

Becoming a Jigsaw4U Volunteer

The potential volunteer will be emailed an application form & current volunteer opportunities

Application form needs to be sent back either by email or post

The Volunteer Co-ordinator will invite the prospective volunteer to a Volunteer Information Evening (held 3 times a year) or arrange an informal meeting if they cannot attend. Jigsaw4u will discuss mutual expectations, appropriate skills, DSB checks, references & training at Information Evening

If a specific project is requested and training is prior to General Volunteer Training we will fast track volunteers to attend that training first

Suitable volunteer candidates will be invited by email to attend the 8 week General Volunteer Training programme, run by agency staff and asked to complete a booking form to confirm their place, directions are also sent

We ask candidates to commit to all 8 training sessions

As part of our ongoing assessment of volunteers we arrange Midway Meetings half way through General Volunteer Training with all trainees to discuss how the training is progressing and if Jigsaw4u is still a good match for the potential volunteer

During this time references should be applied for and DBS form sent off

After completing General Volunteer Training and mutually agreeing which project the volunteer would like to join the Volunteer Co-ordinator forwards contact information to the relevant Project Manager and will put the volunteer on a waiting list for any specific training required

Once a volunteer is fully trained and has both references and a DBS certificate they are ready to become active or matched with a service user and supervised by the relevant Project Manager

Volunteers based at Jigsaw4u will be introduced to staff, shown around the building and given an Induction by the Office Manager. Volunteers will be asked to sign a Volunteer Confidentiality Agreement

Active volunteers are required to attend individual and group supervision sessions, renew Child Protection training every 2 years and renew DBS certificates every 3 years