**Trustee Application Supporting Documents**

# Student Volunteering Cardiff (SVC)

# 5-7 Museum Place, Cardiff, CF10 3BD

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**Introduction to SVC**

Student Volunteering Cardiff (SVC) is a charity established in 1971 by students studying at Cardiff University. Its charitable objects are “To promote any charitable purpose for the benefit of the community in the Cardiff area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness’. Additionally we aim to provide a range of opportunities to our volunteers to benefit their skill development and work-based learning.

Our Key areas include:

Children and young people

Learning difficulties and disabilities

Education

Environment and Community

Mental Health

One-Off Volunteering

Fundraising

**Application Process**

**STEP1**: Once we have received your application it shall be anonymized for fairness by separating the two pages, the equal opportunities form will also be separated from your application.

**STEP 2:** We will contact your two referees asking them to support your application. If you have volunteered with SVC before, we can use the references that are already on our system.

**STEP 3**: Your references and application form will be reviewed by a selection panel. The panel will be made up of three people consisting of either existing Trustees, the SVC Manager/Staff, SVC Alumni, volunteers, lead volunteers, SVC Affiliates or where appropriate service users.

**STEP 4**: If your application meets shortlist criteria on the person specification you will be invited to a short follow-up discussion with the selection panel.

**STEP 5**: If your application is successful you will be contacted and offered a position. You will need to come into the SVC office to register with the charity commission and complete paperwork. Unfortunately spaces are limited and if your application is unsuccessful please speak to the SVC manager for feedback and to find out how else you can support SVC.



**Equal Opportunities**

**Statement Of Intent**

**1.** SVC recognises that in our society power is not held equally and that groups and individuals have been, and continue to be, discriminated against, directly and indirectly, on the grounds of (for example, but not limited to): Race, nationality, ethnic origin, religious belief, gender, age, sexual orientation, social background, physical disability, learning difficulty and mental health. (This list will be referred to in this document by the key words "Race, sex or disability")

**1.1 Recruitment and Selection**

SVC will implement a programme of action to make this policy fully effective by ensuring that no applicant or trustee will receive less favourable selection, or is not disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To this end, a set of procedures will be drawn up to operate when recruiting Trustees, staff and volunteers, which will include mandatory selection criteria, advertising and appointments procedures. These procedures will be monitored and regularly reviewed to ensure adherence with the SVC Equal Opportunities policy.

**1.2 Service Users**

SVC has implemented a programme of procedures to operate when recruiting trustees, staff and volunteers, which will include mandatory selection criteria, advertising and appointments procedures. These procedures will be monitored and regularly reviewed to ensure adherence with the Equal Opportunities policy.

**1.3 Training and Code of Conduct**

SVC is determined to ensure that this Equal Opportunities policy is not simply a commitment on paper. In order to make this policy fully effective, awareness will be developed amongst all its trustees, staff, volunteers and service users of the nature, extent and consequences of discrimination.

Our Equal Opportunities policy relating to all trustees, staff and volunteers will set the standard for recruitment and selection criteria. Failure to comply with this Equal Opportunity policy could be regarded as a breach of trust and result in disciplinary action.

SVC’s Equal Opportunities policy can be found on our website: [www.svcardiff.org](http://www.svcardiff.org) under “useful links”, “volunteer portal”, “policies and procedures”

**1.4 Legal Obligations**

SVC recognises its obligations to comply with the requirements of Equal Opportunities legislation. The relevant pieces of legislation include the following: -

**The Equality Act 2010**

**The Race Relations 1976**

**The Sex Discrimination Act 1975 & 1986**

**The Disabled Persons (Employment) Act 1944 & 1958**

**The Rehabilitation of Offenders Act 1974 & 1986**

**The Disabled Persons (Services, Consultation and Representation) Act 1986**

**The European Economic Community Laws.**

**1.5 Organisational Democracy**

It is recognised that its members determine the composition of the Board of Trustees. The Board of Trustees will, therefore, strive to ensure that the membership of the organisation adequately reflects in its composition and attitude the diversity of individuals in our society.



**Mission Statement**

To enhance the lives of disadvantaged and vulnerable members of the local community through the work of volunteers and, wherever appropriate, through working in partnership with other individuals or organisations.

**Aims of the Charity**

1. To support and empower disadvantaged and vulnerable people.
2. To undertake specific projects to support aim 1.
3. To maintain and strengthen partnership working.
4. To monitor and record our activities to ensure their effectiveness.
5. To increase funding in order to support our current and future projects.
6. To increase donations to ensure our sustainability.
7. To increase the promotion of SVC.
8. To restructure the Board of Trustees when necessary, to ensure good governance and effectiveness.
9. To improve employment prospects for volunteers.
10. To improve training opportunities for volunteers, lead volunteers, trustees and SVC staff.



Dos and Don’ts – Application Guidance

* Do a rough draft and proof read before submitting your application.
* Pay particular attention to Question 1 regarding your skills, experience and qualifications- as you must tell us what makes you suitable for the role.
* Thoroughly read all of the information provided in the pack.
* Relate your skills and experience to the Person Specification. (This is what the panel will be looking for on your application.)
* Provide relevant information and examples throughout your application – the more relevant information and examples you provide, the higher the panel will be able to score your application.
* Include relevant details of any current or previous experiences. Try to explain your current/previous experiences to someone else. It may uncover “hidden” skills that you take for granted.
* Experience gained outside paid employment is also important, e.g. voluntary work, household skills, or other hobbies/interests. Consider how you had to develop and use these skills.
* If you require any help or support with your application please contact SVC Manager Adrienne Earls – [A.Earls@SVCardiff.org](mailto:A.Earls@SVCardiff.org)
* Do not use general phrases such as “*I have the necessary skills…*” or “*I am confident I can do the job well…*” The shortlisting panel need to know **specifically** how you meet the requirements.
* Do not provide a brief answer, this will not give the panel enough information to short list you on!
* Do not worry, this process is designed to get the best out of you, we want to help you succeed and join the SVC community.

Good Luck from everyone at SVC☺!!

***“Give a little, gain a lot”***

