

## **Lincolnshire Action Trust** **Volunteer Women's Service Group Assistant**

### **Lincolnshire Action Trust:**

Lincolnshire Action Trust was established in 2000 and works with a variety of agencies within the criminal justice system to reduce re-offending, by working with people with convictions to address some of the issues and challenges which have resulted in their sentence.

The charity offers a range of training opportunities and employment support to prepare people for their release. Additional key services are also offered to their families and dependants, both during their time in prison and following their release.

### **General overview:**

LAT is commissioned to deliver a specialist Women's Service across Greater Lincolnshire. Dedicated practitioners work in close partnership with probation case managers to offer bespoke support to each woman on a one to one and or/group basis.

Groups run weekly across Greater Lincolnshire, in Gainsborough, Boston, Scunthorpe, Lincoln, and Grantham. Activities include discussions and exercises around topics such as health, victim awareness, mental health, communication, substance misuse, and more, as well as having external speakers, crafts, and planning sessions.

Volunteers in this role will therefore support group sessions, working with practitioners to deliver and run activities whilst also assisting the women attending by answering questions, providing guidance, and signposting them to the right information.

Main tasks will include:

- Representing LAT during women's group
- Supporting practitioners with the delivery of group activities
- Closely supporting women to support them emotionally and practically
- Providing verbal and written feedback of activities
- Communicating information effectively to aid multi-agency working and reporting
- Respecting confidentiality and acting professionally at all times
- Adhering to professional boundaries

### **Skills required:**

- Confidence and effective communication
- Active listening
- An understanding of confidentiality
- Patience and understanding
- Reliability and commitment

### **Requirements:**

- Due to the nature of the project, volunteers for the Women's Service must be female and over 18. The above role is exempt under the Equality Act 2010, Schedule 9, Part 1.
- Advanced DBS including Children and Adult Barred List

### **Locations:**

The role is available throughout Greater Lincolnshire (including North and North East Lincolnshire). Your own travel is desirable, but not essential.

**Expenses:**

- Public transport costs with receipts or mileage up to a 20 mile radius at 45p per mile

**Training and support:**

- Initial project induction and training, including safeguarding and an overview of the criminal justice system
- LAT offers a training and recognition day for all volunteers annually

**Commitment:**

LAT asks volunteers to:

- Commit to the project and its purpose
- Give notice of absence as soon as possible
- Be available for a minimum of 2 groups per month
- Undertake an induction and training programme
- Agree to an Enhanced DBS check and reference checks

Volunteers can expect:

- Regular support and supervision from the volunteer coordinator and senior practitioners
- Training and progression opportunities
- A clear and understandable volunteer policy
- Invitation to volunteer meetings and outreach
- Recognition of their work

**Recruitment process:**

- Email or call for more information or to request an application form. Alternatively download an application form from the website
- Complete and return the application form via post or email
- Applicants will be invited to attend an interview with the volunteer coordinator and/or a senior practitioner
- If both parties wish to continue the application process references will be sought
- The applicant will then be invited to a volunteer training session relevant to the role they have applied for and a DBS form for an enhanced DBS check will be completed
- After training, the applicant will meet with the volunteer coordinator and/or senior practitioner after training to discuss next steps and the DBS form will be sent to the umbrella body for processing
- Volunteers will be given regular support and supervisions, as well as the opportunity to access development opportunities and training. Volunteers are also reimbursed for 'out of pocket' travel and expenses incurred in the role

**To apply:**

- Download an application form from the 'Getting Involved' page of our website
- Email [volunteering@latcharity.org.uk](mailto:volunteering@latcharity.org.uk)
- Ring 01522 806611