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**Trip Volunteer Job Pack**

**Overview**

Wider World is a Bristol-based non-profit charity, helping children develop mindset and character strengths through stimulating enrichment experiences. We work with children aged 8 to 12 who have been selected by their school based on means-tested and skill-development criteria. We offer a varied range of enrichment activities, encompassing the worlds of science, the arts, history, nature, sport and the world of work.  The enrichment programme is designed to support children to build a set of character strengths and skills that research has proven to be critical to success in life. Examples include curiosity, confidence, and resilience.

Example venues/activities include: @Bristol science museum, M-Shed, Wild Place conservation park, Leap of Faith climbing wall, canoeing, Arnos Vale, Windmill Hill City Farm and Bristol Museum.

The enrichment programmes are run over six months and are currently offered mainly in the school holidays with potentially some in term-time.  They are led by experienced teachers or youth workers, who are supported by volunteers.

**The Opportunity**

We are seeking **Volunteer Trip Mentors** to help us build our capacity and deliver our ambitious programme of activities over the coming months.

**Job Description**

As a Trip Volunteer you will support the Group Leader in leading 12 children through the activities.  You will be working with other volunteers to ensure that the adult to child ratio is always at least 1:6, often 1:4.

Format of the days: The group leaders, along with the volunteers will meet the children at the pick-up point (usually school gates) and accompany them by minibus to the planned activities.  Usually there will be two main activities per day.  At the end of the day you will return with the children to their schools.

**Responsibilities:**

* Encourage participation from all of the children and support them to get the most out of the programme
* Aid them in reflecting on their experiences in their workbooks and how these relate to key character strengths and core skills
* Provide short mentoring sessions on a one-to-one or small group basis during the trips helping children to develop emerging interests and achieve other individual goals
* Lead small groups (up to 6) under the overall supervision of the group leader
* Support the Group Leader’s communication of expectations and required behaviours from the children, positively managing any challenging behaviours and conflicts arising within the group
* Be aware of and work within Wider World policies and procedures including (but not limited to) Behaviour, Safeguarding, Health and Safety, First Aid
* Encourage parents/carers to provide feedback, and work with them to sustain new interests post-programme

**Person Specification**

**Role: Trip Volunteer Mentor**

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|  | **Required qualifications / skills / qualities** | **Essential** | **Desirable** |
| 1 | Experience of working with children aged 8-12 |  | **X** |  |
| 2 | Ability to engage and inspire, bring out the best in children and encourage participation | **X** |  |
| 3 | Ability to deal assertively and positively with sometimes difficult behaviour / conflict | **X** |  |
| 4 | Understanding of group dynamics and ability to deal positively with different personality types (both children and adults) | **X** |  |
| 5 | Ability to work as part of a team following instructions of group leader  | **X** |  |
| 6 | Leadership ability  | **X** |  |
| 7 | Reliability and ability to commit to a minimum of at least 3 days over a 6-month period  | **X** |  |
| 8 | Knowledge / interest in activity areas | **X** |  |
| 9 | Understanding of good practice in relation to Safeguarding and Health and Safety (training and/or a full briefing will be provided) |  | **X** |
| 10 | Enhanced DBS check | **X** |  |

**Frequently Asked Questions**

**How many days will I be expected to commit to?**

Our enrichment programmes currently run over 6-month periods throughout the year. Ideally volunteers will be expected to commit to **a minimum of 3 days** over the course of the programme. Trip days will take place mainly during school holidays and will be confirmed approximately 1 month before they are due to take place.

**What is the schedule for the trip days**

Days start at approximately 9am and finish at approximately 3.30pm and you will need to work with the children through lunch. The exact times will be sent through closer to the trips and they may differ slightly.

**Can I claim for travel expenses?**

Travel expenses will be reimbursed up to £5 per day on production of receipts and upon request. Entry to all activities will be paid for by Wider World.

**What training and induction will I be required to do?**

In addition to this job pack you will receive information about the scheduled programme and the policies and procedures. The Group Leader will be in contact to arrange a short briefing session that will cover this in detail either in person, by phone or by video call.

**Who will be the trip supervisor?**

The Group Leader will take lead and overall responsibility for the day and support you to fulfil your duties as Trip Mentor. Group Leaders are qualified teachers or youth workers.

**Will I need a DBS check and how do I get one?**

As you will be working with children all Volunteer Mentors will be required to hold an enhanced Disclosure and Barring Scheme (DBS) check prior to volunteering as a Trip Mentor. Applications are completed online. They are free of charge to the applicant. A Wider World representative will need to see and take copies of your ID documents. The list of required documents will be shared with you upon application. Wider World Trustees will make a decision based on the results of your check as to your suitability to work as a Volunteer Trip Mentor.

