

***Do you want to make a difference
and care for people in need?***

Churches Together in Camberley is
recruiting a part-time



***Voluntary coordinator
for the Street Angels programme***

which it plans to launch in the New Year.

Street Angels are adult volunteers who work together in small teams to care for and provide practical support to the people who use the night clubs and other leisure and entertainment venues in Camberley town centre on a Friday night.

The **Coordinator** will organise the recruitment, checking, training, deployment and ongoing support of Street Angel volunteers.

As the Street Angels Coordinator **you will:**

- be in sympathy with the Christian ethos of Street Angels;
- share our values of selflessness & being non-judgmental, honesty & integrity, professionalism & excellence, collaboration & partnership;
- be well-organised and efficient;
- be able to work with limited supervision – a self-starter;
- be a good communicator; and
- be computer literate with a working knowledge of Outlook/email, Word, Excel and PowerPoint packages.

You will most likely work flexible hours (approximately 10 hours per week) from home and in Camberley Town Centre (including occasional late nights and weekends).

To find out more and to get an application pack please contact
Julian Lomas by phone on 07802 957938
or by email at almondtreeconsulting@ntlworld.com.

Closing date: 14th October 2009

Job Description for voluntary post of Camberley Street Angels Coordinator



Job Purpose

To take responsibility for the administration and co-ordination of Street Angels in Camberley.

Accountability

The coordinator will be accountable to the chair of the Churches Together in Camberley Street Angels Steering Group.

Main tasks, duties and responsibilities

The main task of the role is to coordinate and lead the recruitment, checking, training, deployment and ongoing support of the volunteer Street Angels including ensuring timely and up to date supply of equipment and consumables and collation of information on the “performance” of the project etc.

In undertaking this main task the post-holder will need to:

- uphold the values of the Street Angels project (selflessness & and being non-judgemental, honesty & integrity, professionalism & excellence collaboration & partnership)
- work in partnership with the Police, Borough Council and other stakeholders as necessary.
- working with the Steering Group, to ensure that Street Angel volunteers adhere to the code of conduct, procedures for safeguarding children and vulnerable adults and other policies and procedures adopted by the project.
- Report to the Steering Group on progress with and development of the project

Location

Home and in Camberley Town Centre.

Hours of work

This part-time role is expected to require around 10 hours per week commitment (perhaps more at the beginning) on a voluntary basis The role can be undertaken with a flexible working pattern providing it ensures the coordinator can be contacted (e.g. by volunteers) at reasonable times of the day/week. Time spent accompanying, observing or being a Street Angels will be required the night but is likely to be in addition to the 10-15 hour per week estimate for the role.

Expenses

Reasonable travel and out of pocket expenses will be reimbursed and training provided where necessary and appropriate.

Person specification

Essential criteria

The coordinator must:

- be in sympathy with the Christian ethos of Street Angels;
- share our values of selflessness & and being non-judgemental, honesty & integrity, professionalism & excellence collaboration & partnership;
- be well organised and efficient;
- be able to work with limited supervision – a self-starter;
- be a good communicator; and
- be computer literate with a working knowledge of Outlook/email, Word, Excel and PowerPoint packages.

Desirable criteria

- Experience of managing volunteer
- Understanding of the laws regarding vulnerable adults and children with experience of safeguarding of children and vulnerable adults.
- An understanding of Camberley as a town and its nightlife.

Camberley Street Angels

has grown from Christian beliefs and a long Christian heritage of service and loving one's neighbour.



It stems from a desire on the part of the Christian Community in Camberley to show care and love to people in need in our town. Values of **selflessness** and being **non-judgmental, integrity, honesty, professionalism, collaboration** and **excellence** lie at the heart of everything a Street Angel does. Street Angels respect and learn from diversity by caring for anyone, regardless of who they are and whatever their circumstances. Safety of Street Angel volunteers and the people we seek to serve is essential.

