

Your Responsibilities

Working as a volunteer carries many responsibilities which you must consider. Remember, you will be representing a caring organisation, often working with vulnerable people who rely on you as an individual.

- * participate in community service projects with enthusiasm and commitment
- * be open and honest with the agency about your expectations and abilities
- * agree to do only what you are qualified to competently handle and realistically accomplish
- * participate in the intake and orientation process (eg background checks, paperwork, training etc.)
- * maintain confidentiality and privacy with regards to agency information, clients and personnel at all times
- * provide timely and constructive feedback to the agency
- * be comfortable saying 'no' if necessary
- * remember that you represent your organisation
- * clean up after any project
- * learn from your voluntary work experience
- * fulfil time and task commitments

HANDS & GILLINGHAM VOLUNTEER CENTRE

Cranford House
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Rainham
Kent ME8 7RU

E-mail: enquiries@gillinghamvolunteercentre.com

Website: www.gillinghamvolunteercentre.com

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GILLINGHAM VOLUNTEER CENTRE

Telephone: (01634) 362119

Office Hours:

Monday - Thursday: 9.00am - 4.30pm

Friday: 9.00am - 4.00pm

(Please be aware that from 1.00pm onwards staff may be undertaking duties out of the office.)

HANDS TRANSPORT

Telephone: (01634) 264464

(24 hour answerphone)

Office Hours: 9.30am - 12.30pm

(Mon - Fri)

Hands and Gillingham Volunteer Centre
is a registered Charity No 290169 and is
Quality Accredited by Volunteering England

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acknowledges financial support from Medway Council,
SEEDA and Awards For All.



SO YOU WANT TO BE A VOLUNTEER?

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What can I do?

Over the years that we have been established, we have found that **everybody** can contribute in some way to voluntary work. We are here to help you identify your particular skills and assets, and to show you how you can use these in a rewarding way for the benefit of others. It is just a question of what **you** want to do.

Would you like to work.....

- * with children
- * with elderly people
- * with disabled people
- * giving advice
- * for the community
- * in conservation areas or gardening
- * driving or escorting

The list is endless - whatever you want to do we will try to find the right place for you.

What is in it for me?

For many reasons people from all sections of the community can benefit from becoming a volunteer worker.

Voluntary work can

- * Be fun and help you meet new friends
- * Help you develop new skills
- * Give you a feeling of self-satisfaction
- * Build up your confidence
- * Keep you active
- * Provide new interest
- * Fit in with your time
- * Use your skills for the benefit of others

Will it cost me anything?

No - the organisation you choose will make sure that you are not out of pocket.

Will it affect my benefits?

Not as long as you remain available for work. If you are receiving benefit for sickness and disability you can still do some voluntary work. We will help you clear up any problem that you may have before your placement begins.

You should advise the benefit office that you intend to take up voluntary work.

What to do next

Once you have decided to take your interest in volunteering further you will need to have a one-to-one confidential interview with our Volunteer Co-ordinator, who will discuss your needs and the commitment you can give to voluntary work.

Skills Register

A Skills register will help us match you with a suitable request for help, and two references will be needed. All information given is treated with strict confidentiality and is protected under the Data Protection Act.

Some organisations require long term commitment, so you need to decide on the amount of time and duration of your involvement.

Your Rights and Responsibilities



Your Rights

As a volunteer you have the right to expect that the organisation you are referred to will aid and support you in your work. However, the decision as to whether or not you undertake certain tasks remains with you and you will not be expected to perform duties you are not comfortable with.

You may expect:

- * to do meaningful and satisfying work
- * to be carefully assigned to projects that meet your interests
- * to be trained appropriately for your work
- * to receive supervision and guidance throughout your voluntary work experience.
- * to voice your opinion and have input into programme planning and implementation
- * to be treated as a co-worker
- * to have your service hours documented (certificate or letter) upon request
- * to be protected by Health & Safety and Equal Opportunities Policies.
- * to be protected by appropriate insurance cover.