**Volunteers Required**

* Various voluntary roles are available for those with or looking to develop their skills
* **Essential**
  + Ability to maintain complete confidentiality
  + Previous experience in a support role
  + Understanding of bereavement and loss
  + Recognition of benefit of counselling and other therapies provided
  + Emotional intelligence and empathy
  + Good communication and people skills
  + Effective team player
  + Willingness to undertake more training relative to role
  + Resilience and a willingness to be open to other perspectives
* **Desired**
  + Specific understanding of fertility and or baby loss and or perinatal mental health through personal or professional experience
  + Personal positive experience of counselling and therapies
  + Experience of working with a charity
  + Experience of working and adapting within a rapidly developing and changing organisation

Note: our voluntary agreements are binding in honour only. They are not intended by the parties to be a legally binding document nor are they intended to create an employment relationship between us.

* Full training will be given as required
* Quarterly volunteer meeting with inclusion in logistical decisions
* Management and Support given
* Additional supervision can be requested if needed and ongoing need will be assessed
* **Service Volunteers**
  + Therapists
  + Administration
* **Specialist Volunteers**
* **Events Volunteers**
* **Trustees**

**Please complete the application form and send to** [**contact@mumanurture.org**](mailto:contact@mumanurture.org) **to apply**

* **Service Volunteers**
  + We usually ask for a minimum commitment of 4 hours per week, 40 weeks per year
    - Where possible this would be the same day and time each week for consistency
  + Clinics are closed
    - 2 weeks Christmas
    - 2 weeks Easter
    - 4 Weeks Summer
      * Additional school holidays can be taken by volunteers if needed
  + Administrators
    - You will be the first point of contact for our clients
      * Answering telephone
      * Answering emails
      * Managing Whatsapp and Social media enquiries
      * Diary Management for therapists and team
        + There is counselling available for clients if this is the requirement, this service is not to be used as an alternative or replacement.
    - You can work from home or share a base with (an)other team member(s)
  + Therapists
  + We want to grow our team of therapists and our range of services and are specifically interested in applications from those who have training and or qualifications in
    - Counselling
    - Nutrition
    - Massage
    - Acupuncture
    - We are currently exploring new ways of working due to the covid-19 pandemic and closure of our main clinic in Eastbourne, we have therapists working mobile, in their own therapy room where guidelines can be followed and online, and will in the near future be looking for therapists for our Hastings clinic
  + You may be required as part of your role to help with blogs, vlogs, website content, social media, newsletters and building awareness in the community
* **Specialist Volunteers**
  + 1 area of responsibility for which you can take ownership and autonomy and develop skills in line with the overall aims of the charity and needs of service users.
  + Historically all of these roles have been completed in clinic but following Covid-19 and the move to online working, we are happy to consider applications for remote working.
  + We are specifically interested in applicants for the following:
    - Online content for blog, website and Social media
    - Fundraising; Grant and Trust research and applications and Events
    - Community & relationship Building
    - Building client resources
    - Awareness raising
    - Accounting
    - HR
* **Events Volunteers**
  + Events have historically been one of the best ways for us to raise both awareness and funds
  + With such a small team we can often struggle to man the opportunities we are given and are therefore looking to recruit a bank of volunteers who we can ask when the opportunity arises.
  + Predominantly our work is based around Eastbourne and Hastings in East Sussex and therefore so are most of the events
  + Events vary greatly and could be anything from
    - Bag packing
    - Stewarding a sponsored walk
    - Carnival
    - Manning tombola or similar at a fete or similar
    - Giving talks about the charity to appropriate groups
* **Trustees**
  + We are a small and relatively new and rapidly developing charity.
  + Over the last 2 years there have been several changes to the board of trustees as we have formed as a charity and the focus now is to stabilise an enthusiastic effective team as a solid foundation to facilitate the charity’s continued growth and compliance.
  + Ideally, each trustee will have a specialist area of knowledge for which they take responsibility for the charity, and specifically we need these areas to be
    - Finance
    - Legal
    - HR
    - Counselling / therapies
    - Previous beneficiary experience
    - Charity
    - Organisational development and strategy
    - Marketing
  + All trustees should be aware of the need for fundraising and awareness raising and be prepared to undertake a proportion of this as part of their role
  + Trustees are required to attend regular board meetings and make logistical decisions regarding the current and future development of the organisation and ensure the charity is legally and ethically compliant in it’s operations at all times
  + Most importantly as a trustee you need to understand Muma Nurture; the issues we support (infertility, perinatal mental health, perinatal death), the support that we offer (counselling, holistic therapies) and be invested in our successful and ethical operation as we continue to grow and adapt to demand and external influences.
  + To apply, please send your CV along with a completed application form.
    - **Should your application be successful you will be asked to complete an “acting trusteeship” for 3 months before you are voted on to the board and become legally responsible. This enable you and Muma Nurture to ensure you are a good fit for each other. If required this probationary period can be extended for an additional 3 months on request of either party.**

