



RECRUITMENT PACK

MAY 2022

Gorbals Ideas Fund Recruitment Pack

Thank you for your interest in joining the Gorbals Ideas Fund as a Community Advocate.

In this pack you will find:

- Information on the recruitment process;
- A detailed role descriptor telling you everything you need to know about the role of a Community Advocate;
- A copy of the New Gorbals Housing Association Volunteer Application Form and Equal Opportunities Monitoring Form;
- A copy of the New Gorbals Housing Association Volunteer Policy which supports and protects all Community Advocates.

You can access additional information about the Gorbals Ideas Fund on our website at www.gorbalsideas.org.uk, we strongly recommend you read through our latest Strategy which you can find here: [Communities Know Strategy 2022-2025](#).

If you have any questions or queries about the contents of this pack or the Application Form please contact Jo on 0141 429 3900 or email johanna@newgorbalsha.org.uk.

RECRUITMENT PROCESS

Our recruitment process has been designed to be supportive and accessible.

Our Community Budgeting Officer is available to discuss any aspect of the recruitment process with you, or answer any general queries you may have.

The role of Community Advocate is an important one and we hope this is reflected throughout this pack and the recruitment process.

The role is open to anyone aged 16+ who lives in the Gorbals and who would like to help drive positive change across the community.

A community facing role the key quality we look for is great community skills, not just the ability to speak to and engage with others but to actively listen to them, sometimes putting your own views and opinions to the side.

Each application will be assessed by the Community Budgeting Officer and at least one existing Community Advocate and successful applicants will be invited to take part in a short, informal interview. This interview will give us the chance to learn more about you and to share more information about the role and our work.

If, at the end of the process, you do not feel that the role of Community Advocate is right for you we can help sign post you to other available opportunities across the community or more widely across Glasgow.

If, at the end of the process, we don't think the role is right for you at this time we'll sign post you to other available opportunities that meet your interests and aims.

Gorbals Ideas Fund

Community Advocate

Role Description



The Gorbals Ideas Fund is a community-led initiative that aims to give local people much more control over the funding and budget decisions that affect their lives and their community.

The Gorbals Ideas Fund is hosted by New Gorbals Housing Association and all roles within the initiative are protected and supported by the New Gorbals Housing Association Volunteer Policy and Support Framework.

Volunteer Role: Gorbals Ideas Fund Community Advocate

Supported by: Community Budgeting Officer

Training: Induction & Welcome
Introduction to Participatory Budgeting
Introduction to Peer Education
Introduction to Peer Research
Facilitation and Discussion

PVG: PVG Certificate not required at this time.

Purpose of the Role:

To work as part of the Gorbals Ideas Fund Community Advocacy Team to:

- Achieve the vision of the Gorbals Ideas Fund as set out in our Strategy document;
- To delivery activities that encourage, educate and empower local people to improve outcomes for themselves, their family and the community as a whole; and
- Advocate on behalf of the wider community to ensure their views, opinions and experiences are considered at all levels of decision making.

Qualities, Attributes & Interests

Community Advocates are focussed on engaging and involving people from all walks of life and sections of our community, therefore the following key qualities and attributes that are essential to the role:

- Friendly and approachable;
- Patient and understanding;
- Confident in speaking to others;
- Excellent listening skills and an eagerness to learn from the experiences of others;
- An interest in working collaboratively to develop and achieve shared goals;
- An interest in community development and empowering communities; and
- An interest in the rights and entitlements of individuals, families and communities.

Task and Activities

- Share information about the Gorbals Ideas Fund and Participatory Budgeting in formal and informal settings across the community;
- Work collaboratively to design, develop and deliver Participatory Budgeting processes that put local people at the heart of decision making;
- Encourage local people to become involved in the Participatory Budgeting processes delivered by the Gorbals Ideas Fund;
- Work with local people to help them develop and deliver ideas aimed at improving life in the Gorbals for everyone;
- Advocate for the needs and wants of the local community at all levels of decision making in the area;
- Work with other groups, services and organisation to improve outcomes for the Gorbals community and the people who live here.

Commitment

The role of Community Advocate requires a commitment of **3 hours per week** on average and, due to the nature of the work, these can be committed with some flexibility as we aim to meet the needs of volunteers and the wider community.

