Volunteering Information pack

Please read before completing an application

# WHO ARE WE?

Barod ( formerly Drugaid Cymru) is a registered charity offering confidential drug and alcohol services under the harm reduction and Recovery models.

We work with individuals, families and communities and anyone affected by substance misuse. We have both adult and young persons services across most regions. The areas we cover are:

Blaenau Gwent, Caerphilly, Carmarthenshire, Ceredigion, Merthyr Tydfil, Monmouthshire, Newport, Pembrokeshire, Rhondda Cynon Taff, Swansea and Torfaen.

We work closley in partnership with other substance misuse services to deliver services. Our volunteering opportunities are availiable in all of the services in which Barod take the lead in delivering. This pack contains information about these services.

# Who can volunteer?

At Barod we value all of our volunteers; in fact many of our staff began their career within Barod as a volunteer. We don’t require you to have previous experience of working within the Drug and Alcohol field to volunteer with us, nor do you need to have previous experience as a volunteer. We value passion and enthusiasm as highly as experience.

Barod are keen to support change and give opportunties and chances to individuals. We are commited to diversity and equallity in all areas of our work. We recognise that the strength of the organistion is built on the understanding of individual strengths and differences and seek to respect these. Many volunteer roles at Barod will be subject to a DBS check, but not all offences will prevent you from becoming a volunteer. We believe in giving people opporunties to improve their lives and prospects, so if you are unsure if your DBS check may prevent you from volunteering, please contact us for more details.

The majority of volunteer opportunities are only available to those over 18 years of age, athough we do have some specific roles, such as peer eductors, which are open to under 18s – please visit our wbsite or contact us for more information.

We are looking for people with open minds and a willingness to learn; who share our values and ethos and who can understand key principles such as having good boundaries and not sharing private information. **So if this is you and you a few hours to spare, we would love to hear from you.**

# Our Values

Barod has 4 strong, integrated values that run throughout all services. We expect our staff and volunteers to work within these values

**Integrity: Empathy: Positive attitude: Adaptability**

# HOW DO I BECOME A VOLUNTEER?

Below *How to apply* on the *Volunteer with* us section on our website, it will say whether applications to volunteers are currently open or closed. If open, this means that we are accepting new application forms from aspiring volunteers.

We offer two types of volunteering experiences here at Barod; regular volunteering (for individuals with a minimum of eight hours available per week) and casual volunteering (for individuals wanting to be contacted on occasions when we need support e.g. for events).

# COMPLETING YOUR APPLICATION FORM

* Please provide as much information as possible on your application form. This gives us the opportunity to find out more about you.
* Please indicate your qualifications and training as well as your work and volunteering history, as this will allow us to understand your skills and experience. Don’t worry if you don’t have any formal qualifications, life experience is also very valuable.
* Using the information provided in this pack, please indicate your preferences for volunteering.
* Please provide the details of at least one person who can provide a reference. This can be a current or former employer, tutor, case worker, or a member of the community who can provide a character reference.
* If you have any difficulty completing the form, please contact [volunteer@barod.cymru](mailto:volunteer@barod.cymru) .

# Application, DBS and References

Due to the nature of our services, and to ensure a fair recruitment process we require a completed application form – a CV alone will not be accepted. We also request 2 referees which can be previous employer, tutor or from a previous volunteering placement. If you are concerned about referees please contact the volunteer coordinator for advice.

A criminal records check will also be completed where applicable. A criminal record is not necessarily a barrier to volunteering or employment, again if you have any concerns please contact the volunteer coordinator.

# WHAT WE PROVIDE FOR VOLUNTEERS:

* Induction and training
* Support, mentoring and guidance from a trained link worker who is working in the sector
* The opportunity to meet new and interesting people
* Individual Personal Development opportunities
* The chance to get involved in the development of services and of the organisation as a whole
* Opportunities to apply for internal job vacancies
* Reinbursement of travel expenses and a lunch budget when working at least 6 hours.

# WHAT WE are looking for FROM a VOLUNTEER:

We are looking for volunteers who are open-minded, non-judgmental, creative, supportive and willing to learn. We are looking for enthusiasm and we value individuals who have ideas and who like being around people.

We expect our volunteers to have an empathy and understanding around substance use and the ability to see things from the service users point of view, as well as being able to understand and follow the boundaries, policies and procedures of the organisation.

All volunteers are expected to undertake a range of core activities, where they are available, which would include such tasks as office and administration duties, general reception and hospitality duties, awareness raising activities and helping to support our drop-in centres.

