

## BECOMING A VOLUNTEER

The Green Party MEP Trust has a policy that applies to how we recruit volunteers. It explains what we will do and why. The policy is attached.

If you are interested in becoming a volunteer for The Green Party MEP Trust you need to do the following:

- 1) Read the attached role description to check that we are offering the kind of opportunities you are interested in.
- 2) Fill in the enclosed application form. Try to include information about why you would like to volunteer for us, what you think you have to offer and what you hope to gain.
- 3) Return the form by post only to The Green Party MEPs, Suite 58, The Hop Exchange, 24 Southwark Street, London SE1 1TY.

### What Happens Next?

The Green Party MEP Trust will look at the application forms it receives and check that you have the skills necessary to become a volunteer with us. You will then be invited to attend an informal interview with the 2 MEP assistants. In the interview there will be an opportunity for you to ask questions and for us to find out a bit more about what you can offer. In the interview we will be looking for evidence that you will fit in with the ethos of the organisation, that you will benefit from volunteering with us, and that you will bring with you skills, enthusiasm or experience that we need.

The Green Party MEP Trust does not have deadlines for receiving applications from volunteers and you can apply at any time. We will aim to contact you within 3 weeks of receiving your application to invite you to an interview or to tell you that the application has been unsuccessful. Because we are a small organisation with limited resources we will not always be able to take on volunteers even if they meet all the criteria given above.

If you are successful in applying to become a volunteer we will agree with you a start date. On your first day you can expect to receive an induction and to sign a volunteer agreement.

### Criminal Record Checks

In most instances the nature of the work that volunteers are carrying out does not make a criminal record check appropriate. If one is necessary we will discuss it with you at the informal interview stage. Please note that there are very few criminal convictions that exclude volunteers from working with the public and our equal opportunities policy means that we will not discriminate against people with unrelated criminal convictions.

## VOLUNTEER ROLE DESCRIPTION

Green Party MEP Trust volunteers are asked to be flexible in their working practices. Each volunteer will have a supervisor (one of the MEP Assistants) who will allocate particular tasks. The tasks undertaken may vary from week to week but we expect the core of your work to be pooled from the list below:

### General Duties:

- Working on mailings
- Dealing with written enquiries from members of the general public under the guidance of the supervisor
- Some work with the MEPs' databases
- Running errands
- Answering invitations

### Specific Duties:

These are often allocated based on the initiative of a particular volunteer. After you have been working with us for a while you may identify tasks that you would like to take responsibility for on a regular basis. We try to tailor the work around the skills of a particular volunteer, although this isn't always possible. Some tasks which may be undertaken in addition to general duties include:

- Research for constituency enquiries
- Helping to build up databases
- Contacting party officers/representatives or external organisations to gather relevant information
- Internet research

## VOLUNTEER RECRUITMENT POLICY

The Green Party MEP Trust is fully committed to the recruitment and support of volunteers working through The Green Party MEP offices.

All staff employed by the Green Party MEP Trust and the MEPs themselves are committed to the recruitment and support of volunteers within the organisation.

Before recruiting a volunteer we will ensure that:

- Everyone understands why we are recruiting a volunteer
- Everyone understand the levels of support we offer to volunteers
- There is work for the volunteer to do
- This work will contribute clear value to our organisation and to the volunteer
- There will be both an adequate selection and support system for the volunteer in place

The Green Part MEP Trust is committed to working with volunteers from a diverse range of backgrounds and our recruitment process will be informed by our equal opportunities statement. We will regularly evaluate and monitor our progress in meeting these commitments.

Recruitment of volunteers will involve filling in an application form, taking up referees, informal interviews and a trial period.

## APPLICATION FORM - FOR VOLUNTEER POST

### PERSONAL CONTACT DETAILS

NAME:

ADDRESS:

PHONE NUMBER WHERE WE CAN CONTACT YOU:

EMAIL ADDRESS:

### YOUR TIME COMMITMENT

Please tell us what time commitment you can make to volunteering. This should include how many days you want to work (eg in a week or in a month) and how long you are available for (eg for six months). We also need to know if there are any particular days you cannot work.

### REFEREES

We need to know the names of two people we can contact who will provide a written reference to support your application.

1. Name:  
Address:

Telephone Number:  
How do you know this person?

2. Name:  
Address:

Telephone Number:  
How do you know this person?

WHY DO YOU WANT TO VOLUNTEER?

Use this space to tell us why you want to volunteer for the Green Party MEPs. You can tell us about the kind of work you would like to do; the kind of job you are hoping to do in the future; the kind of training you are hoping to access.

ABOUT YOURSELF

Please use this space to tell us about any skills and experience (paid and unpaid) that you think are relevant to volunteering for the Green Party MEPs.

Signed:

Date:

RETURN TO: GREEN PARTY MEPS OFFICE, SUITE 58,  
THE HOP EXCHANGE, 24 SOUTHWARK STREET, LONDON SE1 1TY