We ask Community Advocates to commit to being part of the work for a period of at least 6 months after training.

Our Offer:

As part of the Gorbals Ideas Fund you'll work in a friendly, supportive and positive environment with like-minded people who want to influence change. In addition, we also offer:

- A tailored training programme to equip you as a Community Advocate and support the development of desirable, transferrable skills;
- Opportunities to engage with local people from all walks of life and build knowledge and understanding of the key barriers and challenges faced by our community;
- The opportunity to take positive action, support and drive solutions to improve outcomes for our community;
- The opportunity to encourage and empower our community to shape solutions and responses to challenges and barriers.

VOLUNTEERING APPLICATION FORM



Thank you for your interest in joining the Gorbals Ideas Fund.

Please complete this application form and return it to the Jo Speirs, Gorbals Ideas Fund, c/o New Gorbals Housing Association, 200 Crown Street, Glasgow, G5 9AY or email johanna@newgorbalsha.org.uk.

The information you provide will be treated confidentially and will only be used by NGHA to match you up to volunteer opportunities. We will not share your information with any other organisation.

We will keep your information on a secure server for 2 years after the end of your volunteering role, however you can ask us to remove it at any time and you can ask to see the information we hold on you at time.

If you would like some help or support to complete this application or would like it in another format or language please contact us at johanna@newgorbalsha.org.uk or call 0141 429 3900.

ABOUT YOU

Name: _____

Address: _____

Postcode: _____

Tel. No.: _____ **Mobile No.:** _____

Email Address: _____

How would you like us to contact you?

Post Phone Text Message Email

YOUR INTERESTS

We deliver lots of different activities across the area, please tell us what areas of our work interest you (please tick all that apply):

Event Planning e.g. helping us to decide what an event should look like	
Event Delivery e.g. helping us host events	
Buddying e.g. helping someone new to the community get to know the Gorbals	
Engaging e.g. speaking to others to find out what their priorities are	
Sharing e.g. sharing important information across the community to involve people in decision making	
Advocating e.g. working on behalf of the community to achieve priorities	
Children & Young People e.g. helping deliver our Children's Holiday Programme	

Please use this space to tell us about anything else you may be interested in:

YOUR SKILLS & EXPERIENCE

You do not have to have any particular skills to volunteer with us; however, it would be useful for us to know if there are skills, you currently have or skills you would like to learn to make sure we can tailor your experience just for you.

	I have this skills	I'd like to learn
Organising Events		
Team Work		
Talking with others		
Listening to others		
Community Engagement		
Advocating on behalf of a group/individual		
Marketing and Promotions		
Digital Communication		

Please use this space to tell us about any other skills you have or would like to learn:

You do not need any particular experience to volunteer with us but it would be helpful for us to know a bit more about your background:

If you currently volunteer or if you volunteered in the past, please tell us about it:

If you are employed or have been employed in the past, please tell us about it:

If you have any relevant personal experience that you would like to share, please tell us about it e.g. caring, studying, training:

YOUR AVAILABILITY

Please let us know when you would be available to volunteer with us (please tick all that apply):

	Morning 8am to Noon	Afternoon Noon to 5pm	Evening 5pm to 8pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours each week would you be able to volunteer?

1 to 2 hours 2 to 4 hours More than 4 hours

Please use this space to tell us if there is anything, we can do to make it easier for you to volunteer with us e.g. accessible venues, large print documents etc.

OFFICIAL BITS

Do you have any criminal convictions (other than minor driving offences)?

Yes No

If yes, please state the date and nature of the conviction:

Please note, having previous criminal convictions will not necessarily exclude you from volunteering with us but it is important that you tell us as it may come up in future PVG checks.

Please give us the names of two people (not family members) who know you well and would be happy to give us a character reference.

Name:	Name:
Address:	Address:
Tel. No.:	Tel. No.:
Email:	Email:

Please sign and date the form below and return it to Jo Speirs, Gorbals Ideas Fund, c/o New Gorbals Housing Association, 200 Crown Street, Glasgow, G5 9AY or email johanna@newgorbalsha.org.uk

Print Name: _____

Signature: _____

Date: _____

EQUALITIES MONITORING

It is important that our volunteering opportunities are inclusive and that everyone who volunteers their time is treated with dignity and respect.

