Asian British**  Bangladeshi 🗆 Chinese 🗆 Indian 🗆 Pakistani 🗆 Other 🗆 Prefer not to say 🗆  **Black / African / Caribbean / Black British**  African 🗆 Caribbean 🗆 Other 🗆 Prefer not to say 🗆  **Other Ethnic Group**  Other 🗆 Prefer not to say 🗆  If given, please provide ethnicity: |
| **Disability Act**  The Disability Discrimination Act defines disability as, a “physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”.  **Do you consider yourself to have a disability or health condition?**  Yes🗆 No 🗆 Prefer not to say 🗆  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, please let us know on your application to volunteer. This is so that we can discuss this further with you. |
| **What is your sexual orientation?**  Bisexual 🗆 Gay 🗆 Heterosexual 🗆 Lesbian 🗆 Other 🗆 Prefer not to say 🗆 |
| **What is your religion or belief?**  No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆 Muslim 🗆 Sikh 🗆  Other 🗆 Prefer not to say 🗆 |
| **Do you have caring responsibilities? If yes, please tick all that apply:**  None 🗆 Primary carer of a child/children (under 18) 🗆 Primary carer of disabled child/children 🗆  Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆 Secondary carer (another person carries out the main caring role) 🗆 Prefer not to say 🗆 |