

Frequently Asked Questions

Why volunteer?	There are huge benefits to volunteering from increased motivation and learning new skills to achieving satisfaction and recognition for a job well done. Our volunteers enjoy the time they spend with us and there are lots more advantages for regular volunteers such as references, training etc. For companies and organisations helping us can be rewarding for your staff as well as helping with team building and giving a positive focus and incentives. This can easily be linked to fundraising!
How can I volunteer?	We've got lots of volunteer vacancies include regular and one off volunteering opportunities and details and application forms can be downloaded from our web site. You can also email sam@shinealightss.org.uk or call 07966 089 805 if you prefer. Once you have submitted your application form, we will contact you with details of the selection process. If you would like to volunteer for one of our events we would love to hear from you.
What skills and experience do I need?	We welcome everyone who wishes to help and we can offer a huge variety of roles to suit your capabilities – if you would like to offer a certain skill or service please talk to us – for a list of volunteer roles please see the volunteer page of our web site or email: email sam@shinealightss.org.uk or call 07966 089 805
Does it matter if I have no experience in this sort of work before?	No, many of our volunteers work with us in a different capacity to their regular skills and on roles that they have never tackled before. This is one of the many reasons why people enjoy volunteering so much. However, if you have a skill, qualification or area of interest that can be applied within the Charity then we would do our best to match one of our roles to suit your interests and capabilities. Download an application form today from our web site volunteer page or email sam@shinealightss.org.uk or call 07966 089 805
What are the benefits of Volunteering?	You will have a great feeling of satisfaction through making a valuable contribution to the lives of families with children with cancer. Volunteering can be a great way of helping you in your studies and coursework. We work with lots of students and can provide references on request for regular volunteers Boost your career prospects. Make new friends and have fun! Learn new skills and gain experience in different areas
How much time to I need to give?	This would depend on both the needs of the role and the time you have available to volunteer. You can talk about this at the interview. We value whatever time you can give to us.
Do I have to volunteer regularly?	No! You can volunteer on an ad hoc basis, or to suit your spare time or you can volunteer on a regular basis. We understand that people have educational, caring or parental responsibilities. Our volunteers get job satisfaction from helping us so whatever you decide to do; you will make a real difference and help us to support families with children with cancer every year.
How old do I need to be?	If you are under 18 (min 13) you can volunteer at our centre and at events. If you are under 14, you must volunteer with a parent/guardian. Under 18s must have parental consent to
	volunteer in with us. There is no upper age limit.
Will I need references?	Yes we ask every volunteer to complete our application form and you will need to provide details of two people who can give you references
How do I apply?	Simple! Download an application form from the volunteer page of our web site email sam@shinealightss.org.uk or call 07966 089 805 to discuss the next steps

