

Department:
Contact Officer:
Telephone:
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Customer & Community Services
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Dear Applicant

Volunteer Role: Get Active Programme

Thank you for the interest you have shown in this opportunity to volunteer with Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our staff and volunteers contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Volunteer Information Pack provides details of the volunteering opportunity at Slough Borough Council, which I hope will encourage you to apply.

To apply please complete a volunteer application form and send it by email Andrew.Parry@slough.gov.uk

If you would like to discuss this volunteering opportunity on an informal basis please contact me on 01753 875784

I look forward to receiving an application from you.

Yours faithfully

Andrew Parry
Get Active Officer

Get Active Volunteer
Volunteer Role Description

Title: Get Active Volunteer

Directorate: Health and Wellbeing **Location:** Various locations (parks, community centres, schools etc)

1.2 PURPOSE OF THE ROLE

To assist in the delivery of Sport and Physical activity exercise programmes and sessions across the Borough. To support The Council's Get Active programme which is aimed at getting everyone over the age of 14 more active.

As part of the volunteer scheme, we will be offering volunteers who have completed 25 hours of volunteering for us, an opportunity to develop new skills and obtain a coaching qualification up to a Level 2 in sport. As a volunteer working for the Council, we require you to complete a DBS Check if you haven't already got one. Please contact Andrew.Parry@slough.gov.uk if you haven't got one.


1.3 MAIN ACTIVITIES

- Support sport and physical activities and programmes including events within the existing programme
- Supporting the coaches with the set-up of the session and close down of sessions
- To engage with the participants of the session and assist the coach in providing the most enjoyable and safe activity
- Supporting coaches with weekly registers including enrolling new participants
- Report any incidents or accidents to the coach that is leading the session

Get Active is a Sport England funded programme. We have a number of opportunities both during the day, on weekends and in the evenings. Volunteering for Get Active sessions typically lasts an approximately 2 hours.

Personal requirements

Get Active Volunteer

			Essential/ Desirable	
Skills/ Abilities	1.	Able to work as part of a team	Essential	√ √
	2.	Interpersonal skills including: <ul style="list-style-type: none"> ○ good communication ○ commitment ○ reliability ○ planning and organizing ○ Flexible 	Essential	√ √
	3.	Enjoys being with children and young people	Essential	√ √
	4.	Has a confident, outgoing personality	Essential	√ √
	5.	Is interested and passionate about sports/fitness	Essential	√ √
	6.	Is willing to try new activities and open to learning skills in other sports	Essential	√ √
	7.	Is a team player and can work well independently and as part of a team	Essential	√ √
	8.	Strong encouragement and enthusiasm required to get the inactive active and those at risk of serious health issues participating in local programmes	Essential	√ √
	9.	Commitment to personal and professional development	Essential	√ √

The Directorate & Team

I am delighted you are considering Slough Borough Council's Directorate for Customer & Community Services for your next volunteering opportunity. This directorate is responsible for the leadership and development of all council customer services in meeting the needs of our local community and promoting a positive image of Slough.

The functions of the Customer and Community Services Directorate are as follows:

Learning and Community: Community learning, skills and employment, library services, community development, Slough Creative Academy.

Wellbeing and Community: leisure services, parks and open spaces, young people's Services, cemetery, crematorium and registration services.

Consumer Protection and Business Compliance: Primary Authority Partnership, health and safety at work, trading standards, licensing, community safety.

Planning and Building Control: Planning policy, development management, planning enforcement, building control, fire & access advice, demolition control, local land charges, air quality, contaminated land, petroleum licensing and carbon reduction/climate change.

Procurement and Contracts: Council procurement process and governance, management of major contracts, IT strategy; information governance, business development and facilities management & corporate services supporting development of corporate landlord.

The Customer and Community Services Directorate makes a significant contribution to the delivery of the Council's priorities set out in its five year plan and those of its local strategic partners.

The directorate and council team is focused on understanding needs and identifying and applying best practice to achieve the best outcomes possible. All services contribute to the delivery of these common goals as 'one council'.

There is much to be proud of in Slough and I believe that by ensuring excellence in all we do, we Can really make a big difference to peoples' lives.

I look forward to receiving an application from you.

Best wishes

**Roger Parkin,
Director of Customer & Community Services**

What a volunteer does:

Our volunteers will assist in the delivery of different physical activity sessions that take place across Slough in our Parks, Community Centres and some schools.

Volunteers will work with a wide range of local residents of all ages.

Volunteers need to be enthusiastic and willing to learn new skills and contribute towards making the local community more active and engaged in physical activity.

All volunteers will be provided with full training, support and opportunities to learn new skills.

GENERAL INFORMATION

REIMBURSEMENT OF OUT OF POCKET TRAVEL EXPENSES

Slough Borough Council will reimburse reasonable out-of-pocket expenses as follows:

Petrol Costs

Volunteers will be paid for any authorised mileage incurred whilst volunteering in accordance with HM Revenue and Customs rates (currently this will be paid at 45p/mile). All mileage claims must be supported by VAT receipts.

All volunteers who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

Bus Fares

These will be reimbursed in full unless they exceed the cost of the appropriate standard rail fare, in which case, the lower limit will be repaid. The original receipt (if available) or the bus ticket itself must be provided.

Train Fares

These will be reimbursed at a standard class rate. The original receipt or train tickets must be provided for repayment of train fares.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs. All volunteers who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

SMOKING POLICY

The Council has a no smoking policy.

HEALTH DECLARATION

The Council believes that screening new volunteers is an important management process and therefore you will be asked to complete a 'Declaration of Health Status Questionnaire', however this is not a condition of volunteering. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary for the position. The council will pay for this. This is not linked to the selection process.

OTHER INFORMATION

All volunteers are engaged initially for a one month/four session introductory period, depending on the frequency of volunteering. This is to ensure the volunteer and activity are properly matched and either side may decide to end the placement at this stage.

Volunteers and activities are reviewed regularly and volunteers are encouraged to take an active role in these reviews. Reviews are important to ensure that the activities fulfil the needs of both volunteers and the Centre.

From time to time, we will offer volunteers the opportunity to enhance their skills through attending training sessions.

DATA PROTECTION ACT

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

EQUALITY ACT 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for volunteers who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the volunteering opportunity will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected
- It must affect normal day-to-day activities at work on a regular basis

EQUAL OPPORTUNITIES IN VOLUNTEERING

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no volunteer applicant receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected on merit. All volunteers will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims to be representative of the local population of whom over a third are of ethnic minority origin. The Council continually monitors this policy to assess its effectiveness.

PRE-VOLUNTEER SCREENING

It is our policy to carry out checks to confirm the details on the application form. False information, which results in an engagement, will result in the individual being asked to leave.

References

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

Residency

You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence.