



VOLUNTEER APPLICATION PACK

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Dear volunteer applicants,

Please read the information enclosed, before deciding if you are interested in volunteering for us.

We are looking for volunteer counsellors, with a commitment to working with women and men who have experienced sexual violence. Volunteer counsellor applicants who are accepted onto our training course after interview, will be required to successfully complete 30 hours of specialised training, and various other relevant training (CPD).

Volunteer counsellors commit to us for a minimum of 2 years.

We do not allow any tapes or transcripts of counselling sessions. If tapes of supervision sessions are required, this must be agreed, and if agreed - these will be erased after use.

Please complete the Equal Opportunities form along with the Application Form, and return them, as soon as possible. You will be contacted should you be selected for an interview. The training course will commence when we have a new group of 6 - 9 new volunteers.

Thank you for your interest in our organisation.

Yours sincerely

NRC
Counselling Team Co-ordinator

VOLUNTEER ROLE OUTLINE- COUNSELLOR/SUPPORT WORKER

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or in the future.

Prospective volunteers for NRC, will receive 30 hours specialised in-house training. Upon successful completion of this course which includes the submission of a course **Portfolio/File of Evidence**, satisfactory pre-volunteer checks of 2 references and DBS clearance, you will then be required to complete an Induction period and training on the NRC computer system – DPMS.

Following completion of the above, a suitable client will be matched to the volunteer's level of skill, and counselling work can commence.

All Counselling will begin at the centre in Northampton. At a later stage it may be possible for some volunteer counsellor's to work at the centre in Kettering, Corby or alternatively conduct sessions at a client's GP Surgery.

There may also be occasions when clients will request support during visits to relevant agencies e.g. Police station, Court, Sexual Health Clinic, this will only be taken on by the NRC's Independent Sexual Violence Advisor (ISVA).

KEY RESPONSIBILITIES – CLIENT SUPPORT

- To remain an active Volunteer Counsellor with NRC for a minimum of two years from the date of commencement of duties
- To attend the centre on predetermined days and times to provide a minimum of three counselling sessions per week to include support and admin time. This time is a commitment to the centre whether or not clients attend sessions.
- To attend and prepare for, supervision sessions with her supervisor, for a minimum of 1.5 hours per month according to BACP ethical Framework for Counselling and Psychotherapy.
- To comply with office procedures as laid down in the Handbook. These are handed to the Volunteer Counsellor's during induction and may be changed from time to time. The Volunteer Counsellors should read and comply with any changes that occur.
- To comply with all policies and procedures of the service, including the Health and Safety Policy.

- To abide by the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.
- To attend a minimum of 2 internal workshops a year as an important part of training and continued professional development. Failure to attend will be addressed with the volunteer counsellors.
- To make sure all appointments are logged in the counselling diary and ensuring the client and centre are immediately notified if you have to cancel or alter an appointment.
- To arrive in time to check for messages, and prepare yourself and the room for the client
- To **buddy-up** with at least one other Volunteer Counsellor to ensure safety and security and to ensure no one is left lone working.

All volunteer time is precious to us, and enables NRC to keep going. All volunteers are appreciated and valued by everyone working at the centre, because we know we cannot survive and provide our services without such valuable, and dedicated help.

EQUAL OPPORTUNITIES MONITORING

Information for Applicants

NRC is committed to ensuring that all associated with the service are treated fairly and consistently and that no individual is disadvantaged or discriminated against as a consequence of their ethnicity, age, disability or any other personal characteristics which have no bearing on a person's ability to fulfill a role. In order to assist the Service in monitoring its recruitment policies AND FOR NO OTHER REASON, you are urged to complete the monitoring form below. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act. Please complete with an "X", where relevant.

Disability

Do you consider that you have a disability?

- Yes ☐ (if yes, please complete the "my disability is" section below)
No ☐
Prefer not to say ☐

My disability is: (please X all that are relevant to you)

- Physical Impairment ☐
Sensory Impairment ☐
Mental Health Condition ☐
Learning Disability/Difficulty ☐
Long Standing Illness ☐
Other ☐
Prefer not to say ☐

Ethnic background

White:

- British ☐
Irish ☐
Gypsy / Roma ☐
Any other white background ☐

Asian or Asian British:

- Indian ☐
Pakistani ☐
Bangladeshi ☐
Chinese ☐
Any other Asian background ☐

Mixed:

- White & Black Caribbean ☐
White & Black African ☐
White & Asian ☐
Any other mixed background ☐

Black or Black British:

- Black – Caribbean ☐
Black – African ☐
Any other black background ☐

Personal Relationship

- Single ☐
Living together ☐
Married ☐
Civil Partnership ☐
Prefer not to say ☐

Religion or belief

- No Religion ☐
Christian ☐
Buddhist ☐
Hindu ☐
Sikh ☐

- Jewish ☐
Muslim ☐
Prefer not to say ☐
Any other (please state below)
.....



VOLUNTEER COUNSELLOR - APPLICATION FORM

Part one

Personal Details

Title.....First Name.....Surname.....

DOB.....

Address.....

.....

Post Code.....

Tel: homeMobile Work

Email.....

Preferred method of contact.....

Part Two

General Background Information

Please list any qualifications you have which are relevant to volunteering to work with our service

Qualification	Awarding Body	Date obtained

If you are currently studying on a counselling course, please give details of the course and the organisation:

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Please list any work, or other experience/s, which you consider relevant:

Dates To - From	Employment/Work Experience (explain duties briefly)	Employer/agency etc

Please state why you are interested in volunteering at NRC:

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Please state how you might work with the survivors who come to us for help.

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Please add any other information you feel may be relevant in support of your application (please continue on to a blank sheet if necessary)

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REFEREES

Please could you give details of two people to whom reference may be made. References should be academic/professional, one should be your current/most recent employer and one should be a tutor if, you are currently on a counselling course.

Please ensure you inform your referees, you have nominated them as such.

(1) Name

Address

.....
.....

Contact Number/s.....

Email:.....

(Relationship to Applicant).....

I consent to this reference being requested following an offer, as below (X): ☐

(2) Name

Address

.....
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Contact Number/s.....

Email:.....

(Relationship to Applicant).....

I consent to this reference being requested following an offer, as below (X): ☐

References will be taken up following an offer of a place on the training course

I became aware of this opportunity through:

Please specify.....

DATA PROTECTION

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all volunteering purposes as defined by statute. The information may be disclosed, as appropriate, to the Board of Trustees, NRC staff members, and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the volunteer recruitment process. When the process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you volunteer with us as a result of this process, in which case this application form will be retained as part of your personnel record.

DISCLOSURE BARRING SERVICE CHECK

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs.

It is the policy of NRC to require all applicants for volunteer counselling, to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the position you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are accepted as a volunteer counsellor, you will be subject to a satisfactory DBS check, before you can begin counselling.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to vulnerable people, may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

PLEASE “X” ALL BOXES:

I have read and agree to abide by the arrangements indicated in the Description of Role ☐

If selected, I undertake, to work under the direction of the Centre Manager, and Supervisor to offer at least 3 hours or 3 counselling sessions per week, and to participate fully in the programmes of training, supervision and additional support ☐

If selected I will abide by the BACP’s Ethical Framework for Good Practice in Counselling and Psychotherapy. ☐

DECLARATION:

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signed.....Date.....

If submitting an online application, please X this box ☐, to confirm your agreement

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

Counselling Team Co-ordinator
NRC
Warwick House
Second Floor
Cliftonville
Northampton
NN1 5BE

OR E-MAIL:

info@northamptonshirerapecrisis.co.uk