

Volunteer Role Description

HMP Whitemoor Prison Visits Volunteer

Service/Volunteer Base: Ormiston Families at HMP Whitemoor, Longhill Road, March, Cambridgeshire PE15 0PR

Volunteer's Manager: Sharon Hallowell

Date of Role Description: February 2020

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 one shift per month 13:00 – 16:30 on either Saturdays or Sundays.

Tasks:

- Work on the tea bar inside the prison and sell food items to visitors
- 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
- An understanding of confidentiality
- Previous experience of a prison environment would be an advantage but not essential

Transport: HMP Whitemoor can be reached by car only.

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 GDPR 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

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- 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 or telephone on 07824 364747