

Lincolnshire Action Trust

Tea Bar Volunteer

General overview of role:

The tea bars play an important role in prison / IRC visiting. By providing refreshments, they support both families and prisoners / detainees, help to create a social atmosphere, ease tensions and generally contribute to the quality of the visits.

Volunteers in this role will be based in the Tea Bar in the prison visits centre / IRC visits hall.

In prison locations, volunteers will serve visitors with refreshments before visiting hours. At Morton Hall IRC volunteering will be during visiting hours. Volunteers will be required to volunteer in the Visitors Centre Volunteer role to gain the experience needed for the Tea Bar, and until their prison security check is completed.

Tea Bar Role description:

Main tasks will include:

- Provide a warm welcome to all visitors to the tea bar
- Treat all visitors with respect and show courtesy at all times
- Treat all information in strictest confidence
- Serve refreshments to visitors
- Ensure all cash is accounted for at the end of your shift and banked as per your local instructions
- Maintain a high level of cleanliness in all work areas
- Leave the tea bar clean and tidy for the following team
- Ensure stock levels are replenished at end of shift

Skills required:

- Friendly
- Approachable
- Courteous
- Well organised
- Punctual and Reliable

Locations:

HMP Humber near Brough

HMP Lincoln

Morton Hall Immigration Removal Centre

Expenses: Public transport costs or mileage up to 20 mile radius at 45p per mile.

Training and support:

- Initial project induction and training
- Level 1 Safeguarding training available
- Level 2 Food Hygiene certificate available

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- Volunteer meetings are held at regular intervals throughout the year
- LAT offers a training day for all volunteers annually
- Volunteers are eligible to attend some prison organised training

Commitment

LAT asks volunteers to:

- commit to the project and its purpose and give notice of absence as soon as possible
- be available for a minimum of one shift / 4 hours per month
- undertake an induction programme
- agree to an Enhanced DBS check and prison clearance (this will require a form of photo ID)

Volunteers can expect:

- Support from members of staff
- Training opportunities
- Invitation to volunteer meetings
- Recognition of their work

To apply: Please download an application form from the 'Getting Involved' page of our website or contact: volunteering@LATcharity.org.uk , or ring us on 01522 806611