

Volunteering Opportunity

(Please fill in one form for each voluntary role on offer)

Volunteer Role or Task Title	Greenwich Volunteer Equalities Champions
------------------------------	--

When are volunteers required for this opportunity? Or tick hours to be arranged here

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
AM			✓	✓	✓	✓	✓
PM			✓	✓	✓	✓	✓
EVE							

Description of the role :

The Greenwich Equalities Forum (GEOF), comprising METRO, Greenwich Inclusion Project (GrIP), Her Centre and Greenwich Association of Disabled people (GAD), are recruiting 8 volunteer Equalities Champions. These Champions will be based at individual agencies, but will work collectively to support key equalities goals in the Royal Borough of Greenwich. Champions will be carefully trained and supported to conduct their roles, including training provided by HEAR on the Equality Act, protected characteristics, equalities and human rights, the Public Sector Equality Duty and local initiatives and strategies.

We will be running a free one day training session for volunteers on 2 July 2015.

Volunteer Equalities Champions will assist with the following duties:

- ❖ Support local residents and local groups and organisations to better understand key Equalities legislation, policies and priorities, through group presentations and signposting individuals to key services
- ❖ Represent GEOF at key statutory and non-statutory stakeholder meetings and forums, with clear brief on ideas to raise and challenge
- ❖ Provide detailed written feedback on representation duties undertaken
- ❖ Attend quarterly meetings of all volunteer Equalities Champions
- ❖ Assist with drafting promotional material and publicity (flyers, posters, enews updates)
- ❖ Assist with producing an RBG Equalities newsletter
- ❖ Assist with producing the Equality annual work plan
- ❖ Assist with the organisation of Events and Exhibitions
- ❖ Adhere to and promote individual agencies Safeguarding policies
- ❖ Adhere to and promote individual agencies Equal Opportunities Policy
- ❖ Adhere to and work to the agreed policies of organisations, re; confidentiality, operational policy, etc

Please state the skills, experience and/or qualifications required for this opportunity (please note if essential or desirable):

- ❖ Experience of issues related to ethnicity, gender, sexual orientation and/or disability (E)
- ❖ Understanding of issues related to those with key protected characteristics under the Equality Act (D)
- ❖ Professional, non-judgemental and sensitive approach (E)
- ❖ Good communication skills (E)
- ❖ Experience of using Microsoft Office(E)
- ❖ Experience of producing flyers and documents (D)
- ❖ Willingness to attend regular supervision (E)
- ❖ Willingness to attend additional training as required (E)
- ❖ Reliable and punctual (E)
- ❖ Good eye for detail (E)
- ❖ Ability to use own initiative (D)
- ❖ Knowledge of Equalities organisations in London (D)
- ❖ Experience of using social media (Facebook and Twitter) (D)

Please tick which area of interest and type of activity best fit the voluntary opportunity on offer.

√	Area Of Interest	√	Type of Activity
	Animals	√	Administration
	Art and Culture		Advice work
	Children		Architecture and building work
√	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment		Community Work
	Environment	√	Computers and technology
	Families		Counselling
√	Gay, Lesbian, Bi and Transgender		Driving
	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising
√	Human and Civil rights		Hostel work
	International aid		Languages
	Legal Aid and Justice		Legal work
√	Mental Health	√	Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Trusteeship/Management Committees
	Prisoners and ex-offenders		Under 16 volunteering
√	Race and Ethnicity and Refugees	√	Representation
	Religion	√	Gender
	Sport and outdoor activities		
√	Women's Groups		

Youth		
-------	--	--

Please indicate which volunteer recruitment and selection procedures you use (please refer to the enclosed guidelines)

Application form	√	Police checks/DBS Check	√
Informal discussions	√	References	√
Formal interview	√	Trial period	√

Do you have any age/gender restrictions if so please state here	Over 18
---	----------------

How would you describe the accessibility for people with mobility difficulties and wheelchair users where the volunteer will be? (Please tick one)	Fully accessible including toilet facilities	<input type="checkbox"/>
	YES	<input type="checkbox"/>
	Accessible except toilet facilities	<input type="checkbox"/>
	Inaccessible	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>

Can you offer any of the following:	Yes/No
Induction loop for the benefit of hearing aid users	NO
Minicom for those with a hearing impairment	NO
Provisions of literature in Braille	NO

Please complete the following:

Please give details of out of pocket expenses provided for this volunteering opportunity	Travel expenses for all volunteers. Lunch expenses for sessions 4 hours plus. Receipts must be provided.
Please give details of induction, supervision and support offered to volunteers	Full induction day included Volunteers must attend regular supervision and additional training as required.
Please give details of what insurance is provided for volunteers both on and off the premises	Volunteers are covered under "Employers Liability Insurance" of individual agencies.
Please give details about any training offered to volunteers, both informal and/or any accredited training	Volunteers must complete training sessions as appropriate if offered per year. These will be on a range of relevant topics.

Volunteers with Additional Support Needs

All GEOF agencies are committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

All GEOF agencies understand that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

By signing this form your organisation is agreeing to the above statement.

Signed: Peter Vittles	Date: 18/05/2015
------------------------------	-------------------------

c:\users\markd\appdata\local\microsoft\windows\temporary internet files\content.outlook\wiqdw3ui\equal champ rdrp.docx

Name: Peter Vittles	Position in Organisation: Head of Community Engagement
Contact Telephone Number:	07711 376 258