**HMP Highpoint Prison Visits Volunteer**

**Service/Volunteer Base:** Ormiston Families at HMP Highpoint South, Stradishall, Newmarket, CB8 9YG

**Volunteer’s Manager:** Lucy Adams

**Date of Role Description:** September 2021

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 are looking for volunteer support on the following days: Saturday 1pm-4pm, Sunday 8:30-11:30 & 1:30pm-4:30pm.

**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 Highpoint can be reached by car.

**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 Families’ volunteer you will be required to complete an online training course package, including child protection.

**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 Volunteering Manager, Tori Burr, by email at [tori.burr@ormistonfamilies.co.uk](mailto:tori.burr@ormistonfamilies.co.uk) or telephone on 07824 364747