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Dear Applicant,

Thank you for your interest in becoming a Circle Volunteer with the Safer Living Foundation. Please find enclosed further information about the Circle Volunteer role and the selection & training process, along with an application form. Please read the information thoroughly and if you decide to apply, please complete the application form and return, either by email or post.

If you are successful at the application stage, you will be invited to attend an informal first interview. This interview allows us to find out more about you and your reasons for volunteering. It also gives you the opportunity to find out more about the role and the training required.

Following the informal interview, all volunteers must successfully complete a two day training course. Throughout this training your suitability to volunteer will be assessed and following completion of the training you will be required to attend a second interview to demonstrate your learning and confirm your continued interest in the volunteering role.

We would anticipate that each volunteer will need to be available for 2-3 hours per week although this may vary dependent on your availability and the needs of the Circle. This is unpaid, but expenses will be covered.

FURTHER INFORMATION ABOUT THE APPLICATION FORM

Representation

It is important that Circle Volunteers are representative of the local community that we serve. We aim to ensure that our Circles are as diverse as the people with whom we work and the community in which they live, in order to provide the most effective service. We are committed to promoting equal opportunities, valuing diversity and tackling social exclusion. The questions at the bottom of the first page of the application form are to help us ensure we achieve this aim and will not affect your chances of becoming a Circle Volunteer.

Offending History/Criminal Record Check

Being a Circle Volunteer involves working with vulnerable young people and their families and/or vulnerable adults, and for that reason we are required to carry out an enhanced DBS check which includes convictions that are spent under the Rehabilitation of Offenders Act 1974. Previous convictions will not automatically bar you from becoming a Circle Volunteer, but would be discussed at the interview.

The information that you provide in your application will be treated in the strictest confidence.

If you would like to discuss the role or the application process before you apply, please contact us by phone: **01949 803259**, or by email: **anne.mcmeekin@hmps.gsi.gov.uk**.

We look forward to hearing from you.

Kind regards

Safer Living Foundation