



Inspiring, challenging and motivating people, especially young people, to develop their life skills to bring about positive change

**VOLUNTEER  
APPLICATION  
PACK**

**Thank you for your interest in becoming a volunteer at BF Adventure. In this pack you will find a bit more information about what we do and how volunteers can support us to succeed.**

## **Who are we?**

BF Adventure, formerly The Bishop's Forum, was established in 1989. Our mission was defined as promoting the advancement of education of young people in Cornwall who through their social and economic circumstances are in need and unable to gain employment.

Our Goodygrane site, near Penryn, covers approximately 60 acres, incorporating disused water filled quarries which provide a base for many of the activities we deliver.

The organisation began with a bank of 5 or 6 part time instructors, who were employed on an ad-hoc basis when their specific skill input was required. Today, we have a much larger team, including a support team of 10 and delivery staff of 16 Instructors supported by approximately 12 group volunteers.

## **What do we do?**

At BF Adventure we tailor make packages to suit the needs of each of our customers; whether the aim is to raise confidence, solve problems, work as a team, meet areas of curriculum or just to have fun. Activities include archery, climbing and abseiling, problem solving, forest school/bushcraft, zip wire, canoeing and kayaking, coasteering and other off site adventures!

We are open all year round and offer one-off activity days, residential packages, or specialist programmes working towards life skills qualifications and positive outcomes.

We offer experiences and programmes including:

- Education and employment programmes (180/Activity Agreement)
- Specialist support for young people and vulnerable adults
- Youth & community groups
- Schools, colleges and extended services activities/residentials
- Military based team days
- Birthday Parties (children and adult!)
- Stag and Hen activity days
- Corporate groups

**We aim to run programmes that:**

- Maximise the use of the outdoor environment
- Promote healthy lifestyles
- Enhance self esteem
- Develop social and thinking skills
- Measure positive change and distance travelled
- Engage excluded young people
- Are professional, safe and enjoyable
- Promote a culture of inclusion
- Are delivered by experienced, qualified and well supported staff
- Focus on the transferable skills gained through problem solving and teambuilding activities
- Take place in a mutually supportive environment

**We strive to:**

- Be non judgemental
- Promote inclusion and diversity
- Mutually respect and support
- Be accountable and operate with integrity
- Respect professional confidentiality
- Recognise the value of staff and volunteers

**If you feel a volunteer placement at BF Adventure is what you are looking for and you can support us to achieve our aims then take a look at the following section and then complete the application form.**

## What do volunteers do?

As a volunteer, you will get the chance to meet new people, try new activities and be part of a friendly team. We can guarantee that no day will be the same! Volunteers play a key role in working alongside instructors with a variety of groups, including supporting groups, one to one services and a variety of programmes aiming to engage 14-19 year olds in further learning, as well as school holiday activities and curriculum days.

If we have volunteering opportunities available when you apply we will invite you in for a taster day. The taster day is for you to see what we do in practice and for us to get to know you a bit better. From your experience on the taster day you will be able to decide if you want to make a commitment to volunteering at BF Adventure and we will be able to see what volunteering opportunities we have that may suit you best. Not all volunteers who complete a taster day continue to volunteer at BF Adventure for a variety of reasons, attending a taster day does not mean we will definitely offer a volunteer placement or that you are committed to a volunteer placement with us.

Bernadette Snow is the Volunteer Co-ordinator and is here to ensure your needs are met; through the recruitment process and continuing through your placement, by keeping you up-to-date on all things 'BF Adventure', sharing information on training opportunities, giving you the opportunity to debrief after a day's activities, providing you with regular opportunities to feed back, giving you ongoing support, co-ordinating your days and hours and anything else that you may need.

## What you can expect from BF Adventure

We appreciate your contribution and want to ensure that you get the most out of volunteering with us by:

- Making you feel part of the team
- Making sure you are clear about what you are expected to do
- Giving you an induction and opportunities for ongoing training
- Giving you an allocated mentor to advise and support you
- Giving you a chance to feedback to the organization and be a part of whole team meetings
- Ensure that you operate within a safe environment
- Covering travel expenses at 45p per mile, up to £11.50 per volunteer day
- Applying our equal opportunities and health and safety policy

## What BF Adventure expects of volunteers

As a volunteer with BF Adventure you will be working with vulnerable people and representing us as an organisation. We therefore have guidelines we need you to follow to ensure that we can work together.

