**Support After Rape and Sexual Violence Leeds (SARSVL)**

**Volunteer Application Form**

**Helpline Services**

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| **About us:** |
| SARSVL is a charity that provides emotional and practical support to women and girls who have been affected by sexual violence at any time in their lives. We do this via our confidential freephone/text/email support services and our advocacy service. We’re run by women for women and our city centre offices are a women only safe space.  SARSVL is a member of Rape Crisis England & Wales, and we abide by a set of National Service Standards which ensure that women and girls using our service can have confidence in our service. You can find out more about Rape Crisis at [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk) |
| **What will I be doing?** |
| Helpline volunteers provide emotional support to women and girls on the phone, on email and SMS and face to face.  Helpline volunteers are expected to be able to commit to one regular shift per week. Shifts are 3 or 4 hours long, which includes some time before and after working on the helpline to do paperwork and to ‘debrief’ with your colleagues. You’ll never work on a helpline shift alone, and there will always be an experienced SARSVL woman with you.  Before you get started you’ll do a 10 week training course which will cover the politics of sexual violence as well as giving you lots of practice in developing the skills needed to work on the helpline.  The values that underpin our work are key to how SARSVL works, and it’s important that you are aware of these and feel they are in tune with your own values. They are (in no particular order):  ***Confidentiality, Trust & Belief, Respect, Feminism, Empowerment, Diversity of Provision, Responsiveness, Woman-only safe space, Partnership working, Inclusion, Accessibility, Empathy, Woman-centered practice, Led by the women we support, Non-judgmental.***  All that we need is your enthusiasm, your commitment to our ethos, and your time. In return we will support you in developing your skills and learning new ones, give you the space and support to gain new experience, and the opportunity to play a role in delivering a much needed service to women and girls in Leeds. |
| **I’d like to join the team. What happens now?** |
| 1. Complete the form below and return it to us by email to [sarsvl.helpline.training@gmail.com](mailto:sarsvl.helpline.training@gmail.com) or by post to PO Box 827, Leeds LS1 9PN to be received by us **by 5pm on Friday 8th August 2014**. 2. We’ll review your form, and then let you know if we’d like to invite you to a selection evening, where you’ll take part in some exercises and have a short informal interview. 3. We’ll then let you know if we’d like to invite you to train as a helpline volunteer. You’ll need to be able to attend all the training sessions, as each session builds on the next.   Please make sure that you have given us email addresses for both your referees. **Both your references must reach us by Friday 22nd August,** so please ensure that both your referees are able to do this and that they are expecting to hear from us. |
| **I’ve got some questions – who can I contact?** |
| If you’d like to talk through any aspect of your application, or just want to find out a bit more about volunteering with SARSVL before making the plunge, please email us at [sarsvl.helpline.training@gmail.com](mailto:sarsvl.helpline.training@gmail.com) or visit our website www.supportafterrapeleeds.org/volunteer. |

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| **You will need to be available to attend the selection evening and all the training dates below – there are no exceptions. If you cannot attend just one of these training dates you will not be able to continue with your application:** | | |
| 1. Introduction to SARSVL and the Training | 17/09/14 | 17:45 – 20:45 |
| 1. Violence against women and rape | 20/09/14 | 09:30 – 16:30 |
| 1. Listening Skills I | 24/09/14 | 17:45 – 20:45 |
| 1. Listening Skills II | 01/10/14 | 17:45 – 20:45 |
| 1. Oppression | 08/10/14 | 17:45 – 20:45 |
| 1. Adult survivors of sexual abuse | 15/10/14 | 17:45 – 20:45 |
| 1. Listening Skills III | 22/10/14 | 17:45 – 20:45 |
| 1. Listening Skills IV | 29/10/14 | 17:45 – 20:45 |
| 1. Child sexual exploitation and trafficking | 04/11/14 | 17:45 – 20:45 |
| 1. Email and Text emotional support | 08/11/14 | 09:30 – 16:30 |
| 1. Face to Face emotional support | 12/11/14 | 17:45 – 20:45 |
| 1. Good Practice, DPMS, and overview | 15/11/14 | 09:00 – 17:00 |
| 1. Post course interviews | 19/11/14 | 17:45 – 20:45 |