We want to ensure our work represents the diverse nature of our community and to make sure that our volunteer recruitment, training and developing is accessible to everyone.

To monitor how well we are doing and to comply with duties placed on us under equalities laws we collect and analyse information on equalities characteristics and would be grateful if you would complete this form. It will be used for monitoring purposes only.

The information you provide will be treated confidentially it will not be used to identify you, it will only be used to help us monitor the accessibility of our volunteer opportunities.

AGE

Please tell us your age in years: _____

GENDER

Male Female Other Prefer not to say

DISABILITY

Do you consider yourself to have a disability? Yes No

Under the Equality Act 2010, a disability is described as a physical or mental impairment, which has substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

ETHNICITY

White

White Scottish
White British
White Irish
White Other _____

Asian, Asian Scottish, Asian British

Indian, Indian Scottish, Indian British
Pakistani, Pakistani Scottish, Pakistani British
Bangladeshi, Bangladeshi Scottish, Bangladeshi British
Chinese, Chinese Scottish, Chinese British
Any other Asian background, please write here:

Black, Black Scottish, Black British

Caribbean, Caribbean Scottish, Caribbean British

African, African Scottish, African British

Any other Black background, please write here:

Mixed

Any mixed race background, please write here:

Other

Any other ethnic background, please write here:

Prefer not to say

RELIGION, RELIGIOUS BELIEF OR SIMILAR PHILOSOPHICAL BELIEF

Do you identify as any of the following?

None

Church of Scotland

Roman Catholic

Other Christian

Buddhist

Hindu

Muslim

Jewish

Sikh

Other, please write here: _____

Prefer not to say

SEXUAL ORIENTATION

Heterosexual/Straight

Gay man/Homosexual Man

Lesbian/Homosexual Woman

Bisexual

Other

Prefer not to say

I choose not to complete the Equal Opportunities Monitoring Form

New Gorbals Housing Association

Volunteer Policy

April 2022

1. INTRODUCTION

New Gorbals Housing Association (NGHA) is a community controlled Housing Association led by a voluntary Management Committee.

NGHA is principally a Community Controlled Housing Association committed to providing high quality social housing in the Gorbals. However, as part of our Wider Action commitment, we support the delivery of a range of services that aim to build and strengthen resilience and cohesion across the community.

Volunteering has been found to increase health, wellbeing and happiness whilst reducing social isolation and loneliness, however volunteering in the Gorbals is lower than the Glasgow average. As the Community Anchor Organisation in the Gorbals, NGHA has a role to play in building volunteering across the area, signposting to other volunteering opportunities locally and giving tenants and residents the opportunity to access all of the benefits volunteering can bring whilst supporting more community-led and co-produced activity that benefits the whole area.

This policy represents our commitment to developing high quality, rewarding and enjoyable opportunities for local people.

2. PURPOSE OF THIS POLICY

This policy sets out New Gorbals Housing Association's commitment to involving and including volunteers in our work and to supporting those who choose to volunteer with us.

3. RECRUITMENT OF VOLUNTEERS

3.1 Advertising Volunteering Opportunities

As well as engaging with self-referrals there may be a requirement for volunteering opportunities to be promoted through offline and online channels including our newsletter, website and social media accounts where necessary.

Volunteer opportunities will be open to all, however if the role requires local knowledge and/or experience we may restrict the opportunity to those who live in the area e.g. Gorbals Ideas Fund Community Advocates.

All roles will be supported by a role descriptor.

3.2 Recruitment

All candidates will be required to complete a volunteer application form, attached as Appendix A, which will be stored securely on our servers in line with our GDPR policy and commitment.

Depending upon the nature of the role it may be subject to:

- i. An informal interview to be conducted by the member of staff who raised the opportunity plus an active volunteer where appropriate;
- ii. References, which will be sought by email, by the member of staff who raised the opportunity;
- iii. A PVG check.

In the event a candidate is found to be unsuitable for a particular volunteering opportunity, support will be provided to find an alternative opportunity internally, either through local partners or by signposting to Volunteer Glasgow.

3.3 Volunteer Link Worker

All successful candidates will be assigned a Volunteer Link Worker, usually the member of staff or team raising the opportunity, who will act as a support and main point of contact for the volunteer.