WHO ARE STREET ANGELS?

Street Angels or similar programmes have been springing up across the UK over the last 6 years. Street Angels are adult volunteers, usually from local churches, who care and provide practical support for the people who use the night clubs and other leisure and entertainment venues in Camberley town centre on a Friday night, including helping them to access any further support they may need.

WHAT DO STREET ANGELS DO?

Street Angels believe that people in need, particularly young people, deserve care and support. The needs of these individuals may be the result of homelessness, drunkenness, drug abuse or any other issue, which has caused personal distress or the potential for physical harm.

They help people whoever they are and whatever their situation, for example by listening, caring, offering practical help and through simple acts of generosity and kindness. On occasion they can also help by referring people to other (specialist) agencies who can help them further.

Their calming presence on the streets late at night makes a really positive impact on crime and antisocial behaviour in town centres.

STREET ANGEL VALUES

Selfless and non-judgmental

Street Angels expect nothing in return for the help they provide and believe that people in need are best served by a non-judgmental approach.

Excellence and professionalism

We believe that people in need deserve nothing but the highest standards of service and professionalism. Street Angels receive regular, high quality training and ongoing support to help them perform their role safely and to a high standard.

Integrity and honesty

It is imperative to the success of Street Angels that their service is delivered with the highest ethical and legal standards. Honesty, fairness and integrity are principles that underpin all Street Angels' activities.

Collaboration and partnership

Camberley Street Angels works in partnership with a wide range of statutory, voluntary, community and faith organisations..

HOW WILL STREET ANGELS WORK?

Street Angels will be managed by the Camberley Churches Together (CTC). All volunteers will be recruited through a rigorous process (including Criminal Record Bureau checks) and will agree to abide by the policies and procedures that apply to Camberley Street Angels.

Street Angels will need to commit to volunteer for 1 night every four weeks and to an initial programme of approximately 6 training sessions before they start. They will also be expected to attend ongoing training to support them in their role. Training will cover a wide range of issues and skills including personal safety, listening skills, cultural awareness, understanding your town, drugs and alcohol awareness, child protection and working with the emergency services.

On any given Friday night there will be 4-8 Street Angels working in pairs providing on-street care and support for anyone in need during the hours the bars and clubs open. They will work closely with the Police and emergency services. Street Angels will patrol on foot and have direct contact by radio with each other, the team base, CCTV and the Police.

Churches Together in Camberley

Application for voluntary post of Street Angels Coordinator



Personal details:

First names:		Surname:	
Home address:			
Postcode:		Email:	
Home tel:		Mobile:	

Your education details:

School/college/university*	Date of leaving	Qualifications obtained (with grades)

* continue on separate sheet if necessary

Your employment history:

Current/last employer:		Job title:	
Brief description of your role:			
Date started:		Date of leaving:	(if applicable)

Employer's address:	
Postcode:	
Reasons for leaving:	

Previous employers*	Job title and brief description of role	Start date	Leaving date	Reasons for leaving

* continue on separate sheet if necessary

Volunteer roles:

Please give brief details of any current or past volunteer roles you have undertaken*:				
Brief description of role	Organisation	Start date	Leaving date	Reasons for volunteering

* continue on separate sheet if necessary

Values, skills and abilities:

Please give some examples of ways in which you have demonstrated your commitment to the Street Angels' values of selflessness and being non-judgmental, integrity, honesty, professionalism, collaboration and excellence? Try and include an example of an occasion when you have shown respect for the lifestyle, culture or beliefs of someone, even though they differed significantly from your own.

Please explain, using examples from previous employment, volunteering or personal life how you consider that you meet each of the essential and (where applicable) desirable criteria in the person specification for this role. Try to use a variety of examples where you can.*

* continue on separate sheet if necessary

Please explain why you have applied for this role (max 200 words):

Please give brief details of your personal interests, hobbies etc:

Please provide any further information you consider relevant to your application (*include here any circumstances of which we ought to be aware where special provision needs to be made for you at interview or in carrying out this role*):

Do you hold a UK driver's licence (delete as appropriate)?