# What can I get involved in?

SERVICE-USER SUPPORT: ADULT SERVICES

Volunteers can shadow and assist staff on one to one sessions and group sessions with service users either at our offices or on home visits. Experienced and trained volunteers may wish to work towards taking on a small client caseload and can accompany service users to other appointments and events/activities once considered competent to do so.

We have teams specialising in: Engagement, Harm Reduction, Outreach, Recovery and Therapeutic Interventions to name a few. There are opportunities to volunteer within each of these areas and specialisms.

DROP-IN Centres

The drop-in centres offer a range of services and facilities, all of which are available without an appointment such as information and support, signposting, use of telephone, computer and internet, harm reduction advice and crisis response, a service users' support group, space to relax and someone to talk to. Services and facilities in all centres will change and develop according to service user feedback.

The role of a volunteer within the drop-in is to participate in the staffing of a drop-in centre and to assist in the delivery of drop-in services.

TRAINING, EDUCATION AND AWARENESS-RAISING

Volunteers can assist the training team in the preparation of materials and resources for courses and awareness raising sessions and can help to deliver training, talks and workshops to adults and young people in a variety of settings (e.g. other organisations, schools and youth settings and in the community).

Volunteers can also become involved with the research and evaluation of our training courses and inputting information on to our database.

DIVERSIONARY ACTIVITIES

Diversionary activities are fun activities available to service users and can include art classes, music classes, rock climbing, horse riding, gym classes, yoga and alternative therapies. Volunteers can assist in facilitating groups and accompanying service users to relevant classes/events. Volunteers may also wish to lead in the development of new diversionary activities.

Service user support: YOUNG PERSONS services

Volunteers can assist our young-persons workers in their one-to-one and group work with people aged 18 years or under. Duties may include assisting on outreach campaigns in the wider community, promoting the young person’s service and the development and delivery of training and educational sessions. There will be opportunities where appropriate to shadow staff on one to one and group support.

ADMINISTRATION

Although all volunteers will assist with general administration duties as part of their role, there are some opportunities for individuals to volunteer to gain some specific administrative experience within a busy office environment. Volunteers may also wish to help with the development of marketing and promotional materials for use at public events or with maintaining our website or social media presence.

# Other Types of volunteering

Students:

If you are a student looking for a placement, work experience or volunteering to support your studies then you can consider accessing volunteering with us through the route already described, although volunteering guarantee you will undertake specific activities which may be mandatory for your placement.

Formal placement applications, for example social work or counselling, need to be applied for separately. Enquiries can be made via emailing [volunteer@barod.cymru](mailto:volunteer@barod.cymru) .

If you are looking to do an **assignment or research project** your application will need to be made through a written proposal to the Barod Board of Trustees and CEO.

Lived experience:

We welcome applicants from people with direct or familial experience of substance use.

If you are stable in your recovery and no longer accessing support then please apply via the route described above.

Whilst we recognise that volunteering can be an excellent support to recovery, we want to ensure (as far as possible) that any volunteering you participate in will not have any negative impacts on your recovery. Therefore, if you are currently accessing substance misuse services you may wish to consider signing up with your local Out of Work Service;

Peer Mentoring – Cyfle Cymru and OUt of Work Service

A European funded project its aim is to support people with mental health or substance misuse

This service offers free, confidential peer support, from trained mentors who have personal experience of substance misuse and / or mental ill-health. The service offers training and support to help participants gain volunteering, work experience or paid employment. More information on the full range of service providers can be found on the website:

<http://gov.wales/topics/people-and-communities/communities/safety/substancemisuse/service/?lang=en>

Opportunities for peer mentoring with the Out of Work Service need to be made through the service itself and are separate to volunteering with Barod.

***Some Barod services are currently piloting ‘Service User Volunteer’ roles. If you are accessing services with Barod and you’d like more information, please discuss with your worker to find out if your service is currently offering this volunteering role.***

# Further information

Advertisements for all volunteering opportunities roles can be found on the Barod website:

<https://barod.cymru/about-us/about-barod/volunteer-with-us/>

Further advice and information about volunteering with Barod or any other agency can be sought from your local volunteer centre. A full list of volunteer centres can also be found on the Volunteering Wales Website, in both Welsh and English.

# COntacts:

For all volunteering enquiries please email [volunteer@barod.cymru](mailto:volunteer@barod.cymru)