

Department: Early Years Service
Contact Officer: Sandra Watkins / Sharon Hodge
Telephone: 01753 476539
Email: FIS@slough.gov.uk

2nd March 2018

Dear Applicant

Volunteer Role: Parent Champion

Thank you for the interest you have shown in this opportunity to volunteer with Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our staff and volunteers contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Volunteer Information Pack provides details of the volunteering opportunity at Slough Borough Council, which I hope will encourage you to apply.

To apply please complete a volunteer application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

This is an open advertisement and interviews will be held following suitable applications.

If you would like to discuss this volunteering opportunity on an informal basis please contact me on 01753 476539

I look forward to receiving an application from you.

Yours faithfully

Sandra Watkins
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Volunteer Role Description

Title: Parent Champion Volunteer

Directorate: Children Learning and Skills

Location: In the local Children Centre area to where the Parent Champion Volunteer resides.

PURPOSE OF THE ROLE

This is a flexible role of 5 hours per week, talking to parents and guardians, highlighting the benefits of childcare, family activities and parent involvement through a variety of methods, using networks in and around the Children Centres and extended schools, local to the Parent Champion Volunteer's area.


Understand and offer support to overcome barriers, when using childcare and early years services, from a parent or guardian's point of view and record the information manually.

MAIN ACTIVITIES

- Talk with parents and guardians using a variety of methods.
- Make suggestions to parents and families on the different types of childcare and family services they could use.
- Refer parents to the Family Information Service (FIS) to provide expert advice on finding and paying for childcare.
- Refer parents to children's centres and other local organisations to get involved in local activities and services.
- Record accurate information manually.
- Meet with the Project Manager and other Parent Champions regularly.
- Share good practice across the project with the other team members.
- Able to commit to 5 hours a week

Personal requirements

Parent Champion

| | | | Essential/ Desirable |  |
|--|---|---|-------------------------|---|
| | 1 | The ability to carry leaflets | Essential | √ √ |
| | 2 | A parent, grandparent or carer of at least one child living in Slough | Essential | √ √ |
| | 3 | Able to work alone and as part of a team | Essential | √ √ √ √ √ √ |
| | 4 | Interpersonal skills including: <ul style="list-style-type: none"> ○ good communication, verbal and written ○ commitment ○ reliability ○ confidence to approach others ○ empathy and understanding | Essential | |
| | 5 | Additional languages | Desirable | |
| | 6 | Knowledge of the local area and services | Desirable | |
| | 7 | Car driver | Desirable | |

Children Learning and Skills – Early Years

I am delighted you are considering Slough Borough Council for your new career opportunity.

The directorate currently includes the areas of learning, schools and education provision 0-25, commissioning and performance, client monitoring and accountability role to the Slough Children's Trust, Children's Centres and Early Years provision and children's public health services.

The directorate leads, together with the Trust, on high quality provision for children and families and works closely with cross council projects and the place development planning for Slough. In a changing landscape the council vision provides innovative opportunities for the leadership of education, care and employability.

2018 is a really exciting time to be joining us. The council is delivering an ambitious programme of cross cutting transformation to services. We work closely with statutory partners, service users, the community and the voluntary sector, to promote and create innovative ways of tackling local challenges, and ensure services deliver improved outcomes.

We have in place a challenging and robust Five Year Plan and financial strategy, high aspirations and a commitment to further improving the stability and potential of the council working with its partners to improve opportunities for children and young people. We are an active member of the Local Enterprise Partnership and have been successful in securing funding for our major schemes. A number of key regeneration projects will transform the centre of Slough over the next few years and offer exciting employability prospects to our community.

There is much to be proud of in Slough and I believe that by ensuring excellence in all we do, we can really make a big difference to peoples' lives.

Best wishes and good luck

What a Parent Champion volunteer does

Parent Champion volunteers are an invaluable support to the work of the Family Information Service.

They help support the Family Information Service and the important work that we do with children and their families. They provide information on local services and activities alongside developing excellent customer service skills.

