

### HMP Whitemoor Tea Bar Volunteer

**Service/Volunteer Base:** HMP Whitemoor, Longhill Road, March, PE15 0PR

**Volunteer's Manager:** Wendy Davies

**Purpose:** The objective of the volunteering role is to support the delivery of the efficient running of the Visitors Centre and Visits Hall, in order to provide prisoners and their families with a valuable visiting experience; operating within the contractual and legal policies and procedures.

**Time:** Volunteers are expected to commit to volunteering for around six months with Ormiston Families. This allows for the volunteer to be inducted and suitably vetted as per the requirements of the role. We would recommend that you volunteer for a minimum of 3 hours per week by arrangement with your Line Manager. This role is to support the tea bar over weekends only between 13:15 and 16:15.

#### **Tasks:**

- To assist staff in providing light refreshments in the Visits Hall Tea Bar including: serving visitors, re-stocking shelves, taking tokens for sales, clearing up after the session and accounting for the proceeds taken
- To help maintain a clean and tidy environment in the Tea bar
- To assist with ordering new stock as required
- To maintain all records and monitoring requirements as necessary
- To work in accordance with Ormiston Families policy and procedures

#### **Skills required:**

- Ability to empathise with prisoners and their families
- Reliable and able to commit to sparing a few hours each week
- A friendly and approachable manner, with a non-judgemental attitude
- Good communication skills
- Organised and confident
- Ability to work in line with Ormiston Families Policy and Procedures
- Sensitive to the nature of the work undertaken by Ormiston Families

**Transport:** HMP Whitemoor can be accessed by car only, car parking is provided

**Recruitment Procedure:** Ormiston Families requires two references and an enhanced DBS (Disclosure and Barring Service) check will be carried out on you. As the role is based in the prison, prison security clearance procedures will be applied. As an Ormiston volunteer you will be required to complete an online Child Protection and Data Protection training course.

#### **Benefits offered:**

- Comprehensive Induction
- Invited to attend an Ormiston Families Orientation day for new staff and volunteers
- On the job training where necessary
- Travel expenses up to 30 miles per day at 0.45p per mile



## Volunteer Role Description

- Support from Line Manager and regular supervision sessions
- Reference after six months of volunteering
- Gain experience with the East of England's leading children's charity