

Volunteer Application Form – Guidance Notes

Introduction

Thank you for your interest in volunteering for the Broads Authority. These guidance notes are to help you when completing your application.

Please note

- Our application form is comprehensive. Please do not send a curriculum vitae (CV) to accompany this form. It won't be included in the selection process and is not an acceptable substitute for the application form. We can't consider incomplete forms that say 'please see enclosed CV' for example.
- Late forms will not be accepted.

Volunteer role(s) applied for

Please include all advertised roles you are interested in and let us know your order of preference. We would not normally allow you to switch between roles once you start volunteering due to the training input you will receive, so please only apply for roles you have a definite interest in. We are likely to have other volunteer roles available throughout the year, so you may wish to wait for a role you would be more interested in.

Personal details

Complete this section fully. Date of birth is optional unless you are under 18 (needed for safeguarding reasons) or 80+ years (needed for insurance purposes).

Please tell us why you would like to volunteer with the Broads Authority

This section gives you the opportunity to tell us why you would like to volunteer with the Broads Authority and what attracts you to the particular role(s) you are applying for. Please use the volunteer role description(s) to provide examples of how you meet the criteria for each role you are applying for. This is your chance to show us why you would make a good volunteer for the Broads Authority, what you could offer, and what you are hoping to gain from the experience. Remember, we are often oversubscribed for certain roles, so this is your chance to shine.

Postal applicants are welcome to use a continuation sheet if needed.

Remember: Please do not include a CV for this section as it will not be considered.

Relevant qualifications, skills or experience that would support your application

Use this section to tell us about experience, skills or qualifications that might be useful or relevant when volunteering with the Broads Authority. For example, qualifications or tickets for using different types of machinery or plant, survey or teaching qualifications, first aid qualifications, boating experience. These would all be relevant to certain volunteer roles. You can also include any relevant experience or skills gained in previous employment or volunteering in this section. We can provide training if you do not yet have these skills, but you can demonstrate suitability in other ways. The key word for this section is 'relevant'. You do not need to provide a full break-down of your previous career/volunteering experience unless it is relevant. However, do make sure you write enough to help us make a decision and don't assume we know what a previous job or volunteer role entailed. If your experience is relevant to the volunteer role, tell us and explain why.

(please turn over the page)

Additional information

Please complete all sections as best as you can. We appreciate that you may not know exactly when or how often you can volunteer but we need to have a good indication of what the level of your commitment would be. This will help us to gauge the capacity of supervision needed to provide for new volunteers overall.

If you are happy to drive a Broads Authority vehicle, if required as part of your volunteer role, please let us know. Not all roles require this. If you are successful in becoming a Broads Authority volunteer we would ask you to provide us with a driving licence code to check any endorsements or penalties you might have and you would have to undertake a driver assessment qualification.

Declaration of criminal conviction(s)

Having a criminal record will not necessarily prevent you from volunteering with the Broads Authority but it might restrict the types of activities you are able to take part in. This will depend on the nature of your offence.

If you need to let us know about any criminal offence, which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974, please do so on a separate sheet and put this in a sealed envelope marked 'Private and Confidential for the attention of the Volunteers Coordinator' or if applying online you can upload this information with your application.

Medical conditions and/or special requirements

Please use this section to briefly let us know about any medical conditions or special requirements you have that may affect the types of volunteering activities you are able to take part in. This will depend on the nature of your condition.

Examples could include: allergies, diabetes, heart conditions, epilepsy, back problems, white finger, asthma, impaired mobility and so on.

These conditions and/or special requirements would only be shared with Broads Authority Volunteer Services staff and, if necessary, your supervisors and Broads Control.

If your application is successful, all new volunteers need to complete a personal risk assessment as part of their induction that may go into more detail about the above if necessary.

Submission

If applying online please make sure you complete all sections then click Submit Application. You will get an email to confirm we have received your application.

If applying by post please make sure you complete all sections and remember to sign and date the application form on the last page. Please return your form to:

Volunteers Coordinator - Private and Confidential
Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY

Taster Days and Training

After considering your application we may invite you to a Taster Day and then, if successful, follow up training so that you can start volunteering. If you are applying for a Ranger Volunteer role we will also ask you to attend an informal interview to judge your suitability for this role (there is a greater training element for the Ranger Volunteer role so we need to make sure you are both suitable and able to provide sufficient commitment to volunteering).