Y/N

Full/Provisional

Safeguarding declaration:

You will understand the great responsibility involved in working with children, young people and vulnerable adults and the need to ensure their safety. If you are successful in being appointed to this role we will help you obtain an Enhanced Disclosure from the Criminal Records Bureau. In the meantime we ask you complete the attached confidential safeguarding declaration form and return it to us.

References:

Please give the name and contact details of three people (not related to you) who are prepared to provide us with a reference. If you are a member of a Church or other Christian group, one referee should be your Vicar, Minister, Pastor or the leader of the Christian group you attend regularly. One referee should be your current or immediate past employer and one of the referees should, if possible, be someone who is able to comment on your suitability to work with children, young people or vulnerable adults (for example if they have worked with you with children, young people or vulnerable adults).

Referee 1:			
Name:			
Address:			
Postcode:		Email:	
Tel:		Mobile:	
Vicar, Minister etc?	Y/N	Can this person comment on your suitability to work with children, young people or vulnerable adults?	Y/N

Referee 2:			
Name:			
Address:			
Postcode:		Email:	
Tel:		Mobile:	
Vicar, Minister etc?	Y/N	Can this person comment on your suitability to work with children, young people or vulnerable adults?	Y/N

Referee 3:			
Name:			
Address:			
Postcode:		Email:	
Tel:		Mobile:	
Vicar, Minister etc?	Y/N	Can this person comment on your suitability to work with children, young people or vulnerable adults?	Y/N

Declaration:

I hereby certify that the information contained in this form is true and correct to the best of knowledge:					
Signed:		Name (please print):		Date:	

Please send this completed form together with the confidential safeguarding declaration form and, if possible, a passport sized photograph of yourself to:

"Street Angels Coordinator"
 FAO Mrs Kay Rothwell
 St Mary's Church
 Park Road
 Camberley
 Surrey
 GU15 2SR

STRICTLY CONFIDENTIAL

Churches Together in Camberley Camberley Street Angels Coordinator Safeguarding declaration form



As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation. All applicants are asked to complete this form and return it in a separate sealed envelope to

"Street Angels Coordinator"
FAO Mrs Kay Rothwell
St Mary's Church
Park Road
Camberley
Surrey
GU15 2SR

Disclosures:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution? (delete as appropriate)	Y/N
If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.	

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To your knowledge, have you ever been the subject of a police investigation which didn't lead to a criminal conviction?	Y/N
If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.	
To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services Department?	Y/N
If yes, please provide details - we will need to discuss this with you.	
Have you ever been involved in court proceedings concerning a child or young person for whom you have parental responsibility?	Y/N
If yes, please provide details and dates.	

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Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour to children, young people or vulnerable adults.	Y/N
If yes, please provide details.	

Disclosures:

To help us ensure that we are complying with laws relating to the safeguarding of children, young people or vulnerable adults, please complete the following declaration.

I _____ (full name)

of (address) _____

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to this position. I am aware that the details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person in the organisation responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children, young people or vulnerable adults and/or the termination of my employment or voluntary role.

I agree to inform the person in the organisation responsible for processing applications for Criminal Records Bureau checks if I become the subject of a police and/or social services / social work department investigation. I understand that the failure to do so may lead to the immediate suspension of my work with children, young people or vulnerable adult and/or the termination of my employment or voluntary role.

Signed: _____

Dated: _____

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Notes

The Disclosure of an offence may not prohibit employment.

As this post involves substantial, unsupervised contact with children, young people or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children, young people or vulnerable adults within the organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children, young people or vulnerable adults at risk.

As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children, young people or vulnerable adults. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children or vulnerable adults known as the PoCA List held by the Department of Health then we would also inform them of any knowledge we have of that individual working in any other child care position.

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

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