

A Voluntary Work Placement with Pathways-Shropshire Ltd

Pathways is a Shropshire-based social firm which has established a number of social enterprises and opportunities for voluntary work-based training for people with a disability or who are disadvantaged in a more conventional work setting. As a social firm, we operate as a charitable company and any 'profits' we make from our business are re-invested for the benefit of our business.



Pathways-Shropshire Ltd has an office base at Harlescott Barns in the Harlescott area of Shrewsbury. This is where all administration and central services to our individual enterprises are based. If you are interested in developing your skills in general administration, customer service, database management and IT generally, we have a number of work placements that can be tailored to individual interests and skills.



The Old Print Works Coffee Shop is based in the Roy Fletcher Centre in Shrewsbury town centre. It provides a 'lite bite' menu throughout the day and also provides a catering service for meetings held in the building. It is a small, friendly establishment that offers work placement opportunities to learn about food preparation, food hygiene, health & safety and customer service.



The Frogmeadow Community Café is a bright, modern and busy café based in the Park Lane Centre in Woodside, Telford. It provides a daily menu and catering service for users of the centre. Like our other cafes, it offers work placement opportunities covering all aspects of catering.



Green Horizons is the gardening and horticultural division of Pathways, working in central Shrewsbury, Oswestry and North Shropshire. Tasks vary from small domestic gardens that require basic maintenance to bigger garden clearance and soft landscaping projects. Even if you have some physical limitations, we should still be able to put together a suitable individual work placement for you.

Our voluntary work placement schemes are structured around an initial three month period, during which we will assist the volunteer to develop vocational skills in their chosen area of work and also to identify any other barriers that are preventing them from securing employment. At the end of the three months, the work placement could be extended if we are able to provide further help or we will provide a contemporary reference for anyone who is moving to employment or college-based training, etc.



Voluntary Work Placements: The Process

Initial Enquiry

We receive initial enquiries from individuals seeking voluntary work or from agencies. Following a general discussion, we will send out an application pack which will include:

- A volunteer role description to help people understand the main purpose of the role and the skills and knowledge required
- An application form
- Information about the process of becoming a volunteer, the support and training we offer and our values and ethos

Discussion

Following the receipt of a completed application form we will usually invite the potential volunteer to come into the office for a discussion about their application and how we move forward.

Personal Development Plan

Once the work placement has been agreed, we will help the volunteer to identify their personal goals within the placement through discussion and practical work.

Induction

This will involve introducing the volunteer to the organisation and to paid and voluntary staff, understanding health and safety, training in the use of tools and equipment (if appropriate) and customer care.

Placement

During the placement, the volunteer will be able to experience working in a open employment environment, yet supported by a work colleague day-to-day and a sessional supervisor. The volunteer will be able to attend appropriate training sessions and contribute to the organisation through team meetings and supervision feedback. At the conclusion of the placement, together we will have developed a vocational profile and personal development plan to assist future voluntary or paid employment plans.

Pathways-Shropshire Ltd

Application for Voluntary Work Placement

Pathways is a social firm operating throughout Shropshire that has established a number of social enterprises to provide voluntary work-based training for people with disabilities or who are otherwise disadvantaged in securing employment.



Catering & Hospitality Placements are available at the Old Print Works Coffee Shop in Shrewsbury, the Frogmeadow Community Café in Telford and the Oak Farm Tea Rooms in Ditton Priors.



Gardening & Horticulture Placements are provided through Green Horizons, which provides a range of mainly domestic scale gardening services in central Shrewsbury, Oswestry and North Shropshire.



Office-Based Placements are available at the Pathways-Shropshire Ltd Office in Harlescott, Shrewsbury, is where all administration and central services for our various divisions are based.

If you are interested in voluntary work-based training in any of the social enterprises described above, then please read the information enclosed, fill in the form overleaf and return it to us at:

Pathways-Shropshire Ltd
Unit 11, Harlescott Barns
Harlescott Lane
Shrewsbury SY1 3SZ

Section 1: Your Personal Details

Name: _____

Address: _____

_____ Post Code: _____

Email: _____ Telephone: _____

Where did you find out about voluntary work-based training with Pathways? _____

Who should we contact in an emergency?

Name: _____ Telephone: _____

Section 2: Qualifications & Training

Please tell us about any qualifications and training you have:

Section 3: Work Experience

Please tell us about any work experience you have (paid or voluntary):

Section 4: Your Goals

Please tell us what you want to achieve out of a voluntary work placement with us:

Section 5: What type of work do you want to do?

Please indicate which placement you are applying for and where you would like to work:

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Gardening & Horticulture | <input type="checkbox"/> Oswestry | <input type="checkbox"/> North Shropshire |
| | <input type="checkbox"/> Shrewsbury | <input type="checkbox"/> Ditton Priors (from 2006) |
| <input type="checkbox"/> Hospitality & Catering | <input type="checkbox"/> Shrewsbury | |
| | <input type="checkbox"/> Telford | |
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Shrewsbury | |

Section 6: When are you available?

Please tell us which morning or afternoon sessions you can attend on a regular basis:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Afternoon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

When are you available to start volunteering?

Date: _____

Section 7: Personal Requirements

In order for us to offer effective support in an appropriate work placement, you may wish to tell us about any disability-related needs you have:

Section 8: Transport

Please tell us how you would travel to your voluntary work placement:

I have reliable private transport

I am able to use public transport

Section 9: References

Please provide details of two people we can contact for a reference:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Relationship: _____ Relationship: _____

Section 10: Data Protection

Thank you for taking the time to fill in this form. Once you have returned it, we will arrange to meet you. We would like to use the information you have given us to monitor how effective our volunteer work-based training is. Kindly note that it may be stored on a computer, but it will not be disclosed to anyone outside Pathways-Shropshire Ltd. Please sign below if you are happy with this.

Signature: _____ Date: _____

Pathways-Shropshire Ltd

Equal Opportunities Monitoring Form



Pathways-Shropshire Ltd is committed to Equal Opportunities and welcomes volunteers regardless of age, sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, employment status, political belief, unrelated criminal conviction, disability or caring responsibility. Please help us to ensure that the services we provide are being made accessible to all sections of the community.

The following information will be used for statistical purposes only:

Date of Birth: _____ Gender: _____

Which age group are you in?

- | | | | |
|-----------------------------------|--------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> under 15 | <input type="checkbox"/> 26-29 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 55-59 |
| <input type="checkbox"/> 15-18 | <input type="checkbox"/> 30-34 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 60-64 |
| <input type="checkbox"/> 19-25 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> over 65 |

What is your current employment status?

- | | | | |
|-------------------------------------|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Non Employed | <input type="checkbox"/> Retired | <input type="checkbox"/> Student |
| <input type="checkbox"/> Unemployed | <input type="checkbox"/> Unable to work | <input type="checkbox"/> Houseperson | <input type="checkbox"/> Refugee |

What ethnic group do you feel you belong in?

- | | | |
|---|--|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian |
| <input type="checkbox"/> White British (English) | <input type="checkbox"/> White & black African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> White British (Scottish) | <input type="checkbox"/> White & Asian | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> White British (Welsh) | <input type="checkbox"/> Other mixed background | <input type="checkbox"/> Other Asian background |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Black African | <input type="checkbox"/> Any other background |
| | <input type="checkbox"/> Other Black background | |

What is your nationality? _____

Do you have a health problem or disability?

- No Yes (please specify): _____

Driving (only complete these questions if you drive):

- | | | |
|--|------------------------------|-----------------------------|
| Are you insured for voluntary driving? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have your own transport? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Thank you
Please return this form with your application.