Thank you for volunteering with FNF Both Parents Matter Cymru. We really value your time and commitment to help others faced with child contact difficulties.

Your volunteering makes a difference to the success or failure of the charity in whichever area you have agreed to help us - Advice, Emotional Support or Marketing & Administration.

We are a Children’s Rights charity – working to ensure that the principles set out within the UN Convention on the Rights of the child (UNCRC) are upheld. We focus on Articles 9 and 18 of the UNCRC which are incorporated into the law in Wales under the Rights of Children & Young Persons (Wales) Measure 2011. <http://www.legislation.gov.uk/mwa/2011/2/contents>

The charity has a few key objectives

* PROVIDING INFORMATION, SUPPORT AND ADVICE TO PARENTS OR GRANDPARENTS WITH CHILD CONTACT PROBLEMS
* CAMPAIGNING TO CHANGE LAW AND POLICIES TO ENCOURAGE SHARED CARE OF CHILDREN
* SUPPORTING FATHERS AND FATHER FIGURES TO PLAY A POSTIVE AND COMMITTED ROLE IN THE UPBRINGING OF THE CHILDREN THEY CARE ABOUT.

**WHAT CAN I DO TO HELP?**

This depends on the time you have available, the skills, experience and training that you possess, the needs of our service users and which category of volunteering you’ve signed up for. This document also contains some of the specific targets that you are agreeing to help us achieve (see later)**Some** examples include:

**1. Advice Volunteer** (\*) providing free one to one advice at our support meetings across Wales or on **our Helpline. *This role is presently under review to reflect new areas of the Charity's work.***

**2. Buddy Emotional Support – attending our monthly support meetings local to you and providing general support to service users and other volunteers WITHOUT GIVING CASE SPECIFIC ADVICE\***

**\*Please note that during the current Covid pandemic, there are no branch meetings taking place. We are therefore working virtually and utilising Buddy email facilities in order to continue support of our service users. The situation will be reviewed in the future.**

**3. Marketing & Fundraising** – distributing and putting up posters advertising the charity / helping our Senior volunteers with campaigns, communications, letter writing, surveys etc. One really important area for the charity is fundraising so any way of raising cash eg putting a collecting box in a local convenience store / organising a coffee morning / sponsored running, cycling or swimming etc is greatly appreciated.

\*It is very important to understand that **only** recognised Advice Volunteers should give case specific advice to service users. Advice Volunteers will either be professionally qualified eg solicitors & barristers, social workers etc or have very considerable direct experience gained over a long period of work with the charity having also undertaken relevant training.

**Volunteers attending meetings should wear photo ID with different coloured lanyards – Yellow for Advice Volunteers, Orange for other Volunteers.**

**Please also visit the Volunteer section of our website here** <https://www.fnf-bpm.org.uk/article/volunteering_to_help_fnf_both_parents_matter_cymru-182/index.html>

**WHAT DOES THE CHARITY NEED FROM ME?**

1. **Passport style photo –** for your volunteer photo ID AND to display in the secure area of our website for other volunteers / staff only. ID badges can be arranged by contacting Lynne, National Volunteer Co-ordinator.
2. **Monthly Time sheet** - At the end of each month we need you to send an email to info@fnf-bpm.org.uk confirming the number of hours that you’ve contributed in that month. Please remember that speaking with others about the work of the charity / engaging in debate through social media in support of the aims of the charity / travel time to and from support meetings should all be included in the total hours. You can also include any information you’d like to share about what you actually did during the month to help the charity. This may be used in a Volunteer Newsletter.

**WHO DO I CONTACT ABOUT MY VOLUNTEERING?**

Your primary contact with regard to volunteering is Lynne Blore, National Volunteer Co-ordinator. \*

Lynne can be contacted at: volunteering@fnf-bpm.org.uk

**\*Buddy Volunteers should contact: Phillip Davies at**  buddyco-ordinator@fnf-bpm.org.uk

In addition those volunteers who run the local support meetings for the charity are recognised as Senior Volunteers and will help you to prioritise the tasks that you’ve agreed to help us with.

In addition you can always call the Helpline on 08456 004446 Monday to Friday 10am to 7pm or send an email to info@fnf-bpm.org.uk

If you have any serious or urgent issues then please direct them to the National Manager – paul@fnf-bpm.org.uk or 07947135864.

**ALL ABOUT YOU –**

**Please complete the form below and return it to the National Volunteer Co-ordinator at volunteering@fnf-bpm.org.uk**

|  |  |
| --- | --- |
| **First Name** | **Telephone**  |
| **Last name** | **Email Address** |
| **Address***Needed to locate your nearest support meeting* | **POST CODE** |
| **The role in which you wish to volunteer?** |
| **Hours available** |  |
| *We ask that our volunteers donate* ***A MINIMUM of2 hours per week****. Most of our volunteers are passionate about resolving injustice and input more, but that is entirely optional (and welcomed)* |
| **Computer literacy** | **High** / Medium / Medium / Low / ~~Very Low~~ |
| * We have to use computers a lot. Most of our work involves updating documents, supporting service users etc. For this you will need access to your own computer, and the internet.
* We often have to produce joint efforts. To do that we selected Microsoft word & excel. If you have a windows live ID, you can edit using word or excel even if you haven’t got the software installed on your own computer. No licences are required.
 |
| **Computer Access***Do you have a reasonably up to date computer and internet access?* |  |
| **Previous occupations**This is to give us an idea of things you may have previously done which may be useful |  |
| **Training - please identify any training that you believe would be useful to your volunteer role****Eg Litigant In Person training / Counselling / Safeguarding / Social Work / Research methods etc** |
| **Skills** …..you think you can bring |  |
| **Areas of interest** |  |
| **Health**Optional. You do not have to tell us, but if you choose to we can use the information to give you support if it is related to your own situation |  |
|  |  |
| **More about you** |  |
| Are you employed? |  |
| Do you have any issues about your own child contact arrangements? |  |
| Have you any unspent and unprotected cautions or convictions of relevance to volunteering with the charity? |  |
| **Diversity Monitoring (please indicate if any of the following apply)** |  |
| **BME** | **DISABLED** | **MIGRANT** | **ASYLUM** | **UNEMPLOYED** | **WELSH SPEAKER** |
| **Date of Birth?** |  |
|  |  |
| **Internal Volunteers area** |  |
| Would you be prepared for us to share a brief profile about you on **our secure internal webpages**, so that other FNF-BPM staff and volunteers can get to know a little about you?  |  |
| What would you like it to say about yourself eg Why I volunteered for FNF BPM Cymru? (Try to limit this to around 300 words) |  |

**Confidentiality -** In the course of your volunteering you will come across confidential information about the organisation, its staff, its clients and third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

**Policies -** You will abide by the charity’s various policies and procedures including the health and safety and equal opportunities policies available on our website

**Ideas and problems -** You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with the National Manager.

You may run into problems when performing your duties. You should discuss any complaint or problems with the Volunteer Co-ordinator or the National Manager

**Termination -** Either you or the charity can terminate this agreement with or without notice at any time.

Signed in agreement

**Signature.....................................................................................**

**Name...................................................................................... Date..............................**

**NOTES – to be used by National Volunteer Co-ordinator**