

Basic Information for Volunteers

**Welcome to VCare. I hope you will enjoy working with us!**

VCare has grown enormously, from 1 staff at the beginning in 2021 to approx. 40 permanent sessional, part time and full-time staff. Based at 60 Kingsway Kingswood Bristol BS15 8AH

As VCare has continued to grow, our goal has remained the same; to promote the health and social well being in Southwest England and Southeast England region.

Many of you will work with service users and contribute directly to this goal. Others will work ‘behind the scenes’, whatever your job, I am proud to say everything we do, providing respite breaks, daycentre services, seminars, courses, fundraising and keeping accounts etc. contributes to overall goal.

With your help, VCare will continue to thrive. We have ambitious plans to increase our services to our users. Your commitment and your skills can make these plans a reality.

**What qualities do I need to become a volunteer?**

# You do not have to be experienced or have any educational qualifications. All we are looking for is reliable and trustworthy people.

* Commitment and good timekeeping are essential.
* The amount of time you can give will depend on yourself and the project you volunteer for.

**What training and support can you expect?**

* You will have regular support/feedback from the Operations Manager.
* Training will be available to all volunteers. “On the Job” training will be available as a key part of helping you to develop the necessary skills.
* Information on training opportunities will be made available to all volunteers.
* Individual volunteers’ training needs, will be reviewed at regular intervals.

## Recruitment and selection procedure

The following information is to give you an idea of the process that you will need to go through if you want to volunteer at VCare.

## Volunteer Application Form

When we receive your application form you will be invited for an informal interview with the Admin/Personnel Manager.

You will be able to discuss any work we can offer you and how this meets your needs and the requirements of VCare.

Your details will then be passed to the most appropriate work area.

## Meeting with the Project

If the Project offers you a position as a volunteer, you will be invited to meet the Operations Manager who will work with you to complete an “Agreement Form” which will cover the task you will undertake in the Project, what support you can expect to get and so on.

We wish you Good Luck and take the opportunity to thank you for taking an interest in VCare.