3.4 Volunteer Agreement

All volunteers must sign a Volunteer Agreement, attached at Appendix B. The Volunteer Agreement formalises the role and responsibilities of the volunteer and the Association and is designed to protect the interests of both parties. The Volunteer Agreement will also be signed by the Volunteer Link Worker.

3.5 Support & Development

Volunteers will complete a personal profile, attached as Appendix C, in collaboration with their Volunteer Link Worker to ascertain personal goals and expectations of each individual. Support meetings will take place every 8 weeks to make sure the role meets expectations and explore progress towards personal aims and objectives to ensure appropriate support and/or signposting is provided.

All support meetings will be recorded on the Volunteer Support Record paperwork, attached as Appendix D, signed by both parties and kept on file in the volunteer's personal record.

4. INDUCTION AND TRAINING

4.1 Induction

All volunteers will be required to attend an induction meeting where they will be introduced to:

- The Associations aims and objectives;
- The Volunteer Strategy and where volunteering fits within the Association;
- Relevant Association policies;
- Volunteers and staff involved in our volunteering initiatives.

4.2 Training

All volunteers will be offered training to support them in their role. The training offered will be unique to the role and mandatory, or otherwise, nature of the training will be outlined in the individual Volunteer Agreement.

Types of training could include, but are not limited to:

- REHIS Food Hygiene
- Elementary Cooking Skills
- Peer Based Approaches
- Participatory Budgeting and Co-production
- Facilitation Skills
- GDPR

NGHA is committed to ensuring all volunteers have access to the skills and knowledge they need in order to make the most of their role. Volunteers may request specific training through their Volunteer Supervisor. All requests will be assessed on an individual basis.

5. EXPENSES

NGHA will pay reasonable out of pocket; expenses and meal costs should volunteering activity take place over standard mealtime. All expenses need to be approved by the volunteer supervisor.

Reasonable travel expenses are those incurred as part of the volunteering role e.g. bus fares or train fares.

Depending on the nature of the opportunity and/or the personal circumstance of an individual volunteer taxi costs may be provided. Taxi arrangement must be pre-approved by a Volunteer Supervisor.

6. INSURANCE

Volunteers will be covered by NGHHA Public Liability Insurance when NGHHA have full responsibility for the events or activities (precise conditions to be confirmed)

7. EQUAL OPPORTUNITIES

All volunteers are covered by NGHHA Equal Opportunities Policy. No volunteer or volunteer candidate will be discriminated against because of their gender, sexual orientation, race or ethnicity, disability, marital status, age, religion or belief or pregnancy.

Further to this policy, NGHHA are committed to providing a safe and accessible environment for all volunteers and will not discriminate based on background or personal circumstances.

Volunteer candidates with previous criminal convictions will be assessed for suitability on an individual basis, dependent upon the conviction and the nature of the volunteering opportunity.

In all circumstances, NGHHA reserves the right to terminate any volunteering arrangement without notice of explanation. Usually this would be if it reasonably considers that there may be a threat to any staff member, other volunteer, member of the public or other individual, or that there is a threat to the Association's reputation.

8. HEALTH AND SAFETY

All volunteers must follow NGHHA Health and Safety policy. NGHHA will provide appropriate inductions and volunteers confirming their understanding within the volunteer agreement.

9. PROBLEM SOLVING

Every step will be taken to ensure a positive experience for all volunteers, however in the event of a problem, issue or concern these should be raised, in the first instance and as soon as possible, with the named Volunteer Link Worker.

Should the problem, issue or concern relate to the Link Worker this should be raised with the second named person, as outlined in the Volunteer Agreement.

All reports will be treated confidentially and investigated fully and impartially by a senior member of staff.

Should a problem, issue or concern arise about the behaviour or practice of a volunteer these should be raised, in the first instance and as soon as possible, with the Link Worker and/or Community Development Co-ordinator.

10. CODE OF CONDUCT

All volunteers must sign a Volunteer Agreement which also acts as a Code of Conduct and covers, among other things, confidentiality, equalities, social media and GDPR issues

All volunteers who are representing New Gorbals Housing Association must conduct themselves in a professional manner and uphold the Associations reputation whilst volunteering on NGHHA business.