

<b>Volunteer Type:</b>	<b>Independent Visitor – CGL3290</b>
<b>Project Name:</b>	<b>Nottingham City &amp; Nottinghamshire County IV</b>
<b>Base:</b>	<b>Community Based</b>

## 1. Main purpose of the role

The role of a Change, grow, live Independent Visitor is for a volunteer IV to build a healthy and child focused relationship with a young person living in the care of the local authority; This is a 1:1 relationship which aims to support the young person to grow in confidence, feel valued and thrive in their lives. IVs are matched with a young person according to a variety of considerations such as location, interests and hobbies. The IV is fully trained and supported throughout. The Change, grow, live team facilitate the initial meeting between the young person and the IV where both parties have the opportunity to share a little about themselves and agree on where and when they would like to meet. Thereafter, the IV is required to engage with the Change, grow, live team by reporting after each contact as outlined by the project and explained during training. The IV is encouraged to attend quarterly volunteer support group meetings where they are able to swap ideas and share experiences with other independent visitors supported by staff.

## 2. Reporting and working relationships

### Reporting relationships:

The role will report directly to the Volunteer Co-ordinator/Supervisor



### Working relationships:

*This role is vital to the development and continuity of the service, necessitating a flexible attitude to multi-agency working.*



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<b>3</b>	<b>Role-specific responsibilities</b>
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3.1	Meet with their young person, monthly as directed by the project, (with project staff and or/any referring agency)
3.2	Create a positive relationship between themselves and the young person
3.3	Contribute to the young person’s development and confidence
3.4	Assist the young person in developing skills and appropriate attitudes that will assist them in achieving the goals in their life
3.5	Encourage and motivate the young person to make positive changes and encourage their personal development (In liaison with the project, the referring agency and the young person concerned)
3.6	Encourage young people to make positive use of local resources and activities, such as local parks and leisure centres
3.7	Maintain principles of confidentiality, especially in relation to the young person, the project and any referring agency
3.8	Operate at all times within the Health and Safety, Safeguarding and Equal Opportunities policies of Change Grow Live and any relevant referring agency
3.9	Complete all paperwork and attend supervision meetings as directed by the project
3.10	Attend young people’s reviews if invited to do so by the young person
3.11	Willingness to attend additional training

<b>4</b>	<b>Change Grow Live’s commitment to you</b>
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*Change Grow Live works within the following framework and requires all employees and volunteers to do the same.*

4.1	<u>Equal Opportunities</u>
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	<p>Change Grow Live are committed to creating an inclusive environment, which celebrates difference and allows our staff, volunteers and young people to flourish. Change Grow Live are committed to promoting and ensuring anti discriminatory practices through our organisational values, policies and procedures, which we expect all staff and volunteers to promote and adhere to. Change Grow Live expect all staff &amp; volunteers to challenge prejudice and discrimination, to support with this we offer robust supervision alongside training and development opportunities to continually improve equality, diversity and inclusion practises.</p>
<p>4.2</p>	<p><u>Vision</u></p> <p>Change Grow Live enables people to make the positive changes necessary to lead independent and purposeful lives and create safer, healthier communities.</p>
<p>4.3</p>	<p><u>Training and Development</u></p> <p>As part of the selection and recruitment process individuals are required to undertake mandatory training modules to enable them to carry out the roles as described above.</p> <p>Mandatory training modules for this role are:</p> <ul style="list-style-type: none"> <li>- Core Volunteering Skills</li> <li>- Roles and responsibilities of an Independent Visitor</li> <li>- Safeguarding</li> </ul> <p>And includes training on the following subjects before commencing in post:</p> <ul style="list-style-type: none"> <li>- Organisational Induction</li> <li>- Boundaries</li> <li>- Confidentiality</li> <li>- Communication</li> <li>- Equality, Diversity and Inclusion EDI]</li> <li>- Data Protection</li> <li>- Safeguarding</li> <li>- Health and Safety</li> <li>- Roles and Responsibility</li> </ul> <p>Learning achieved through completing this training can accredited through Certa. Prospective volunteers will be able to discuss accreditation with their project manager.</p>

