

# Over 50's Befriending Service Volunteer Personal Specification

## Volunteer Role

- To spend time/share activities with the person being befriended
- To offer an accepting and understanding presence
- To help the befriended to create new opportunities and access community services (including education, leisure facilities and local events)
- To report back to the Volunteer Co-ordinator with any suggestions, ideas or concerns.
- To complete travel expense sheets and submit them on time to the Volunteer Co-ordinator for processing and payment
- To work in a non-discriminatory and non-judgemental way.

## Organisational skills/ issues

- An ability to work within Mental Health Matters Wales/Bridgend People First confidentiality/confidentiality of information policy
- A commitment to work within Mental Health Matters Wales/Bridgend People First policies
- A commitment to personal development and training
- An ability to make use of support sessions (Supervision and Team Meetings)
- To be able to recognise and work within personal and organisational boundaries

## Personal qualities and values

- Warmth and an ability to engage with people
- Be reliable, consistent and dependable
- Have an understanding of how poor mental health/learning disabilities can affect all people living in the community.
- Have a positive attitude towards people who may experience mental distress/learning disabilities
- Have an ability to appreciate differences such as race, gender etc.



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# Mental Health Matters Wales Bridgend People First



## Befriending Volunteer Application Form

(Please could you enter all information in black ink and continue on separate sheet(s) if necessary)

PERSONAL DETAILS				
<b>Mrs/Mr/Ms/Miss</b> (Delete as appropriate)	<b>First Name</b>		<b>Last Name</b>	
<b>Address</b> (Line 1)				
(Line 2)				
(Line 3)				
<b>Post Code</b>				
<b>Telephone Number</b>	<b>Home</b>		<b>Mobile</b>	
<b>Email address</b>				
<b>Date of Birth</b>				
<b>Are you new to volunteering?</b>				
<b>If no with who have you volunteered?</b>				

## Employment Details

Name and Address	JOB TITLE AND BRIEF DETAILS OF POST (including start date and if relevant date of leaving)	Reason for wanting to leave

**What are your reasons for applying to volunteer with Mental Health Matters Wales/Bridgend People First?**

**What skills and experience do you have to bring to the role, include any relevant training/volunteering you have?**

**Is there anything else you would like to tell us about yourself to support your application?**

<b>When are you able to volunteer?</b>	<b>AM</b>	<b>PM</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

*For this position we require references from two people, neither of whom should be relatives, but should be people who know you well, for example a previous or current employer, a college tutor, teacher, GP,MP or local councillor*

<b>REFERENCE DETAILS</b>			
<b>REFERENCE 1</b>		<b>REFERENCE 2</b>	
<b>Name</b>		<b>Name</b>	
<b>Address (Line 1)</b>		<b>Address (Line 1)</b>	
(Line 2)		(Line 2)	
(Line 3)		(Line 3)	
<b>Post Code</b>		<b>Post Code</b>	
<b>Telephone Number</b>		<b>Telephone Number</b>	

<b>How soon would you be able to start?</b>	
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<b>Do you have your own transport?</b> (please circle)	<b>Yes</b>	<b>No</b>
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### **CRIMINAL CONVICTIONS**

<b>Have you ever been convicted of a criminal offence? Are you, at present, the subject of criminal charges? (please circle)</b>	<b>Yes</b>	<b>No</b>
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<b>If your answer to the above was yes, please give details</b>		
<b>Date</b>	<b>Offence</b>	<b>Outcome fine, sentence, community service, etc)</b>

**Due to the nature of the volunteering role, this volunteering post is exempt from the Rehabilitation of Offenders Act 1974. Successful applicants will be required to complete an Enhanced Criminal Records Disclosure form in line with the police Act 1997, the post is also subject to POVA checks. Further information about the disclosure scheme can be obtained by visiting [www.crb.gov.uk](http://www.crb.gov.uk)**

<b>I hereby declare that all information on this application form is correct</b>			
<b>Signed</b>		<b>Date</b>	

