**Peer Mentor Volunteer Application**

**Step Together Volunteering provides peer support to people with experience of the criminal justice system in Greater Manchester**

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Thank you for showing interest in the Peer Mentor Volunteer role.

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

**Please note that direct experience of the criminal justice system is essential for this role. Please do not apply for this role if you do not have this experience, as your application will not be considered.**

**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, BS1 5QT.**

**Becoming a Peer Support Volunteer involves:**

* Completing the enclosed application form
* Providing**two** references
* An interview (informal and relaxed) with the Peer Mentoring Coordinator at Step Together
* Completing an induction training programme with Step Together Volunteering

The core training will cover topics such as: expectations as a Step Together volunteer, the peer mentoring role, confidentiality and listening skills. This training is designed to make use of your own knowledge, skills and lived experience. It aims to prepare you for the tasks and any challenges you might encounter while you are volunteering.

You training will involve an induction session and role-specific training in peer mentoring. During the induction, we will share information about Step Together, explain important policies and procedures, and the mentoring process in detail.  Further training will be provided in adult safeguarding, GDPR, lone working and mental health awareness.

**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 also receive ongoing supervision to support you in your role and be expected to attend group meetings with other mentors.

**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**

The Peer Mentor Role Description explains what we expect from our volunteers and the skills and experience we are looking for.

This list of qualities that Step Together looks for in a volunteer has been designed to help you understand what we need, and to help us to make decisions line with equal opportunities. No formal qualifications are required, and training will be provided.

**3.** **The application process**

We will assess your application and if it meets our standards, you will be invited to an interview. Then if we consider you to be suitable for the role you will be given a place on the core training. Please note, attending the training does not guarantee you to be a mentor. The training programme will also be an opportunity to assess your suitability to be a mentor.

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

**Deborah Saw**

**Operations Manager**

Tel: 0117 9559042

Mob: 0754 5437772

Web: www.step-together.org.uk

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

**Peer Mentor Volunteer 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 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:** | |

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| 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?** |
| **Do you have direct experience of the criminal justice system?** (required)  Yes |
| **Why are you interested in becoming a Peer Mentor Volunteer?** |

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| --- |
| **What skills, qualities and experience (paid or unpaid) can you bring to the role of Peer Support Volunteer? Please refer to the Role Description.** |
| **Step Togethers works with people from a wide variety of backgrounds in terms of sexuality, drug use, ethnicity, employment, etc. In some instances, their former criminal offences can include murder, sexual abuse including child abuse and other serious crimes. How do you feel about working with people who may have very different life experiences from your own?**  **Please list any other information relevant to your application** |
| **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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| --- |
| All contact with Step Together, written materials and group meetings will be in written and/or spoken English. One-to-one peer support may be delivered in any language that is shared between mentor and mentee. |
| **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 mentor 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**  The peer mentor volunteer role involves working with vulnerable people. Before starting you will be asked to complete a DBS check. 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 Support Volunteer 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 🗆 |