**HMP Hollesley Bay Prison Visits Volunteer**

**Service/Volunteer Base:** Ormiston Families at HMP Hollesley Bay, Rectory Rd, Hollesley, Woodbridge IP12 3JW

**Volunteer’s Manager:** Chloe Dunkling/ Lucy Adams

**Date of Role Description:** February 2019

The objective of the volunteering role is to: Support the delivery of the efficient running of the 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 2 hours per week on either Saturdays or Sundays.

**Tasks:**

* Set up and tidy away Play area
* Plan and implement relevant activities
* Supervise children using the Play area
* Maintain a clean and safe environment for service users
* Complete relevant paperwork
* Represent Ormiston Families in a professional capacity

**Skills required:**

* Organised
* Good communication skills
* Flexible
* Creative
* An understanding of confidentiality
* Previous experience of a prison environment would be an advantage but not essential
* Previous experience of working with children

**Transport:** HMP Hollesley Bay can be reached by car and there is a bus service available, but please note bus services do not run on a Sunday.

**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 training course.

**Materials required:** All the equipment is supplied.

**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
* Support from Line Manager and regular supervision sessions
* Reference after six months of volunteering

## If you are interested in this role, please email our Volunteer Manager, Tori Burr, by email at [volunteering@ormistonfamilies.co.uk](mailto:volunteering@ormistonfamilies.co.uk) or telephone on 07824 364747