Will I have to have an interview?	Our volunteering opportunities usually require an informal interview. We will ask you to complete an application form before your interview and we will discuss what you would like to do as a volunteer as well as discussing the time that you have available. We will take up two references																										
What will I be doing?	<p>There are many different roles available:</p> <p style="text-align: center;">Volunteer Roles</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Volunteer co-ordinator (Trustee)</td> <td style="width: 50%;">2. Human Resources (Trustee)</td> </tr> <tr> <td>3. PR Manager (Trustee)</td> <td>4. Administrators</td> </tr> <tr> <td>5. Bookkeepers</td> <td>6. Centre Manager</td> </tr> <tr> <td>7. Bid Writers</td> <td>8. Cleaners</td> </tr> <tr> <td>9. Receptionists</td> <td>10. Communications Co-ordinator</td> </tr> <tr> <td>11. Fundraising Co-ordinator</td> <td>12. Events Co-ordinator</td> </tr> <tr> <td>13. Marketing/web</td> <td>14. Sponsorship Co-ordinator</td> </tr> <tr> <td>15. Donations Co-ordinator</td> <td>16. Telesales Volunteers</td> </tr> <tr> <td>17. General Volunteers</td> <td>18. Graphic Designer</td> </tr> <tr> <td>19. Crafts Facilitators</td> <td>20. Drivers</td> </tr> <tr> <td>21. Yoga Instructor/Therapist or similar</td> <td>22. Fitness Instructor</td> </tr> <tr> <td>23. Search Engine Optimisation co-ordinator</td> <td>24. What can you offer???</td> </tr> <tr> <td></td> <td style="text-align: center;">Please get in touch!</td> </tr> </table>	1. Volunteer co-ordinator (Trustee)	2. Human Resources (Trustee)	3. PR Manager (Trustee)	4. Administrators	5. Bookkeepers	6. Centre Manager	7. Bid Writers	8. Cleaners	9. Receptionists	10. Communications Co-ordinator	11. Fundraising Co-ordinator	12. Events Co-ordinator	13. Marketing/web	14. Sponsorship Co-ordinator	15. Donations Co-ordinator	16. Telesales Volunteers	17. General Volunteers	18. Graphic Designer	19. Crafts Facilitators	20. Drivers	21. Yoga Instructor/Therapist or similar	22. Fitness Instructor	23. Search Engine Optimisation co-ordinator	24. What can you offer???		Please get in touch!
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Where will I be working?	You will be based at our Coventry Centre unless there is a specific event or outing.																										
Who will I be working with?	With Trustees, other volunteers and you may be working with the families that we help, depending on your role and your preferences																										
Can I volunteer with my family and friends?	Yes we welcome groups and we will play to your individual strengths to ensure you get the best volunteering experience																										
Will volunteering affect my benefits?	No, you can volunteer and still receive your benefits. <u>Read the DWP guide to volunteering on benefits.</u>																										
I already have a UK visa/work permit and I am based in the United Kingdom. Can I volunteer?	Most UK visas allow people to volunteer, although some may have restrictions to the number of hours you can volunteer. If you are not sure if your visa allows you to volunteer we suggest you <u>contact the UK Border Agency</u> . Please note that Tourist/ Visitor visas and Student Visitor visas (usually students visiting for 6 months or less) do not allow people to volunteer																										
Do I need qualifications?	Not necessarily! Depending on the role you are applying to do it will make sense if you have some qualifications and experience, but there are lots of roles that we can help you to learn if you are willing to give us your time!																										

I am a refugee	People who have refugee status or have exceptional leave to remain are allowed to do any type of work, including voluntary work. You may have a letter saying that you must not engage in paid work - but this does not apply to roles that are voluntary and you are entitled to receive out-of-pocket expenses.
I have a disability	We welcome everyone. If you have a disability or additional needs that you think may affect your volunteering then please contact us and we will be glad to chat.
I have a criminal record – can I volunteer?	The reason for your criminal record may affect your ability to become a volunteer with Shine A Light. We would ask you to fill in an application form and declare this and then it would be discussed at interview.
Do I need to be DBS checked?	This will depend on the volunteer role that you are looking to do. If you are working with children or vulnerable adults, you can expect to be asked to complete a Disclosure and Barring Service (DBS) check.
Will I be trained?	Depending upon the role you will receive training – we have set methods and procedures for various roles and these will be explained to you and a copy of the procedure given to you to help. You will always be with someone that can help and we would never expect you to feel uncomfortable in any role.
Will I receive a reference?	Yes – we are happy to give references for people that volunteer with us regularly
I work full time, will I still be able to volunteer?	Yes! If you cannot help during your working hours then we are bound to need your skills at events and such like so please download an application form!
How do I register my interest as a volunteer?	Download an application form from the volunteer page of our web site email sam@shinealightss.org.uk or call 07966 089 805 to discuss the next steps
Will my expenses be reimbursed?	As a volunteer you will not receive any payment for your work but we pay reasonable travel expenses if required. Please contact us if you would like to discuss further
How can I help at events?	A wide range of roles from meeting and greeting to selling raffle tickets and handing out food and drink. It really depends on the event but we always need lots of volunteers so we can be sure to find something to suit you! Contact us to find out more