

SERENDIPITY SOCIAL GROUPS

Volunteer Group Facilitator

Recruitment

To be recruited as an Autism Hampshire Serendipity Social Group Facilitator, we require you to commit to a recruitment and training process. This is to ensure that each volunteer has the skills, knowledge and support from Autism Hampshire that they need to carry out the role in a mutually safe and beneficial way.

We are aware that the process might seem a little daunting at first, but **we are more than happy to support and help you to complete the process**, including assistance with form-filling, and continuous individual support from the Serendipity Group Co-ordinator if needed.

Please note that all applicants will need complete an enhanced DBS check, which is free for volunteers.

Recruitment Process Overview:

- Informal discussion about the Serendipity groups and the role of the group facilitator. This will be with the co-ordinator and can be done in person or on the telephone. You will also be given an overview of the Serendipity Social Groups, a group facilitator role description and an application form.
- You will need to complete and submit the application form, including providing the contact details of two referees
- If Autism Hampshire thinks that you may have the skills needed for the group facilitator role and if we have a vacancy in your area, you will be invited for an informal interview with the co-ordinator so that we can find out more about you and your application, and you can decide if the role is right for you.
 - The interview is very informal and usually takes about an hour
 - We will discuss what you have included in your application
 - We will go through each item listed on the group facilitator role description
- After interview:
 - You will be supported to complete a DBS form
 - Autism Hampshire will contact your two referees to provide character references

- You will need to sign the volunteer agreement, confidentiality and data protection agreement, and complete new starter information. These will be delivered to you by post, but can be filled in with help from Autism Hampshire if required
- Please note it can take some time for the DBS to be returned and we have no control over this. We will not be able to proceed further with your volunteer recruitment until we have these documents.
- When we have your DBS and references returned the Serendipity Co-ordinator will need to see the original document and take a copy of it. They will contact you to arrange this.
- Once recruited, you will receive a volunteer badge with your photo on it

Training and Support:

Following recruitment, you will receive further support and training. This will consist of:

- A minimum of four weeks running the group alongside the co-ordinator
- A volunteer induction meeting with the co-ordinator, lasting 1-2 hours
- E-Learning – Safeguarding, Health and Safety, and Autism Introduction. These can be done independently or with the co-ordinator
- Regular support from the co-ordinator at your group, and during normal business hours by phone or email
- Bi-annual meetings with the co-ordinator to refresh and update your knowledge and skills in key areas, and to discuss any areas of concern or ideas for personal development

You will also be invited to an informal quarterly volunteer meeting. These are not compulsory, as we understand that our volunteers have busy lives, but they offer a valuable opportunity to share good practice and discuss ideas with other volunteers and Autism Hampshire staff.