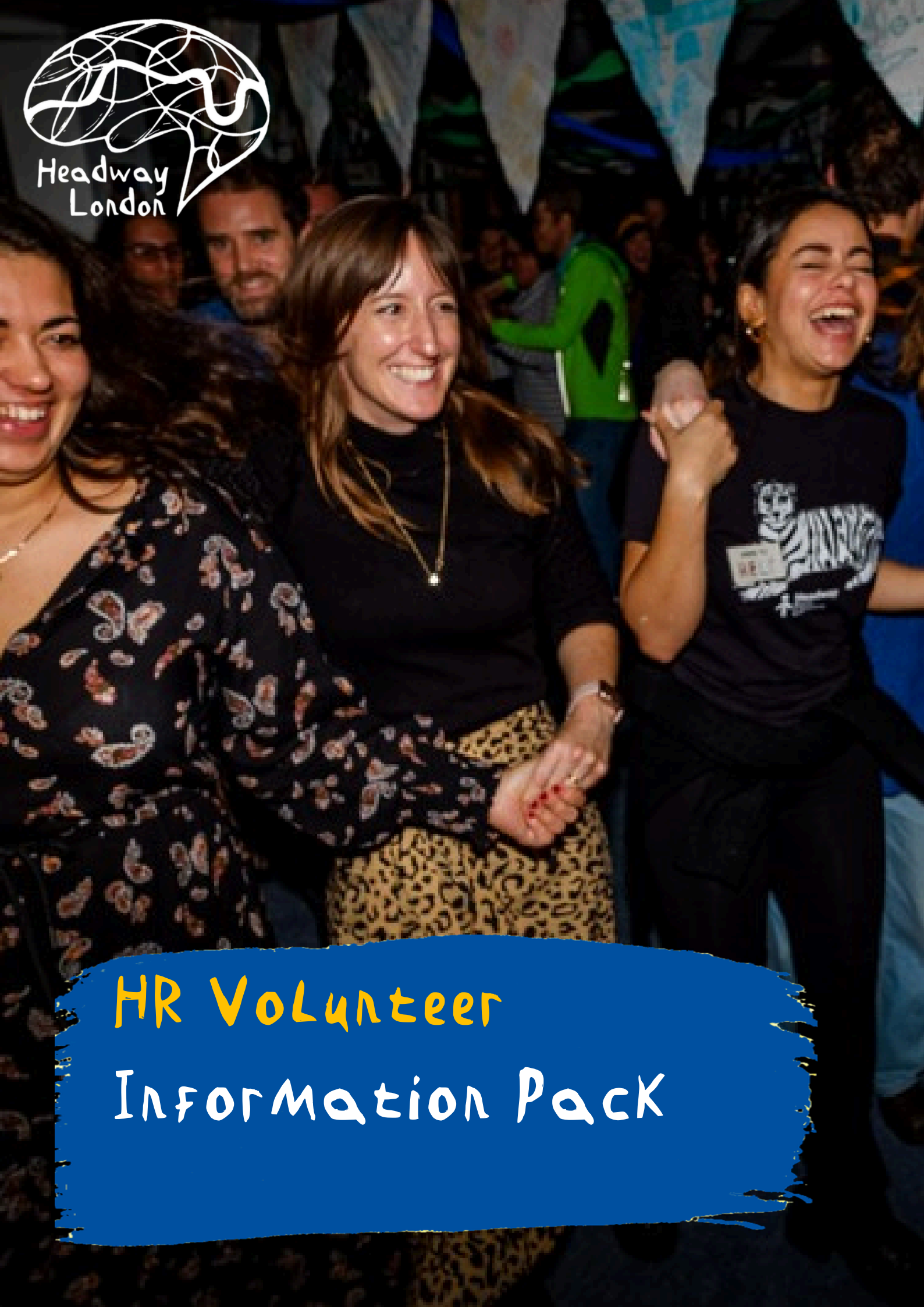


HR Volunteer Information Pack

HR Volunteer

Volunteering at Headway London

Thank you for your interest in volunteering with us!

Volunteers are a big part of our community. We value our volunteers and their contributions to the organisation. We have a vivacious team of volunteers, some of which have been with us for over 20 years! Volunteers work alongside staff teams, spend time with our members* and help with activities and events in our centre in Hackney.

About a third of our volunteers have a brain injury and bring valuable understanding and experiences to the role. Others are interested in learning more about brain injury or the complexities of living with a disability. We celebrate our volunteers and are constantly working towards providing new opportunities.

