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**Volunteer**

**Application Pack**

Thank you for your interest in volunteering with us at Manchester Youth Zone!

We are looking for a range of people to volunteer in a variety of roles with the Youth Zone.

If you would like to know more about any aspect of the application process or how Manchester Youth Zone works before returning your form, please do not hesitate to contact us.

**T: 0161 203 5333**

## E: Amanda.Cross@manchesteryz.org

We look forward to receiving your application very soon.  
  
**Be part of something AMAZING**

To enable you to become an active volunteer as soon as possible, please complete and return your application form within two weeks. You will then be contacted for a interview, followed by a New Starter training and will need to complete a DBS disclosure form.

**Our Mission**

To provide a safe, attractive, accessible, affordable facility where young people of all backgrounds and abilities can meet to play and participate in a wide range of sports, arts, music and developmental activities, seven days a week. A place where they will find positive people who listen, support, and encourage them to explore opportunities, develop their strengths and talents – and have fun.

**About Manchester Youth Zone**

We opened in February 2012 as The Factory Youth Zone, a centre designed by young people for young people in North Manchester. In July 2018, we changed our name to Manchester Youth Zone to help young people feel more of a part of the city – and to invite others across Manchester to get involved with our fabulous Youth Zone!

It is an iconic building with state-of-the-art facilities for a wide range of activities for young people aged eight to 19. Manchester Youth Zone is a charity, and we want to keep our prices low so that young people can always be sure of somewhere affordable to go, something fun to do, and someone safe to talk to.

Manchester Youth Zone’s aim is to raise young people’s aspirations by providing them with a safe and inclusive meeting place. All activities at the Youth Zone are fully-inclusive and a trained team is always on-hand so that young people with additional needs can take part and enjoy everything the Youth Zone has to offer.

Manchester Youth Zone is more than just a sports and arts centre. With every session staffed by qualified Youth Workers and trained volunteers, young people are surrounded by positive role models who encourage and support them at every step of their personal journey.

**Manchester Youth Zone helps young people to:**

* Develop self-confidence and self-esteem
* Raise and achieve their aspirations
* Discover the power of positive relationships
* Develop the courage and self-discipline to make positive life decisions
* Find a path to meaningful work
* Live safer, happier, healthier lives

**Why Volunteer?**

* Volunteering is a great opportunity to ***meet new friends*** who share similar interests to you.
* Volunteering is a fantastic way to ***learn new skills, build up your confidence*** and ***gain valuable work experience.***
* By volunteering at the Youth Zone you are ***giving something back*** to your community by creating positive opportunities for young people.
* ***VOLUNTEERING IS FUN!*** You will have a great time by being part of something amazing that really helps young people to broaden their horizons, gain confidence and ultimately, improve their chances in life.

**Training:**

Every person working at Manchester Youth Zone is expected to complete our 3 hour induction programme. This consists of Safeguarding, practical resources for use on sessions Health & Safety of the building, for staff, volunteers and young people.

Manchester Youth Zone has structured its volunteer training programme to be equal parts theory and practice. You can expect a training programme that will give you a real grounding and understanding of the experiences you may encounter in the youth club and the training sessions will equip volunteers with the tools to become successful youth workers.

Additional training on the topics in which volunteers are interested is available on a monthly basis.

**Time commitment:**

We ask all our volunteers to commit to one session of at least 3 hours per week for a minimum of six months. This allows us to effectively plan our work with young people and ensures they have the continuity and stability they deserve and need.

The Youth Zone’s volunteer structure is flexible, though. We understand that our volunteers have busy lives and may not always be able to commit to one session every single week in the longer term. All volunteers will be supported by the Volunteer Coordinator on an ongoing basis, and together with the youth work team we will create an individualised volunteer schedule that works for you as a volunteer, for the Youth Zone, and the young people who need stability.

**What next? – Getting started:**

* Read through the pack
* Choose an opportunity that interests you
* Fill in the application form and return it to us

**Then we will:**

* Invite you to a short informal interview and tour of Manchester Youth Zone
* Fill in a Disclosure and Barring Services background check form
* Follow up with your references
* Book you onto one of the Youth Zone’s training programmes

**Then you can start YOUR volunteering Journey with Manchester Youth Zone!**

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| **Volunteer Application Form**  **Please tell us who you are and how to get in touch with you**  Name: Date of Birth:  Address: Home Phone:  Mobile:  Post Code: Email : |
| **Highlight which volunteer roles are you interested in?**  Admin Arts & Crafts Catering Dance Employability  Fashion Computers  Cycling/ bike maintenance Fundraising Marketing Social Media web design Mentoring Music  Additional needs/Inclusion  Receptionist Sport please specify Play/ Youth Work |
| Please tell us about any work, volunteering, personal experience or skills that you have that are **relevant to the role** you are interested in:  **What do you hope to gain from volunteering at the Youth Zone?**  **Why do you want to work with young people? If more relevant, why do you want to work with a charity working for young people?**  **Please list any qualifications or training (formal or informal) you have completed or are currently enrolled on.** |
| **Basic Information**  Do you have a criminal record? Yes  No  This would not necessarily prevent you from becoming a volunteer. There is more information at the end of this form about criminal records, but if you have any questions speak to Amanda Cross on 0161 203 5333.  We are required to submit an enhanced Criminal Records Bureau check and will complete the form with you during your initial interview.  Do you hold a current driving licence? Yes  No  If so, do you have a D1 endorsement? Yes  No  Are you currently a student? Yes  No  Are you currently employed? Yes  No  Are you aged 18 or over? Yes  No  Have you completed any Safeguarding or Child Protection training Yes  No  Are you willing to commit to volunteering three hours a week for a minimum of 6 months?  Yes  No  Is this volunteering link with a course you are currently studying? |
| **Availability**  When are you able to volunteer? (Please check our current sessions offer and ensure you can fit in with our existing structure – this will be discussed at the informal interview.) Manchester Youth Zone is open 9-5pm for office-based roles. |
| Do you have any additional needs that we should be aware of to enable us to support your volunteering with us? |
| **How did you hear about us?** |

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| **References**  Please supply email and phone contact details of two people who know you well enough to comment about your suitability for this role – they could be employers, teachers or other people with standing in the community. They should not be family members or people with whom you’re in a relationship. If you are not sure about who to put we are happy to discuss this with you.  **Referee 1**  Name:  Email:  Phone:  How does this person know you? …………………………………………………………………..  **Referee 2**  Name:  Email:  Phone:  How does this person know you? ………………………………………………………………….. |

Please return the completed from to:

[amanda.cross@manchesteryz.org](mailto:amanda.cross@manchesteryz.org)

**or**

**Amanda Cross, Manchester Youth Zone, 931 Rochdale Road, Manchester, M9 8AE**

**Recruitment of Ex-Offenders Policy Statement**

As an organisation using the Disclosure and Barring Services (DBS) to assess applicants’ suitability for positions of trust, The Youth Zone complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

The Youth Zone is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person within the Youth Zone and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the process allows The Youth Zone to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Youth Zone who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measure discussion takes place of the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteering opportunity.

We make every subject of a DBS disclosure aware of the existence of the DBS code of practice and make a copy available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

**Having a criminal record will not necessarily bar you form working with us.** This will depend on the nature of the position and the circumstances and background of the offences.