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| **APPLICATION TO BECOME A SARSVL HELPLINE VOLUNTEER** | | | | | | | | | | | | | | |
| **PLEASE NOTE:** This form is simply a way of us finding out more about you and ensuring that we can move this process forward effectively. There are no right or wrong answers. Please do not disclose anything you are uncomfortable with. All Helpline Volunteers require a DBS check, but this is not something that you need to be put off by, and previous convictions are not necessarily a barrier to becoming a Helpline Volunteer.  The information you provide here will be kept confidential. | | | | | | | | | | | | | | |
| **Your Contact Details:** | | | | | | | | | | | | | | |
| Full Name: |  | | | Phone Number|: | | | | | | | | | | |
| Address: |  | | | Daytime: | | |  | | | | | | | |
| Postcode: |  | | | Mobile: | | |  | | | | | | | |
| Email: |  | | | | | | | | | | | | | |
| **Your availability for Helpline Shifts once training is completed:**  **Please tick all the times you could be available below:** | | | | | | | | | | | | | | |
| Day | | Morning | Afternoon | | | | | | Evening | | | | | |
| Monday | |  |  | | | | | |  | | | | | |
| Tuesday | |  |  | | | | | |  | | | | | |
| Wednesday | |  |  | | | | | |  | | | | | |
| Thursday | |  |  | | | | | |  | | | | | |
| Friday | |  |  | | | | | |  | | | | | |
| Saturday | |  |  | | | | | |  | | | | | |
| Sunday | |  |  | | | | | |  | | | | | |
| **Important Information About You:** | | | | | | | | | | | | | | |
| **Have you had a CRB or DBS check in the last 6 months?** | | | | | | **Yes** | | | |  | | **No** | |  |
| **Do you have any unspent criminal convictions?**  *Having convictions is not a barrier to volunteering, however you should be aware that we will carry out an enhanced DBS check on all helpline volunteers. If you answered yes we will ask you about this when we meet you. Any information you give us will be kept confidential.* | | | | | | **Yes** | | | |  | | **No** | |  |
| **Do you have any access requirements (large print, wheelchair access, induction loop etc)** | | | | | | **Yes** | | | |  | | **No** | |  |
| **If you have answered yes to the above question about access requirements, please tell us here what it is that you need:** | | | | | | | | | | | | | | |
| **Please tell us about any experience that you have in the following areas.** *This doesn’t have to be employment related, it can be something you have done in your personal life, for example supporting a friend or relative:* | | | | | | | | | | | | | | |
| **Supporting people:** | | | | | | | | | | | | | | |
| **Women’s Organisations:** | | | | | | | | | | | | | | |
| **Taking part in training:** | | | | | | | | | | | | | | |
| **Do you have any other experience that you feel would be relevant to your role as a helpline volunteer, or is there anything else you’d like to tell us as part of your application?** | | | | | | | | | | | | | | |
| **SARSVL is a feminist organisation which supports women and girls who have experienced sexual violence at any time in their lives. Why have you decided to apply to volunteer for the SARSVL helpline rather than another organisation?** | | | | | | | | | | | | | | |
| **Do you already know a woman who volunteers or works for SARSVL?** | | | | | **Yes** | | |  | | | **No** | |  | |
| *If you replied ‘yes’ above, please give us her name below. We will speak to her about the fact that you have applied, but will not show her your application or tell her the contents.* | | | | | | | | | | | | | | |
| SARSVL woman’s name: | | | | | | | | | | | | | | |

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| **Please supply the names of two referees (not related to you) who can vouch for your suitability for volunteering with SARSVL.** | | | |
| Name: |  | Name: |  |
| JobTitle (if relevant): |  | JobTitle (if relevant): |  |
| Phone Number (Day): |  | Phone Number (Day): |  |
| **Email:** |  | **Email:** |  |
| Capacity in which you know this referee: |  | Capacity in which you know this referee: |  |

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| **Statement:** | | | |
| ***I declare that all the information in this application is, to the best of my knowledge, correct.*** | | | |
| Your name: |  | Date: |  |
| Signature: |  | | |

**THANK YOU. Please return your completed form by e-mail or post, as instructed below.**

1. Return it to us by email to [sarsvl.helpline.training@gmail.com](mailto:sarsvl.helpline.training@gmail.com) or by post to PO Box 827, Leeds LS1 9PN to be received by us **no later than 5pm on Friday 8th August 2014**.

Please make sure that you have given us email addresses for both your referees on the form above. **Both your references must reach us by Friday 22nd August,** so please ensure that both your referees are able to do this and that they are expecting to hear from us.

**NEXT - Please complete the Equality & Diversity Monitoring Form overleaf and then please return your completed form by e-mail or post, as instructed on page 1 of this form.**

**SARSVL Equality & Diversity Monitoring Form**

***This sheet is detached from application forms and is an anonymous survey.***

**Please do not identify yourself on this form.**

**Our commitment to managing diversity and ensuring equality of opportunity for all:**SARSVL aims to provide equal opportunities and fair treatment for all people applying to be employees or volunteers. Equality and diversity are central to the work of SARSVL.

SARSVL will treat all people with dignity and respect, valuing the diversity of all. We will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion or political belief, irrelevant offending background or any other factor irrelevant to the purpose in view. We will tackle social exclusion, inequality, discrimination and disadvantage.

**Monitoring recruitment procedures, data protection and confidentially.**In order to achieve our aims we have a policy of monitoring the composition of SARSVL staff and volunteers. As part of this monitoring process we ask for your co-operation in completing the questions below. We wish to give you the following assurances:

1. The information provided will not form the basis of any part of selection.
2. All information in the application form will be regarded as confidential to SARSVL.
3. This monitoring information will only be used for statistics.

**Please only answer as many questions as you feel comfortable with and return this page with your completed application form.**

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| **Your age:** |  |
| **How would you define your sexual orientation?** |  |
| **Are you (please tick all that apply):**  **Employed 🞎 Self-employed 🞎 Student 🞎 Unemployed 🞎**  **Other (please describe):** | |
| **How would you define your ethnic group?** |  |
| **Would you describe yourself as disabled** (please tick)**? Yes 🞎 No 🞎** | |
| **How did you hear about this volunteering opportunity?** |  |