



## BF Adventure Volunteer

### About the role:

BF Adventure was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families.

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 throughout the charity, including supporting our activity instructors through the work of our Core Team, assisting our site maintenance team and through supporting our administration team. We want to enable our volunteers to make a difference to our charity through using their existing skills and through learning new ones and join with us on a Journey of Change.



At BF Adventure our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**.

We work in line with a set of core organisational values.

## CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



## TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

## EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

## COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



## INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!



## SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.



BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX

If we have volunteering opportunities available when you apply we will invite you in for an interview and taster day. This 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 through interview we will be able to see what volunteering opportunities we have that may suit you best. Not all volunteers who complete a taster day and interview 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.

A dedicated member of our team will 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, providing ongoing support, co-ordinating your days and hours and anything else that you may need.

Benefits to you:

- Making a difference to the lives of vulnerable young people and adults
- Experience and skills development in working in the outdoors sector
- Experience and skills development in working in the youth working sector
- Training opportunities
- Working as part of a close knit team
- Trying new things
- Connecting with like-minded people
- Volunteering may sometimes lead to job opportunities

Please see the relevant job description for further details.



## **Job Description** – Volunteer Administrative support

**Salary:** This is an unpaid position

**Hours:** Variable and flexible. Our normal working day is between 8.30am and 4.30pm

**Responsible to:** Skills for life Coordinator

### **Main purpose of Job:**

To support the work of the charity in line with our organizational values as part of the skills for life team, providing administrative support for the skills for life department.

### **Main Tasks (not exclusive)**

- To provide administrative support to the coordinator team in the running of core programming
- To provide administrative support for the day to day running of the centre
- To operate in line with all our organisational policies and procedures, including our Safeguarding Policy that ensures we all work to keep our clients safe.
- To commit to an agreed period of volunteering; for example -1 day a week for 6 months
- To attend supervision sessions on a regular basis, at least every 8 weeks after the initial induction period.
- To communicate effectively with all team members and clients in line with our organisational values
- To maintain appropriate behaviour at all times and to recognize the importance of being a positive role model to our clients.
- To attend training in agreement with the Skills for life coordinator
- To understand and implement our confidentiality policy ensuring that information about clients is shared appropriately with the Designated Safeguarding Lead and not shared outside the organisation.

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks\* as necessary to facilitate the smooth running of activities

\*(within your level of experience, training and capability)



## Person Specification

### Experience / Skills

No previous experience is necessary to volunteer with us as we want to help you grow your own skill set. However previous experience in working with children and young people, working in the outdoors or ICT experience would be useful.

### Personal Characteristics

- Commitment to BF Adventure mission statement, objectives and values
- Commitment to learn new skills
- Enthusiasm to work as a member of the team
- Ability to understand that we are committed to ensuring we have a positive impact on all our clients; developing their well-being, enabling them to build positive relationships, developing their confidence and communication skills and empowering them to make a difference in their lives.

### Desirable

- Hold a current, clean driving license.

### Please note!

BF Adventure is situated in a rural location, please ensure that you are able to get here before applying for this role as we are unable to provide transport  
We can cover travel expenses at 45p a mile to a value of £11.50 per volunteer day.

### What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website and can be completed in an online format.
- If you wish to complete the form in word and email it to us please save the Application Form in the following format:  
Your name volunteerapplication\_date
- Please email the form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject Volunteer Application

You will be contacted and invited to attend a taster day as soon as we can arrange it. Please do not hesitate to phone us on 01326 340912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!