**Headway House Volunteer Recruitment information**

**Who are we looking for?**

We are looking for volunteers aged 18yrs+ to help in the daily running of a day centre for people with acquired brain injury.

**What skills do I need?**

There are no special skills required although the following experience/skills/attributes would be useful:

* experience of working with people
* enthusiasm
* a willingness to take part in a variety of activities
* good sense of humour
* patience

**Volunteers with special skills**

In addition we are looking for volunteers who could give a small amount of time to work one-to-one with a member or with a small group of members. We are particularly looking for people with writing skills, computer skills, art & craft skills, cooking and gardening skills.

**Selection**

The selection process is as follows:

1. Fill out a short application form and provide two referees.
2. On receipt of satisfactory references the applicant will be invited for an informal interview.
3. The Volunteer Co-ordinator will contact the applicant to arrange a visit which will last from 10am – 1pm
4. Thereafter a start date will be agreed.
5. You will be asked to sign a Volunteer Agreement, Confidentiality, Consent and DBS form.

Potential volunteers with a brain injury will go through stage 1 & 2 and then we will be asked to complete an additional form to ensure we give appropriate support. We will then ask them to come in for half a day then decide the most suitable day and time.

**Commitment to East London Headway House**

All volunteers are required to commit for at least 4 months, once a week from 10am-3pm. Volunteers need to sign a volunteer agreement and confidentially form.

**Training/Supervision**

Each volunteer is given a basic induction which includes information on health & safety, fire precautions, confidentiality, equal opportunities and a brief outline of the long term effects of head injury.

* A daily volunteer meeting will take place 10.00am -10.30am.
* Once a month a training session is held delivered by our specialist staff.
* Once a month a de-brief session will take place 3.00pm-3.30pm.
* One to one supervision will also be scheduled to after the first 4 months, then yearly appraisal.

**Expenses**

Travel expenses to and from the Headway House are paid. (Car mileage or public transport costs within London only).

Lunch is also provided at the centre

For any expenses claimed a receipt must be provided

**Volunteers are very much appreciated at East London Headway House and make an invaluable contribution to the work that goes on here.**

**Thank you!**