



Work Experience Volunteer Programme Dorcas Driver's Mate/Warehouse Operative

What is SCRATCH?

Southampton City and Region Action to Combat Hardship, SCRATCH is a registered charity, founded in October 1999. Its main aim is to help local people who are suffering the effects of poverty, hardship, and disadvantage.

What is Dorcas?

Dorcas Project provides basic furniture and household items to individuals and families who are suffering poverty and disadvantage who live in Hampshire.

What is the SCRATCH work experience programme?

We at SCRATCH charity aim to provide a meaningful, structured, well-supported work experience opportunity that mutually benefits the participant, whilst meeting the aims and goals of the charity. A full role description is provided in a separate document.

Who is it aimed at?

The volunteer programme is targeted at unemployed, motivated people seeking to gain work experience and employability skills.

Essential characteristics required

Applicants must be motivated to find employment, physically fit, able to follow instructions, reliable, punctual, and willing to attend support sessions and training.

Must be 18 years or older.

Timeframe

The duration of the programme is 6 months. The applicant must be available for two full days a week. The days of the week can be negotiated. The end date will be agreed during initial induction.

Equality, Diversity, and Inclusion

Our aim is to recruit volunteers that reflect the local community. We are open to applicants from

- BAME Communities and refugees
- LBGTQ Communities
- Those who have a mental health problem or learning difficulty
- Those who have experienced custody and involvement with the justice system.

Criminal Convictions

In accordance with the Rehabilitation of Offenders Act, SCRATCH is open to applicants with criminal convictions. As SCRATCH is committed to protecting the vulnerable families they are delivering furniture to, we cannot accept persons convicted under the Sexual Offences Act or Burglary offences for the Dorcas programme. All other offences will be risk assessed on an individual basis. A basic DBS check will be carried out with the applicant's consent (This can take up to 4 weeks).

The Application Process

Applicants will be required to complete and submit a Volunteer Record Form to the Volunteer Manager (details below). Forms may be completed at interview for those who require assistance.

The applicant will be invited to an informal-style interview with the Volunteer Manager. The interview process will include a brief skills self-assessment and a short practical assessment. For example, manually handling a large piece of furniture. They are advised to wear suitable clothing, but PPE will be provided.

Two placements will be running at any one time. If both places are full, we can offer a limited opportunity to be put onto a waiting list.

Written Agreement

Successful applicants will be expected to enter into a written agreement with SCRATCH. The agreement lays out the expectations of SCRATCH, and our obligations to the participant. This is not a legal agreement and can be terminated by either party at any time. We understand that those on the programme may find employment before their agreed end date, and SCRATCH welcomes this outcome. To assist us find alternative cover, volunteers are encouraged to give as much notice as possible.

Induction

There will be a two-week trial induction period to integrate participants into the SCRATCH community, and their specific role within it. This will allow for SCRATCH and the participant to assess the placement, ensuring it is mutually beneficial.

Induction will include:

- An introduction to the ethos and aims of SCRATCH charity.
- Work shadowing experienced staff and volunteers.
- Taster sessions of a range of tasks within the Mount Pleasant site
- Competency Tests (e.g. Use of equipment, teamwork)
- Initial employability assessment and goal setting
- Review of placement

What can the volunteer expect from the programme?

- An encouraging and supportive workplace experience that improves physical and mental wellbeing.
- Regular reviews of progress, including obstacles to progress and training needs
- Employability Support: Assistance with CV, job application or interview skills

- Training: In-house e.g. Teamwork, Manual handling, communication. Accredited training as available. E.g. First Aid, Fire safety. Signposting to other training based on individual circumstances. E.g. Basic IT and literacy.
- Respect and Recognition for your contribution in helping SCRATCH to achieve its goals
- A reference

Expenses

Out of pocket expenses such as travel will be reimbursed on production of a receipt. Lunch up to the value of £4 will be reimbursed providing the shift is longer than 4 hours.

Insurance

SCRATCH will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

Attendance

SCRATCH rely on volunteers to help us deliver our services. The Project Manager must be notified in advance of any pre-arranged appointments. The Manager must be informed as soon as possible of any sickness or urgent incidences preventing attendance.

If the volunteer arrives late or misses a shift without notifying the Manager or Volunteer Manager on more than 2 occasions their Agreement will be terminated.

Outcome Goals

The overall goal is to increase the employability of the participant. Whilst we recognise that some applicants may have existing strengths in some of the areas listed below, we anticipate that there will be significant improvements to all or most of the following:

- Mental health and wellbeing
- Self-confidence and self esteem
- Physical strength and fitness levels
- Teamwork
- Use of Initiative
- Ability to follow instructions
- Job seeking skills
- Employment

For all enquiries or to make an application, please contact the Volunteer Manager, Polly Burton. Telephone (Monday to Thursday) 07702 544893 or email: Polly@scratchcharity.co.uk

THANK YOU

Polly