**HMP Bedford Prison Visits Volunteer**

**Service/Volunteer Base:** Ormiston Families at HMP Bedford, St Loves Street, Bedford, MK40 1HG

**Volunteer’s Manager:** Gemma Williamson

**Date of Role Description:** November 2021

The objective of the volunteering role is to: Support the delivery of the efficient running of prison visits, in order to provide prisoners and their families with a valuable visiting experience; operating within the contractual and legal policies and procedures. There are also opportunities to support our Story Book Dad sessions, as well as spend time on the wings with the prisoners to promote our services.

**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 1 session per month. Visits take place on the following afternoons – Wednesday, Thursday and Sunday 1pm to 4.30pm. Story Book Dad sessions currently run on Monday afternoons.

**Tasks:**

* Welcoming, booking in and supporting visitors to the centre
* Working in the tea bar, alongside prisoners to serve refreshments to families
* Maintaining a clean and safe environment for visitors
* Spend time on the prison wings talking to prisoners about Ormiston Families’ services and the support we can provide (any weekday either between 9-11am or 2-4pm)
* Support Story Book Dad sessions – prisoner Dads can apply to record a story on to disc for their children (also open to Stepdads & Grandads)
* Represent Ormiston Families in a professional capacity

**Skills required:**

* Organised
* Good communication skills
* Reliable
* An understanding of confidentiality
* A friendly and non-judgemental approach
* Previous experience of a prison environment would be an advantage but not essential

**Transport:** There is no parking at HMP Bedford, the nearest car par is at Allhallows, a 2-minute walk away. The bus station is approx. 100 years from the prison and the train station approx. 15-minute walk.

**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
* Access to our Employee Assistance Programme to support with a range of issues, as well as our team of mental health first aiders.
* Invited to attend an Ormiston Families orientation day for new staff and volunteers
* On the role 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 Cluster Manager, Gemma Williamson at [gemma.williamson@ormistonfamilies.co.uk](mailto:gemma.williamson@ormistonfamilies.co.uk) or telephone on 07787279615