



Volunteering with us

Can you spare a few hours every week or two to help people who use our services?

For a better life



We believe that volunteers enhance the quality of life of the people who use our services. We are keen for people from all sections of the local community to be involved in our work.

Surrey and Borders provides health and social care services for people of all ages with mental health problems, drug and alcohol problems and learning disabilities in Surrey and North East Hampshire.

We have 140 services which are provided in community settings, hospitals and residential homes, with an emphasis on providing local treatment and support close to people's homes wherever possible. All of our services are registered with the Care Quality Commission.

As a NHS Foundation Trust, thousands of local people have joined as members and they help us shape the future direction of our services.

Volunteers make a valuable contribution to our work and find their roles rewarding and fulfilling.

What can volunteers do?

Some volunteers bring a skill and others just bring themselves. For example you could:

- Have a chat over a cup of tea – help people to pass the time
- Organise activities within a ward or home
- Share a skill or interest
- Enable people to take part in activities they couldn't or wouldn't do alone
- Write, review and organise leaflets and other patient information
- Do administrative and reception work
- Help with group work.

In short, you can help by doing anything that enhances people's lives. The hours and days of volunteering offered vary. To some extent, they depend on when the right member of staff is on duty to work with you but your hours can often be tailored to your availability.

What do we look for in a volunteer?

People who volunteer for us must have some very special personal qualities. These include:

- Commitment, reliability and flexibility
- A non-judgemental attitude
- An understanding of the importance of patient confidentiality
- Being trustworthy and responsible
- Kindness, respect and a friendly manner.

People volunteer for many reasons; perhaps to gain experience before applying for a job or because they have retired and are looking to put something back into their community. People who have used our services sometimes return to us as volunteers too, bringing valuable insights and experience with them.

Our volunteers are given necessary role-specific training for some roles or may need to show they have the relevant skills, experience or interest in the position. This will be clearly stated in the role outline.

Will I be out of pocket?

In line with government guidelines, you would be entitled to the reimbursement of out-of-pocket expenses such as travel costs from home to your base of voluntary work.

Who is eligible to become a volunteer?

Depending on the type of volunteering you'd like to do, you need to be over 16. There is no fixed upper age limit.

If you are on benefits, you can volunteer with us but may need to remain available for work. Please check with Jobcentre Plus to see how volunteering affects your individual circumstances.

In order to undertake work of any kind, voluntary or otherwise, you must have the right to work in the UK as a British citizen or a citizen of the EU, or with the appropriate visa clearance which allows you to undertake the work.

How do I apply?

Please contact us to ask for an application form or call for an informal chat about how you might volunteer - our contact details are on the back page.

When you apply we will ask you what you would like to do and where you can travel to. We will try to match you up with something suitable.

What happens next?

When we think that we have matched you to a voluntary position, a member of staff will invite you to visit your prospective placement. They will give you an informal interview.

If you are successful, depending on the role, you may be asked to apply for a Disclosure and Barring Service check and to bring evidence of your identity to our Headquarters to support this. We need these because you will come into contact with vulnerable adults and/or children in the course of your role with us. We also ask you to complete a right to work check and we will take up references from people who can vouch for your application.

Finally, you need to complete a routine, confidential health questionnaire. This will be screened by our occupational health advisors who may ask you to attend a medical examination.

Assuming you like a role that you are offered, you will be able to start volunteering when all the checks have been processed and references received.

Contact us

Please contact Joanne Massey Shand, Involvement and Volunteering Manager for more information.

Call: 01372 216184

E-mail: volunteers@sabp.nhs.uk

Post: Joanne Massey Shand
Involvement and Volunteering Manager
Employment Services
Surrey and Borders Partnership NHS Foundation Trust
18 Mole Business Park
Leatherhead KT22 7AD

You can also visit www.sabp.nhs.uk/volunteers for further details.

If you would like this information in another format such as large print, Braille, easy read or another language please contact us on:

Tel: 01372 216285 email: communications@sabp.nhs.uk

Surrey and Borders Partnership NHS Foundation Trust
18 Mole Business Park, Leatherhead, Surrey KT22 7AD

Tel: 0300 55 55 222 Textphone: 020 8964 6326

www.sabp.nhs.uk [@sabpnhs](https://twitter.com/sabpnhs)

www.facebook.com/sabpnhs

Publication ref: A63772/Volunteering/V1

Publication date: Sept 2015