- To commit to a 6 week period (ie one day a week for min 6 weeks)
- Maintain confidentiality about clients
- To attend an initial supervision after approximately 4 weeks and every 8 weeks thereafter
- As far as possible attend any volunteer meetings
- Be committed to our Child and Vulnerable Adult Protection and Equal Opportunities policies
- Follow our Health and Safety policy
- Ring us with as much warning as possible if you are unable to come in
- Behave appropriately with our clients
  - Always behave respectfully towards clients - we are about building their self esteem
  - Please use appropriate language when working with our clients
  - Please do not smoke around clients (we are a non smoking site)
  - Do not develop relationships with clients outside BF Adventure

***Due to the remote location of our site you need to ensure you can reach us before applying for a role with us.***

## HOW YOU CAN HELP

We have a variety of volunteer roles supporting our organisation, including those detailed below. If you have an interest and expertise in an area not listed then we would still like to hear from you - we are always open to new ideas!

### **1 Group Support - one day a week from Monday to Friday to volunteer 9:00am - 4:00pm, for a minimum of 6 weeks**

You would work alongside the instructors, assisting them to deliver a variety of outdoor activities to a variety of groups.

### **2 Bank Group Support - be a member of our bank staff to be called in sporadically to cover volunteer absence, busier periods and occasional weekends**

Hours 9:00am - 4:00pm (although can vary at weekends). You would work alongside the instructors, assisting them to deliver a variety of outdoor activities to a variety of groups.

### **3 Ground / Environmental / Maintenance work**

We have a maintenance coordinator who works 5 days a week and we need volunteers to support him in this role. Days and hours by arrangement with maintenance worker; flexible.

### **4 Driving**

You would assist with transporting our clients, staff and volunteers to and from various locations in our own vehicles.

### **5 Fundraising**

An exciting opportunity to assist in organising fundraising events for BF Adventure.

# BF ADVENTURE VOLUNTEER APPLICATION

Name:

Date of application:

Address:

Tel:

E-mail:

Date of Birth:

Age:

Do you have your own transport?

Do you have a mini bus drivers licence?

Emergency contact (name and number):

Which volunteer position are you applying for? (Please see the numbered reference of roles and feel free to circle more than one)

1	2	3	4	5
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Why would you like to volunteer at BF Adventure?

How did you hear about us?

What skills and experience do you have that you feel might be of benefit to BF Adventure? (Additional CV's welcomed)

When would you be free to volunteer at BF Adventure?

**Do you have any past convictions?** *(Please note that all staff and volunteers at BF Adventure have a police check. However if you do have past convictions it does not mean that you cannot volunteer but depends on the nature of the offence. This information is confidential to BF Adventure)*

**YES / NO**

*(If Yes please give details below)*

**Do you have any additional needs, including health issues/medical needs we should be aware of?**

**YES/NO**

*(If Yes please give details)*

**REFERENCES (Ideally at least one professional reference)**

*\*Please note we always contact references*

<b>Name:</b> <b>Address:</b>  <b>Phone no:</b> <b>E-mail:</b> <b>How long have they known you?</b> <b>What is their relationship to you?</b>	<b>Name:</b> <b>Address:</b>  <b>Phone no:</b> <b>E-mail:</b> <b>How long have they known you?</b> <b>What is their relationship to you?</b>
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**(Please leave the following questions blank if you would prefer not to say)**

Do you consider yourself to have a disability? **Yes / No**

Are you currently in employment education or training? **Yes / No**

Do you feel you belong to a minority group? **Yes / No**

**If yes would you be happy to tell us which minority group?**

**Please send this form back to Bernadette Snow ([volunteers@bfadventure.org](mailto:volunteers@bfadventure.org)) where it will be processed and if we have a volunteer placement available you will be invited for a taster day at BFA.**