**What is the application process?**

1. Complete the details in this job pack and return by email or post using the contact details below.
2. Your referees will be contacted and references obtained.
3. Complete and return the short application questions document.
4. A Wider World representative will arrange an informal video or telephone call with you to discuss your application and provide briefing details relating to safeguarding, code of conduct and first aid.

**Who should I contact about my application?**

Jonothan Hope: Operational Director and Group Leader

Email: Jonothan.hope@wider-world.org.uk

Post: Flat 1, 9 Walcot Buildings, Bath, BA1 6AD

Phone: 07779086892

**Applicant Details: Trip Mentor**

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| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Home address and postcode** |  |
| **Email address** |  |
| **Daytime telephone number** |  |
| **Mobile telephone number** |  |
| **Aged 18 or over?** Applicants must be over 18. | Y / N |
| **Emergency contact name and relationship to you** |  |
| **Emergency contact number** |  |

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| **Are you currently working or studying?** |  |

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| **Current Employment or Education Details***Please give details of your current employment or education / study situation.* |
| **Name of Employer / Educational Establishment** |  |
| **Start Date:** (Month & Year) |  |
| **Job title** |  |
| **Main Duties / Responsibilities** |  |
| **Additional Information relevant to volunteering post** |  |

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| **Disability**  |
| In order to improve the diversity of our workforce, Wider World is committed to short-listing candidates meeting minimum selection criteria who have a disability or impairment.  For this reason please tell us if you consider yourself to have a disability or impairment, as defined by the Disability Discrimination Act 1995 i.e.  ‘A Person has a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.’  **Please indicate if you have a disability and if you are short-listed, we will contact you before the interview to discuss your requirements.**  This is so that our process is accessible and meets your needs.YES / NOIf ‘Yes’ please give details: |

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| **Rehabilitation of Offenders Act** |
| Under the Rehabilitation of Offenders Act 1974 if you are applying for exempted work e.g. working with people under 18 or over 65 or with vulnerable people, all convictions must be disclosed (including spent convictions.)All selected candidates will be required to complete a DBS check.Please give details of any criminal convictions, with dates: |

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| **Data** |
| We will hold your data on a secure cloud server and locally on a Wider World computer, accessible only to Wider World Staff. Your data will not be shared externally without your explicit consent. Should you wish to cease volunteering with Wider World and do not expect to return, we shall delete your information from out server and computer(s) at your request.  |

**References**

**Please provide two referees one of whom must be your current/ most recent employer or place of study.**

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| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Organisation:** | **Organisation:** |
| **Position in Organisation:** | **Position in Organisation:**  |
| **Relationship to you:**  | **Relationship to you:**  |
| **Contact telephone:** | **Contact telephone:** |
| **Email :**  | **Email:** |
| **Can contact prior to interview:** Yes / No | **Can contact prior to interview:** Yes / No |

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| **Signed:** |  |

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| **Date:** |  |

We would be grateful if you would also complete and return the Equal Opportunities form on the following page.

**Equal Opportunities Monitoring Form**

Wider World is an equal opportunity employer, meaning we will ensure that all employees, volunteers, service users and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination. We welcome applications from all sectors of the community. In order to help us ensure that we are reaching a diverse section of the community, it would be helpful if you could provide answers to the questions below. This information will be kept strictly confidential.

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| **Post applied for** |  |
| **Full name (please print)** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of birth** |  |  | **Male** |  | **Female** |  |

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| **My nationality is:** |  |

|  |  |  |
| --- | --- | --- |
| **My ethnic origin is:** |  | Please quote a number from the list below: |

|  |  |
| --- | --- |
| **A      White** | **C      Asian/Asian British** |
| 1       British2       Irish3       English4       Scottish5       Welsh6 Northern Irish7     Other white | 31     Indian or British Indian32     Pakistani, British Pakistani33     Bangladeshi, British Bangladeshi34 Chinese, or British Chinese 35    Any other Asian background |
| **D      Black/African/Caribbean/Black British** |
| 41     Caribbean42     African43     Other black / African / Caribbean      Background |
| **B      Mixed** | **E       Other** |
| 21     White & Black Caribbean22     White & Black African23     White & Asian24 Any other mixed background | 51     Arab52     Any other Ethnic group |

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| **Religion**Please circle one:  |
| ChristianBuddhist                     HinduJewishMuslim                      Sikh                             Any other religion            No religion |