Parent Champion volunteers visit local venues such as the Library, Parent and Toddler groups, and Children Centre's.

They are confident in approaching and speaking to parents and carers. They will gain or have knowledge of local services, organisations, activities and people, therefore able to help direct parents and carers to the relevant information and services.

Parent Champion volunteers will meet a wide range of local residents and visitors of all ages.

The Family Information Service staff will provide full training, support and opportunities to learn new skills.

Parent Champion volunteers are enthusiastic, willing to learn new skills and contribute to the Family Information Service

GENERAL INFORMATION

REIMBURSEMENT OF OUT OF POCKET TRAVEL EXPENSES

Slough Borough Council will reimburse reasonable out-of-pocket expenses as follows:

Petrol Costs

Volunteers will be paid for any authorised mileage incurred whilst volunteering in accordance with HM Revenue and Customs rates (currently this will be paid at 45p/mile). All mileage claims must be supported by VAT receipts.

All volunteers who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

Bus Fares

These will be reimbursed in full unless they exceed the cost of the appropriate standard rail fare, in which case, the lower limit will be repaid. The original receipt (if available) or the bus ticket itself must be provided.

Train Fares

These will be reimbursed at a standard class rate. The original receipt or train tickets must be provided for repayment of train fares.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs. All volunteers who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

SMOKING POLICY

The Council has a no smoking policy.

HEALTH DECLARATION

The Council believes that screening new volunteers is an important management process and therefore you will be asked to complete a 'Declaration of Health Status Questionnaire', however this is not a condition of volunteering. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary for the position. The council will pay for this. This is not linked to the selection process.

OTHER INFORMATION

All volunteers are engaged initially for a one month/four session introductory period, depending on the frequency of volunteering. This is to ensure the volunteer and activity are properly matched and either side may decide to end the placement at this stage.

Volunteers and activities are reviewed regularly and volunteers are encouraged to take an active role in these reviews. Reviews are important to ensure that the activities fulfil the needs of both volunteers and the Centre.

From time to time, we will offer volunteers the opportunity to enhance their skills through attending training sessions.

DATA PROTECTION ACT

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

EQUALITY ACT 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for volunteers who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the volunteering opportunity will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected
- It must affect normal day-to-day activities at work on a regular basis

EQUAL OPPORTUNITIES IN VOLUNTEERING

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no volunteer applicant receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected on merit. All volunteers will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims to be representative of the local population of whom over a third are of ethnic minority origin. The Council continually monitors this policy to assess its effectiveness.

PRE-VOLUNTEER SCREENING

It is our policy to carry out checks to confirm the details on the application form. False information, which results in an engagement, will result in the individual being asked to leave.

References

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

Residency

You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence.

The Advertisement

'People are proud to live and work/volunteer in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'.

Post: Volunteer Parent Champion

We have an exciting opportunity to join the Slough Early Years Service, Family Information Service as a Parent Champion volunteer.

- Do you have or care for at least one child and live in Slough?
- Are you thinking about enhancing your skills towards employment?
- Is helping and supporting families within Slough community something you would like to do?

If you answered yes to these questions, you could be who we are looking for.

For this exciting voluntary opportunity you will need some experience of using formal childcare or family activities. Be able to commit to 5 hours per week in your local children centre area.

If you are confident meeting parents, carers and children, have a passion for helping people, like talking and providing relevant information, then supporting Slough families as a Parent Champion Volunteer could be the role for you. With your friendly and helpful demeanour, can do, positive attitude, excellent communication and organisational skills we hope you will apply. We look forward to hearing from you.

If you would like to discuss this position on an informal basis please contact me, Sandra Watkins on 01753 476 539 or Sharon Hodge (Information & Advice Worker) 01753 875 345.

This is an open advertisement and interviews will be held following suitable applications.

Apply for this role on-line at www.slough.gov.uk/roles. Alternatively email recruitment@slough.gov.uk or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

We value diversity.