*members: service users

About Us

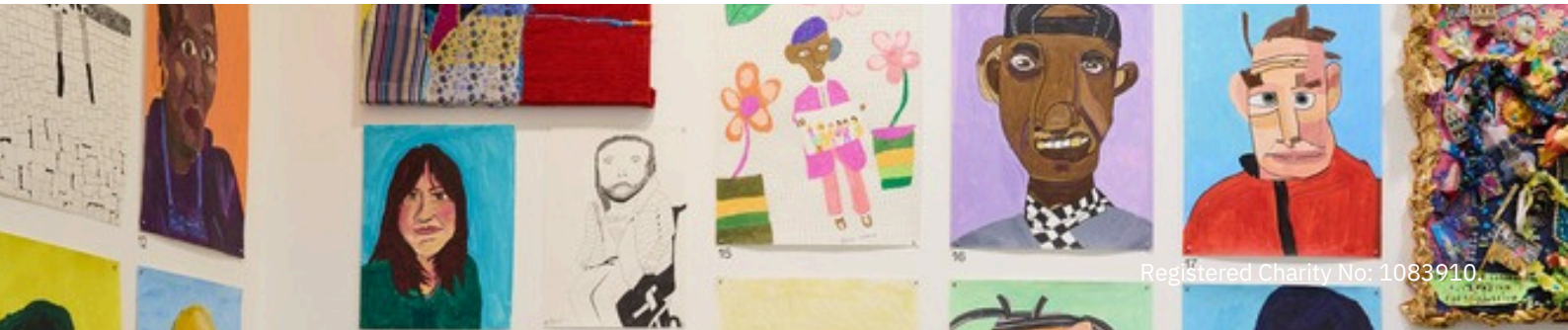
Headway London (www.headwaylondon.org) is a charity supporting people affected by brain injury. Working across 17 London boroughs, we provide specialist support for over 950 survivors, families, friends and carers each year - offering therapies, advocacy, and family and community support, alongside our Day and Evening Services.

Our Mission

We empower our community of brain injury survivors and their families to imagine new possibilities - filled with creativity, embracing diversity and backed by specialist support.

Our Vision

Brain injury survivors experience a world which is accessible to them, and where their contributions are valued and celebrated.



HR Volunteer

Location: Headway London, Timber Wharf, 238-240 Kingsland Road, London E2 8AX

Days/Times: 6 hours per week: Your preferred volunteering days and times can be agreed upon, Monday to Friday, between 9:00am and 4:30pm, to accommodate your 6 hours per week.

Commitment: 6 hours per week, for a minimum of 4 months with flexible working. The programme runs for 12 months and ideally we would like a volunteer to be able to stay the duration of the 12 months.

Team: HR Team

Responsible to: HR Manager

About our HR Team

Our HR team supports the organisation through managing processes including recruitment, onboarding, training and development as well as payroll. We also provide ongoing support and help create a positive and inclusive experience for everyone. We work closely with teams across the organisation to ensure that our people have the information, resources and support they need to thrive.



HR Volunteer

What will you do

As a HR Volunteer, you will help the HR team with ensuring that the volunteer recruitment process runs smoothly through updating and maintaining accurate records on systems. You will also provide support with a range of other HR duties, which may include staff recruitment and training.

HR Volunteer support to include:

Volunteer Coordination

- Maintaining volunteers on Charity Log, this may include uploading volunteer applications, inactivating volunteers and keeping the system up to date.
- Conducting volunteer exit interviews
- Processing work experience applications
- Doing pre/post work experience questionnaires
- Assisting with work experience and volunteer checks, this may include references, right to work and DBS
- Regular volunteer coordination catch up with HR Administrator

Training

- Processing new starters and leavers on our LMS (Click)
- Running mandatory training reports
- Uploading training certificates
- Assist with scheduling new starter inductions

Recruitment

- Support in creating job packs and advertising roles on job boards



HR Volunteer

Who we're Looking for

Someone who is:

- Motivated
- Ability to work in ways which promote equity, diversity and inclusion.
- Friendly and approachable
- Willingness to learn
- Reliable and responsible

Benefits of Volunteering with us

Reference - We are happy to provide references.

Training/ Support - Each volunteer is given an induction which includes information on health & safety, fire precautions, confidentiality, equal opportunities and a brief outline of the long term effects of head injury.
As part of this role, you will receive ongoing support and can gain experience in Health and Social Care.

Travel - Travel expenses to and from the Headway are paid, including other travel expenses to and from event venues will be considered depending upon the location (car mileage or public transport costs within London only).

Lunch - Free lunch cooked fresh every day is provided at the centre. We cater for vegetarians and vegans.
Alternatively, we reimburse up to £3.50 lunch expenses if you're here during lunch hours.

Note: For any expenses claimed a receipt must be provided.



HR Volunteer

How to apply

To apply for a volunteering role, please follow these steps:

- Fill out a short **application form** (available on our website) and provide **two referees**.
- Please send the application form and voluntary **Equal Opportunities Monitoring Form** (available on our website) to recruitment@headwaylondon.org.
- On receipt of satisfactory references, we will invite you for an **informal interview** and a visit of our centre.
- A start date will be agreed.
- You will be asked to sign a Volunteer Agreement, Confidentiality, and Consent form.
- Potential volunteers with a brain injury will be asked to complete an additional form to ensure we give appropriate support. A visit to the centre from 10am-12pm can be arranged before filling out the application form.

If you don't meet all the requirements but are really interested in the role, we encourage you to reach out!

For more information about the HR Volunteer please contact HR, on recruitment@headwaylondon.org or call 020 7749 7790.

For more information about volunteering, or if you are under 18 and looking for a work experience, please contact the Volunteer Lead Katya Goloubeva via email at katya.goloubeva@headwayeastlondon.org. And if you would like to visit our centre in Hackney we can arrange a visit, Mon-Fri, 10-12pm.

If you have any questions about the application form or if you have any access requirements, please email our HR team at recruitment@headwaylondon.org.