

Equality, Diversity, Inclusion and Belonging (EDIB) Volunteer Recruitment pack



Nobody left out of learning

About us

Shannon Trust is a charity that transforms lives by supporting people to learn to read and improve other basic skills. We believe nobody should be left out of learning. We operate in all prisons across England, Wales and Northern Ireland. We also work with a number of partner organisations in the community, supporting their service users to learn to read.

Over 50% of people in prison, and 16% in the community, have a literacy level below that of an 11-year-old. Many cannot read at all. This means they have reduced access to education, training and rehabilitation programmes which could transform their lives, and give them hope for a better future outside of the criminal justice system

Many of our team work remotely, with colleagues currently based in all parts of the country, from the North East to the South West and all points in between. We also have prison-based colleagues who do a fantastic job of growing our programmes in their prisons.

Our volunteer friendly benefits include support and supervision, all volunteering out-of-pocket expenses reimbursed and ongoing training to support your role.

"I didn't think that at the age of 72 it was going to be worthwhile. I have now been reading for 2 years and enjoying it."

Shannon Trust learner



Our purpose, vision, mission and values

Purpose

We support people in the criminal justice system to learn to read, and improve other basic skills so they can pursue wider opportunities and thrive in the community

Vision

A future where everyone can experience the positive impact of learning

Mission

To connect the power of volunteers, mentors and partners to offer a range of effective, accessible and flexible learning opportunities in prisons and the community

Values

At Shannon Trust, we value:

The individual

We are supportive and non-judgmental – with our learners, mentors, volunteers and each other. By focusing on learners' unique and individual needs, we can grow skills and confidence so they can reach their full potential.

Collaboration

We can't achieve our vision alone, so we are resourceful and collaborative. By working with mentors, volunteers and partner organisations, we can ensure our programmes are widely accessible across the criminal justice system and communities.

Inventiveness

We know reading can be the first step to transforming lives, yet we also recognise wider needs. Ambitious, energetic and creative, we take a learner-led approach to innovation to increase the breadth and impact of our work.

Beliefs

We believe that...

- nobody should be left out of learning
- self-belief is essential to personal growth
- learning can increase confidence, transform lives and reduce reoffending

Looking after our people

At Shannon Trust, we value great people that work hard and have the skills and abilities to make a difference.

Volunteer benefits



Expenses

Reasonable, out of pocket, volunteering expenses are reimbursed. We'll also cover any administrative costs such as printing or telephone calls



Training

You will receive induction training and ongoing training to support and develop you in your role



Support

All volunteers receive ongoing support and quarterly reviews to enable you to gain the most from your volunteering experience



Recognition

We recognise and are grateful for the added value that volunteers bring to our organisation



Flexible

We provide flexible volunteering opportunities, subject to the requirements of your role

Key information: Equality, Diversity, Inclusion and Belonging (EDIB) Volunteer

Location: Homebased

Reporting to: HR Business Partner/ HR Officer

Hours: 7 per week, Monday to Friday 9am-5pm

Role summary

Shannon Trust's vision is of a future where everyone can experience the positive impact of learning. As our Equality, Diversity, Inclusion and Belonging (EDIB) Volunteer your role will help us to make this a reality by providing support with a variety of EDIB administrative tasks. This will include supporting with organising EDIB meetings, training and events, taking minutes for EDIB meetings and focus groups, explore EDIB data and information, and other EDIB related admin tasks as needed.

Our values

At Shannon Trust we value the individual. We are supportive and non-judgmental – with our learners, mentors, volunteers and each other.

We work with many people across the criminal justice system and beyond, supporting them to improve their basic literacy and numeracy skills. Developing those skills is critical in reducing re-offending and improving life chances. We want to take every step possible to encourage those with lived experience into employment.

We are an accredited 'Ban the Box' employer, meaning we do not ask applicants to declare convictions at the application or interview stage. We only ask for this information where necessary for the role, and not until after an offer of employment or volunteering has been made.

If a role involves prison security vetting, it's important to acknowledge that this process can involve lengthy wait times for the vetting to be completed, particularly for candidates with lived experience. At Shannon Trust, we're here to stand by our candidates, offering support every step of the way.

Volunteer role description

Key Tasks and responsibilities

- To support with organising EDIB meetings, training and events.
- Taking minutes in EDIB Meetings.
- Establish trends and patterns from information / data received.
- Good interpersonal skills Good IT knowledge
- Ability to manage own workload / Team player.
- Maintain all appropriate records and documentation.
- Assist in the production of regular reports, establish trends and patterns from information received.
- Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely.
- Take minutes for focus groups relating to diversity and inclusion.
- Any other duties as requested by your line manager around diversity and inclusion.
- Responsible for all administrative duties as required by the HRBP, ensuring the function is run efficiently and cost effectively when performing work as required and planned.
- Build relationships with key internal and external stakeholders.

Who we are looking for

We don't need you to have any formal qualifications to be a Shannon Trust volunteer.

Key skills/ attributes

We're looking for someone who has:

- Previous paid or volunteer experience of working with a Diversity and Inclusion role.
- An awareness of religious and cultural events
- Able to operate relevant IT applications.
- Access to a personal laptop and homeworking space
- Experience of working under pressure and to deadlines.
- Able to manage competing work priorities.
- Experience of Microsoft Office

Circumstances



- Able to volunteer from home or have access to other suitable office facilities.
- Must be able to commit for a minimum of 2 years.