

## Our Commitment & Support

Shilhay Community seeks to recruit volunteers from a diverse range of backgrounds and is an Equal Opportunities employer and service provider.

### Volunteers have the right to the following:

- ⇒ **Induction & Training** will be provided
- ⇒ **Supervision & Support** will be provided
- ⇒ **Expenses** All reasonable out-of-pocket expenses will be re-imbursed
- ⇒ **Insurance** Shilhay Community undertakes to provide adequate public liability insurance cover for all volunteers whilst undertaking approved and authorised voluntary work
- ⇒ **A safe working environment** Shilhay Community is committed to ensuring that the organisation maintains its Health & Safety commitments to service users, staff and volunteers and that all concerned observe their responsibilities and duties under the Health and Safety At Work Act 1974 and the Management Of Health and Safety At Work Regulations 1992 and other relevant legislation.
- ⇒ **Grievance & Complaints** can be submitted and will be investigated
- ⇒ **References** We will provide references for our volunteers, during or following service with the organisation.

*"Our volunteers bring a wealth of skills and experience that enable our members to grow and flourish. They have provided us with the awesome and diverse timetable of activities that we currently offer. Thank you". Jenny, MOP Senior Project Worker*

### What we expect from our Volunteers

- ⇒ **Professional Behaviour** Volunteers are expected to conduct themselves in a professional manner at all times and must not act to bring, or risk bringing, Shilhay Community into disrepute
- ⇒ **Equality & Diversity** to be respected at all times
- ⇒ We encourage our volunteers to **get involved** in the team meetings and the development of services
- ⇒ To comply with **Health & Safety** regulations
- ⇒ To provide us with 2 suitable **references**

## How To Volunteer:

Shilhay welcomes applications from people who wish to volunteer and help us to make a difference. We believe that having a variety of people working for us, including volunteers, will improve our services and make it easier for different groups of people to use them. Applications are therefore welcome from everyone, irrespective of their age\*, ability, gender, cultural or ethnic background, religion or sexual orientation.

When choosing a project you may find it useful to ask yourself the following questions...

- ⇒ **What do I hope to achieve?**
- ⇒ **What skills would I like to gain?**
- ⇒ **What skills can I offer?**
- ⇒ **Who would I like to meet?**
- ⇒ **How much time can I commit?**
- ⇒ **What experience have I had previously?**

The process often starts with a phone call or email followed by completion of our application form. We then contact you to arrange an initial meeting, to give you an opportunity to talk about your application and for you to find out more about what volunteering involves.

*\* Due to the nature of our work all volunteering opportunities are open to people aged 18yrs and above, and are subject to completion of a satisfactory Enhanced Criminal Records Bureau Disclosure*

for more information  
**CONTACT US :**

Via our website: [www.shilhay.org.uk](http://www.shilhay.org.uk)

Via our Personnel Officer:  
[recruitment@shilhay.org.uk](mailto:recruitment@shilhay.org.uk)

Via telephone: 01392 421779

Registered Charity Number 262785  
Company registration Number: 1011534 England



# Volunteering for Shilhay

A not-for-profit independent charity in Exeter, working with people who are homeless and vulnerably housed since 1967.

We provide  
**Accommodation**  
**Health & Welfare**  
**Education, Activity, & Training**

We operate:  
**Gabriel House**  
Exeter's primary resettlement project for single homeless men and couples,  
Exeter's **Meaningful Occupation Project**  
and a further three  
**city-based Accommodation projects.**

*Our purpose is to enable people who are homeless or vulnerably housed to access and sustain accommodation, training and employment in order to improve their quality of life.*

Exeter Shilhay Community Ltd  
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Tel: 01392 421779

## Who Volunteers?

Volunteers come from all walks of life, representing all ages and demographics. We have had volunteers from our members, residents, Exeter CVS, Exeter University and College, solicitors, teachers, accountants, churches, and from the general public who have heard about our work and want to be involved. People volunteer for many different reasons and offer or develop vastly different types of skills and services.

Some of the work volunteers do at the moment includes:

- Receptionist
- Administration Assistants
- Trainee Occupational Therapists
- Activities co-ordinators / assistants
- Cooking and Craft assistants
- Database inputting
- Minibus driving
- Trustees

.....and much more!

## Why Volunteer?

There are many reasons why people volunteer. Volunteering is a two-way exchange of skills and experiences. By volunteering you help us do something that we wouldn't have otherwise been able to do. In return you can gain a whole host of benefits some of which are:

- ⇒ Contributing something to society
- ⇒ Making a difference in people's lives
- ⇒ Enhancing your CV and job prospects—test out your future career options
- ⇒ Training and support - which may enhance your later job prospects
- ⇒ Putting your life skills to good use
- ⇒ Building self-confidence, self esteem and giving your life structure
- ⇒ Developing skills and experience and trying something new
- ⇒ Making new friends and having fun

## What You Can Do

There are lots of different types of work volunteers can choose to do, depending both on what our service areas need, and the experience and skills you have.

- ⇒ **Can you deliver a service to Shilhay Community as a Tutor of either a vocational or non-vocational subject?**
- ⇒ **Are you interested in becoming a Trustee?**
- ⇒ **Perhaps you have a skill, which you could teach, and share with our clients?**

We can never have too many activities to offer, so please do come forward.

## Opportunities

As a volunteer you can choose to help in all sorts of capacities:

- ⇒ As a Specialist Advisor (budgeting, legal, housing)
- ⇒ Befriender
- ⇒ Advocate
- ⇒ Companion to appointments / meetings
- ⇒ Counsellor
- ⇒ Fundraiser
- ⇒ Publicity
- ⇒ Marketing
- ⇒ Administration
- ⇒ Trustee
- ⇒ Campaigner
- ⇒ Minibus driver
- ⇒ Sports coach
- ⇒ Champion of our Chelsea garden project run in conjunction with the Eden Project

.....the list is endless!

## **What can you offer?**

***There are so many ways you can volunteer and donate to Shilhay Community to help us to meet the everyday and future needs of homeless and vulnerably housed people in Exeter.***

## Fundraising and Publicity

We understand that not everyone will want to volunteer in one of our project but may still wish to support our work. Why not raise money or awareness for our work?

## Fundraising.....some ideas

From a sponsored swim, to an art exhibition, or climbing the tallest mountain to celebrating your birthday, there are so many creative and fun ways to support Shilhay Community. You can even help us just by browsing the internet!

You may be able to run a fundraising event for us, from a sponsored run or a jumble sale to a charity auction.

## Be creative for Shilhay Community.....

### Use your talent

Whatever your special talent is you can use it to raise money and awareness for Shilhay Community and have some fun at the same time.

### Help us every day

- By using the 'Everyclick' search engine, you can select Shilhay Community as the charity to benefit every time you search the internet.

### Celebrate with Shilhay Community

- Wedding gifts - Support Shilhay on your special day by asking your wedding guests to give us a donation.
- Party for us on your birthday - Are you about to have a landmark birthday? Why not consider a gift to Shilhay?

### Corporate Involvement

- Company support - Whatever the level of commitment your company can offer, we can give you ideas of how your company and staff can support Shilhay Community, increase your Corporate Social Responsibility profile and encourage motivation and teamwork amongst staff.