**VOLUNTEER APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| Personal Details | | |
| First Name(s): | | Surname: |
| Address: | | Date of Birth: |
| Telephone Number: | | Email: |
| Volunteering information | | |
| What type of volunteer work do you want to do? | | |
| For how long would you hope to volunteer? | | |
| When are you available to volunteer? Please give days and times. | | |
| Are you willing to have additional training?   * Active listening * Fertility * Bereavement/baby bereavement | | |
| Are you willing to have a Disclosure and Barring Service (DBS) check? Yes/No | | |
| Work history | | |
| Current or most recent paid or voluntary role | | |
| Name of employer | |  |
| Your job title and main responsibilities | |  |
| To and from dates | |  |
| Reason for leaving | |  |
| Previous employer or voluntary role | | |
| Name of employer | |  |
| Your job title and main responsibilities | |  |
| To and from dates | |  |
| Reason for leaving | |  |
| Qualifications and experience | | |
| Please tell us about any qualification or experience you have that might be helpful for this role | | |
|  | | |
|  | | |
| Therapists ONLY |  | |
| Therapy offered: |  | |
| Qualifications: |  | |
| Professional bodies: |  | |
| Insurance: |  | |
| Certificates attached: |  | |
| Therapy centres worked at: |  | |
| Please tell us about any skills you would like to develop in this role | | |
|  | | |
| References | | |
| Please provide details of two referees who are not directly related to you and who have known you for at least two years. Please include at least one professional referee | | |
| Referee 1 (please give referee’s name, email address and telephone number. You should also state how this person knows you and for how long they have known you) | | |
|  | | |
| Referee 2 (please give referee’s name, email address and telephone number. You should also state how this person knows you and for how long they have known you) | | |
|  | | |
| I confirm that all information given above is correct to the best of my knowledge and belief  Signed……………………………………………………………………. Date…………………………………………………. | | |

|  |  |
| --- | --- |
| Agreed Schedule |  |
| Day: | Time: |
| What you will get from us | **What we expect from you:** |
| * Exposure on website, materials and promotions as part of the Muma Nurture team * Fully equipped comfortable work space, available for your exclusive use during your scheduled time (if applicable) * Reimbursement of authorised expenses if claimed * Use of any necessary books, materials and equipment during your work * Additional training relevant to our work and service users as deemed necessary. * Inclusion in a quarterly volunteer meeting and involvement in operational decisions regarding Muma Nurture discussed within them * The opportunity to be a valued member of a passionate and progressive team that is in the very early stages of development * Potential to develop, participate and gain experience through a variety of activities to help fundraise and promote the activities of the charity. | * A commitment of 12 months in the 1st instance, to be reassessed toward the end of that period. * Professionalism - to work to the highest professional standards and avoid any activity that may bring your or Muma Nurture into disrepute. * To be a positive advocate of Muma Nurture and actively promote our services. * Leave the room or space used clean, tidy and as you found it – dispose of any rubbish and do all washing up (if applicable) * As much notice as possible if you are unable to attend your shift/event so that a substitute can be found or different arrangements can be made. * Confidentiality – in the course of your volunteering, you will come across confidential information about the organisation, its employees and its clients. You must respect this confidentiality and not disclose this information or use it for your own or other’s benefit * Commitment to Muma Nurture, our mission and your volunteering role within that. * To always work your full agreed time and use any time not with clients to work reception, research, write blogs, admin, promote services as agreed. |

The agreement is binding in honour only. It is not intended by the parties to be a legally binding document nor is it intended to create an employment relationship between us.

I agree to the terms and conditions given in this working agreement:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_