	<p>Training will also assess an individual's suitability for volunteering on their own and supporting a young person.</p> <p>Volunteers will be provided with project specific training/workshops and any other training that is relevant to their volunteer role.</p> <p>Ongoing training and support is provided regularly to volunteer mentors to provide opportunities for development.</p>
4.4	<p><u>Safeguarding</u></p> <p>Change Grow Live are committed to ensuring the safeguarding and wellbeing of children and adults at risk, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
<p><b>5 Your commitment to Change Grow Live</b></p>	
5.1	<p><u>Vision and Values</u></p> <p>Promoting and understanding the values and vision of Change Grow Live to understand what it means to you in your respective role, to your team and to service delivery.</p>
5.2	<p><u>Children and adults at risk</u></p> <p>Demonstrating an understanding of and commitment to best safeguarding practice, making awareness of documentation and referral pathways at your service a priority and taking immediate and appropriate action as necessary.</p>
5.3	<p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with young people, peers and other relevant professionals.</p>
5.4	<p><u>Health &amp; Safety</u></p> <p>Being responsible for your health and safety and that of colleagues and service users. Volunteers should co-operate with management and follow established systems of work.</p>
5.5	<p><u>Equality, Diversity and Inclusion</u></p> <p>Being committed to helping to build an organisation that respects and values the diversity of all staff and volunteers, making our services accessible and inclusive,</p>

	regardless of an individual's protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation) recovery status or offending background.
5.6	<p><u>Confidentiality</u></p> <p>Treating all information acquired through the course of your volunteering as confidential and complying with all the appropriate policies, legislation, systems and procedures.</p>
5.7	<p><u>Information Governance</u></p> <p>Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our young people, workforce and members of the public.</p>
5.8	<p><u>Continuous Professional and Personal Development</u></p> <p>Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.</p>

*The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of Change Grow Live. Any change will be made after a proper period of consultation.*

This post is subject to a Disclosure and Barring Service check at an enhanced level.  
(Applies to all roles where regulated activity is undertaken.)

The independent visiting project operates predominately outside of school hours (evenings, weekends and school holidays), volunteers should consider this when applying.

**We expect our volunteers to be at the heart of everything we do:**

Focus – we focus on the young person as a way to achieve positive change for the individual and community at large.

Empowerment – allows young people and employees to reach their full potential and achieve their ambitions.

Social justice – a shared commitment as individuals and as an organisation.

Respect – for each person we engage, without reservation or judgement.

Passion – being driven by innovation and determination – to bring about the safest, healthiest outcomes for individuals and communities.

Vocation – means our work is more than just a job.

### Person specification

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).

**Please note** - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

<b>1</b>	<b>Education, knowledge and experience</b>	
1.1	Be over 18 years old with a non-judgmental, non-patronising and honest approach	E
1.2	Experience of working with young people	D
1.3	Knowledge of ways to establish relationships of trust whilst maintaining boundaries	E
1.4	Understanding of the issues and willingness to work with the client group	E
1.5	Understand the importance of record keeping	E
1.6	Knowledge and understanding of confidentiality	E
1.7	Knowledge of safeguarding	E
1.8	Knowledge of the local area and support services available	D
1.9	A commitment to seek learning opportunities to improve and broaden your own knowledge and skills.	D
<b>2</b>	<b>Abilities and skills</b>	
2.1	Enthusiastic about young person's involvement	E
2.2	Confidence and ability to deal with difficult situations	E
2.3	Effective Listener	E

2.4	Good communication skills	E
2.5	Appropriate non-verbal communication	E
2.6	Able to support service users with form filling and making difficult phone calls	E
2.7	Willingness to attend induction training and ongoing development training	E
2.8	Willingness to attend regular supervision and support groups	E
<b>3</b>	<b>Working within Change Grow Live's framework of commitments to employees &amp; volunteers</b>	
3.1	A commitment of a minimum of two years, meeting with a young person once per month.	E
3.2	A commitment to engaging with, understanding and promoting Change Grow Live's values and vision.	E
3.3	An understanding of and commitment to safeguarding best practice.	E
3.4	An understanding of the importance of professional integrity in relationships with young people, peers and other relevant professionals.	E
3.5	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. peers, and young people).	E
3.6	An understanding of and commitment to Equality, Diversity and Inclusion best practice with a particular focus on engagement with hard to reach and marginalised young people.	E
3.7	An understanding of and commitment to treating all information acquired through the course of your volunteering as confidential, both during and after role ends.	E
3.8	Declaration of Criminal Record	E

### Recruitment Process

	<p>The recruitment process for this role is as follows:</p> <ul style="list-style-type: none"> <li>- Application</li> <li>- Short listing</li> <li>- 1<sup>st</sup> Interview</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Training</li> <li>- Online safeguarding training</li> <li>- Training assessment pack</li> <li>- Pre-commencement discussion</li> <li>- Satisfactory DBS disclosure</li> <li>- Satisfactory references</li> <li>- ID Card Issued</li> </ul>	
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	<i>Version number</i>	<i>Date</i>	Initial s	Initial s	Year
	1.0	January	ME		2019