



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 use. We have both adult and young persons services across most regions across South East and West Wales.

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

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

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 opportunities and chances to individuals. We are committed to diversity and equality in all areas of our work. We recognise that the strength of the organisation 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 opportunities 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, although we do have some specific roles, such as peer educators, which are open to under 18s – please visit our website 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 VOLUNTEER ROLES

There are 3 main pathways for volunteering with Barod, highlighted below:

VOLUNTEER DEVELOPMENT PROGRAMME

Who should apply?

Individuals who are looking to gain a full insight into what Barod do, for example students looking to find out more about the substance use field or individuals looking to gain experience in order to start a career in the field.

How do people apply?

Individuals should fill in the application form, stating 'Volunteer Development Programme' under 'Role applied for'. The form should then be sent to volunteer@barod.cymru.

SPECIFIC VOLUNTEER ROLES

Who should apply?

Individuals who have a specific interest in a role that has been advertised.

How do people apply?

Individuals should fill in the application form, stating the role name and location under 'Role applied for'. The form should then be sent to volunteer@barod.cymru.

VOLUNTEER SUGGESTED ROLES

Who should apply?

Individuals who have a particular skill or interest that they feel would be of value to Barod services, which is not already being advertised.

How do people apply?

Individuals should fill in the application form, ticking 'I have a role to suggest' under 'Role applied for', giving details when prompted. The form should then be sent to volunteer@barod.cymru.

HOW DO I BECOME A VOLUNTEER?



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.

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
- Reimbursement of travel expenses and a lunch budget when working at least 5 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.

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.

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