



Volunteering with us

About our service

Volunteers are important members of the Vibrant Communities Service. The involvement of volunteers in all activities of the service is fundamental to the fulfilment of our aims.

Volunteers also bring a diversity of age, experience and cultural background to the Vibrant Communities Team. They are an integral part in helping to improve the life chances for people of all ages, building stronger, more resilient, inclusive communities through our work with young people and adults in the community.

**We are delighted that you are joining the
Vibrant Communities team as a volunteer**

Our work includes...

Adult learning

- Develop life skills and access local learning opportunities through reading, writing and numeracy/number skills
- Digital skills
- Parental learning
- Volunteering
- Qualifications
- Adult guidance

Community Development

- Get involved in your community
- Community Asset Transfer
- Consultations and surveys
- Get support for your community
- Participation request
- Participatory budgeting

Resettlement & ESOL

- English for speakers of other languages (ESOL)
- Support for displaced families

Youth Work

- The team works with young people aged 11 years and up, through individual and group work in schools and communities
- Through non-formal, educational they support young people's:
 - health & wellbeing
 - learning & achievement
- Youth Voice and participation



Volunteering with Vibrant Communities

Volunteers can come forward themselves or be recommended by a member of our staff. After an initial meeting with a staff member or the Volunteer Coordinator (VC) to discuss volunteering the VC would then send out an application form. On return of the form the VC would then request references from the named referees. Once references are returned the VC will ask for 3 forms of identity documents to allow Angus Council to process the Disclosure Scotland checks. Following the return of a satisfactory Disclosure Scotland certificate we can arrange for volunteers to sign a volunteer agreement and meet a member of staff they will work with to start their placement.

Your role and our support to you

Once you have a placement as a volunteer you will be managed by a local staff member of the Service who will explain your role and what this involves and agree the hours you will volunteer. They will show you around the space and introduce you to the staff and learners you will work with and will support you throughout your time with the Service.

If required, you will have access to appropriate training for your role and this will be agreed with the staff member responsible for you.

You are not paid for your time as a volunteer, but reasonable travel expenses will be reimbursed. The travel claim form is available from your supervisor.

If you have any matters arising or concerns then in the first instance please contact the staff member that is responsible for you. If the matter is not resolved satisfactorily, then you should report it to a more senior member of staff or the volunteer coordinator.



Policies & Procedures

Health and Safety Policy

The Vibrant Communities Service is committed to the health and safety of all its volunteers. Please ensure that you are aware of and follow all the health and safety procedures for the premises that you work at. This information will be provided by your Communities Officer or Communities Assistant. You are covered by the Council's Insurance policy whilst working for us.

A copy of the Council's Health & Safety Policy is available from the Volunteer Coordinator.

Data Protection

Vibrant Communities staff and volunteers are party to sensitive data about the people who use our services. Sensitive data is anything that identifies an individual (address, date of birth, religion) and could either be used for fraudulent purposes or the individual may not wish others to know. If you do have access to information remember to keep this confidential and do not leave paperwork lying about.

Angus Council complies with the Data Protection Principles contained in the 1988 Data Protection Act. If you have any questions on data protection please speak with your Communities Officer or Communities Assistant.

Equal Opportunities

Vibrant communities aim to ensure our volunteering process is accessible to anyone that wants to be involved at a level that suits them. It is our aim to ensure every individual has their own needs recognised and is treated fairly and with respect. We will not unlawfully discriminate against anyone on the grounds of their age, disability, gender, marital status, race, religion or belief, sexual orientation or transgender status.

We hope that this handout has provided you with enough information on the role of a volunteer within the Vibrant Communities Service. If you have further questions regards volunteering with us, then please contact us via email at **BSCommunities@angus.gov.uk**