



BADAS
Brierley House
Summer Lane
Bath
BA2 5JX

Tel: (01225) 838053
10 February 2010

PLEASE READ THIS BEFORE FILLING IN THE APPLICATION FORM

Dear Potential Volunteer,

Thank you for showing interest in becoming a volunteer with BADAS. This letter will highlight some information, which we would like you to read and consider before deciding whether to fill in our application form.

Volunteers are an essential part of our team and are highly valued for the variety of skills and experience that they bring. At any time we may have between twenty and thirty volunteers on our rota. Always backed up by paid workers, they offer a range of support roles including administration, fund-raising, promotions, IT support or direct work with service users.

In order to keep up high standards of service to our clients, we carefully select our volunteers and rigorously train them. All volunteers undertake basic training for five days in order that they understand how our organisation works and the framework that we are required to work within.

When working with service users, volunteers will offer advice, support and information, both face to face and on the telephone, either at our Bath centre or on outreach at 'satellite' services all over Wiltshire and North-East Somerset. All Initial training is group-based, (in a group of up to twelve people), and experiential in nature. This means that it is not just a taught course - we get trainees to practise the skills we teach, and require them to experience some of the emotions likely to come up while working with BADAS clients, through structured exercises, skills practice or reflection on their own lives. Volunteers are required to attend the whole course of training, which consists of ten days, spread over a number of months.

Following basic training, volunteers will be carefully inducted and then monitored through a three-month probationary period. They are required to attend monthly small-group learning set sessions as well as quarterly one-to-one supervisions, throughout their time with BADAS. We put considerable resources into the basic training course, so volunteers' commitment to us is important. We ask volunteers to commit to work with us for eight hours per week, in a regular pattern, (usually a full day but possibly two half-days), for a year following basic training. Our main

centres and satellites are currently open morning and afternoon on every weekday, and on some weekday early evenings.

Please read the Person Specification which will be found following this letter. If you have most or all of the Essential criteria and some of the Desirables, you're the sort of person we're looking for. If you're doubtful as to what any of the criteria means, or whether your experience, etc, fits the bill, please do not hesitate to ring and talk it over. We are proud to note that many of our volunteers go on to take up paid careers in drug and alcohol work, or related fields such as Social Work. We would particularly welcome applicants who are from minority ethnic groups or who are over 60, as these groups are sometimes under-represented on our team. There is no maximum age.

We receive many applications from people who have had a period of problematic use of drugs or alcohol and who wish to put their experience to good use. We welcome such applicants. Sadly, in an increasingly competitive funding environment, we may not be able to accept applications from people whose work for, or affiliation to, other organisations might cause a conflict of interest.

Our commitment to our funders is to train local people to work in the communities of Bath & North East Somerset and Wiltshire, and we will prioritise applications from these areas. If there are insufficient successful local applicants to fill all available spaces on a course, we will take on applicants from outside the area, but we may only be able to pay travel costs from the edge of our area. If you have any questions, please ring or e-mail me.

Please note the next round of training begins in the first week of June 2010 and we are now accepting applications for interviews to take place in April / May 2009. If we have sufficient numbers we will try to run an introductory course over a weekend in April time.

We are looking forward to receiving your application.

Yours faithfully

Adrian Murphy
Training Co-ordinator e-mail: adrian.murphy@badaservices.org.uk



Volunteers Person Specification

Essential Requirements

In order to be accepted to work at BADAS as a volunteer, every candidate will complete an application form and attend an interview. In judging a person's suitability for the work, the interview team will use the following list.

Potential volunteers must be willing and able to:

- Commit to volunteer for one day per week, for a year
- Complete the full course of training
- Undertake all aspects of training
- Attend monthly supervision meeting and quarterly line management meetings
- Committed to Harm Reduction approach (*not telling people to stop using drink or drugs, but offering support to reduce harm to themselves and others, whilst encouraging positive change*)
- Open to the philosophy that no one style or route of treatment is the right one for everyone
- Be able to demonstrate that they are able to treat every service user with respect, courtesy and care
- Work within our equalities and diversity policies
- Able to understand and respect confidentiality
- Be committed to empowering its service users
- Good sense of humour
- Able to work in a team
- Able to work within the boundaries set for volunteers at BADAS
- Whilst in training they must:

Be able to read and understand the course materials.

(Support can be offered to people with dyslexia).

Demonstrate good communication skills in English

Reflect on personal experience and feelings

Able to participate in group discussions, present work to a group and chair small group discussions

Desirable experience

- Previous experience of volunteering
- Experience of dealing with the public
- Experience (either direct or indirect) of problematic substance use
- Experience of other supportive therapies