



ABC Men's Football Group

Volunteer Role Description

Purpose of Football Group Volunteer Role

The purpose of the Men's Football Group, is so that displaced men, refugees and asylum seekers, can access a safe space to come together to play football, learn and share skills, build friendships, confidence and community and truly integrate into each other's lives.

Men's Football Group volunteers operate as a team to support the group coordinator in the smooth and safe facilitation of each session. Volunteers will adhere to ABC Policies and Procedures and uphold the ethos of ABC so that the group is a safe and welcoming environment for our service users and fellow volunteers. Being a Refugee or asylum seeker means most have experienced trauma, poverty, loss and temporary or inadequate accommodation and may be victims of trafficking, slavery or domestic violence. Some may be open to social care. All are vulnerable and must be treated with respect and care.

This is an important role in the charity as it is service user facing so important that the Football group volunteers are friendly, and always represent ABC values to SU's and fellow volunteers.

Hours	1 ½ hrs on one specific day per week (Tuesdays OR Wednesdays)
Location	Tuesdays – Lockleaze Sports Centre, BS7 9QX Wednesdays – Easton Leisure Centre, Thrissell Street, BS5 0SW
Communications	Email and Whatsapp Groups
Training	Compulsory training will be provided by ABC relevant to your role.

<p><u>Session 1</u> Details</p>	<p>Weekly Tuesdays – 10.45am – 1.15pm</p> <p>Location: Lockleaze Sports Centre, BS7 9QX</p> <p>Session Structure 10.45am – Volunteers arrive to set up for session 11.00am – Welcome attendees & casual kickabout and/or extra drills 11.20am – Football session begins: Warm Up, drills, game 1.00pm – Session end -Tidy and pack up</p>
<p><u>Session 2</u> Details</p>	<p>Weekly Wednesdays – 1.45pm – 4.15pm</p> <p>Location: Easton Leisure Centre, Thrissell Street, BS5 0SW</p> <p>Session Structure 1.45pm – Volunteers arrive to set up for session 2.00pm – Welcome attendees & casual kickabout and/or extra drills 2.20pm – Football session begins: Warm Up, drills, game 4.00pm – Session end. -Tidy and pack up</p>
<p>Key Responsibilities</p>	<p>During sessions</p> <ul style="list-style-type: none"> • Arrive early on specific agreed day to set up the space with coach Jesse • Sort refreshments bench and re fill water bottles • Welcome and sign everyone in on the iPad provided • Assist coach Jesse during the session • Take part in football when numbers permit • Help clear up the space and close the space • A brief and de brief will happen at the start and end of each session. <p>• You may be invited to join a volunteer rota to wash and dry football kits ready for the following session – support with this would be super.</p> <p>Change to availability Inform Football group coordinator, Jesse and Volunteer Coordinator, Naomi naomi@aidboxcommunity.co.uk with as much notice as possible if your availability/capacity changes. We cannot run these sessions without volunteer support, so to support with planning, this would be very much appreciated.</p> <p>Welfare and Safeguarding:</p> <ul style="list-style-type: none"> • Safeguarding concerns - Escalate and record any safeguarding concerns to your Free Shop Coordinator as soon as possible in line with the Safeguarding P&P's and on the same day • Welfare Concerns - escalate welfare concerns to your manager, follow P&Ps • Record accident and incidents (follow procedure) Alert your Football Group Coordinator to any accidents or incidents on the same day

	<p>Signposting to other services</p> <ul style="list-style-type: none"> • Using ABCs approved Signposting Guide, signpost ONLY to services or organisations approved by ABC. • From time to time, volunteers may support a service user fill in a referral form. Volunteers must have full consent to share details and ensure they fully understand what they are being referred to. <p>Aid Box Community may request volunteers to support with other reasonable tasks to be carried in in addition to your main job role.</p>
<p>Volunteer Recruitment Requirements:</p>	<ul style="list-style-type: none"> • Successful Interview • Complete TRIAL session • 2 x References – 1 character Reference, 1 Professional Reference • Complete Volunteer Agreement • Complete Induction period • Complete ABCs compulsory Training Program which will include sessions on: <ul style="list-style-type: none"> - Introduction to ABC & ‘Voices’ Cultural Awareness - The Asylum System in the UK - Safeguarding and Boundaries - Listening Skills <p>DBS Volunteering at ABCs Football Group involves regularly interacting with vulnerable adult refugees to give signposting guidance.</p> <p>Level required - Enhanced Level of DBS will be required for this role.</p> <p>Cost - This will be at a cost of £15 to volunteers to cover administration fees. If a volunteer would find payment difficult, then please email naomi@aidboxcommunity.co.uk</p> <p>Update Service – All volunteers completing an Enhanced DBS check are requested to register new certificates within 30 days of receipt, with the ‘Update Service’. This is a FREE service for volunteers, ensures that DBS certificates remain up to date and means that volunteers could use this certificate for other volunteer roles elsewhere.</p> <p>ABC welcomes applications from those from a diverse range of backgrounds and with multiple languages.</p> <p>Applicants must be over 18 years of age.</p>
<p>GDPR</p>	<p>! Privacy Statement - Aid Box Community For more information on our Privacy Policy and data storage please send data requests to: 174b Cheltenham Rd, Montpelier, Bristol BS6 5RE Or clare@aidboxcommunity.co.uk</p>

Collecting Your information (Any personal information collected by Aid Box Community)

This applies to information we collect from:

- Forms on our website
- E-mail
- Subscribe Button
- Personal Contact
- Our database

What We Do with Your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We may take secure backups of this data and store these on a server in the EU. The data provided will only be kept for as long as it is necessary to carry out the functions it is needed for, then it will be destroyed securely.

Access To Your Information

- You have the right to request to be forgotten at any time and your data will be deleted.
- You have the right to request a copy of all the information that we hold about you.
- You can ask us to change anything that is wrong.
- You have the right to make a complaint. See our Complaints Policy here:

<https://static1.squarespace.com/static/58469774f7e0ab230f4df182/t/649c0dff9b8a7a018d6003eb/1687948801658/Policy+0015+Complaints+and+Whistleblowing+Policy.pdf>