

Volunteering opportunities Information Guide



Phase Hitchin Contact Details



Phone Number

Phase Office: 01462 422940



Email Address

Office@phase-hitchin.org: For general questions or questions around admin.



Social Media

Follow us on social media @phasehitchin on instagram, facebook or twitter.



Office Address

Silverbirch Centre, Bedford Road, Hitchin, SG5 1HF





There are a number of different ways in which you can volunteer with Phase from schools work to admin and fundraising. We hope that this booklet gives you an idea to the variety of different opportunities about how you could volunteer and be involved in the work of Phase.

Phase is a **small charity with a big mission** – to work alongside children and young people to promote their wellbeing and build resilience.

We are so thankful for our volunteers and appreciate the work they do in order to be able to fulfil the vision and mission that we hold at Phase. **Without the support of the volunteer team, much of this work simply would not happen.** We strongly believe that when children are supported early it is possible to prevent more serious emotional and mental health issues developing.

Our vision: Who we are and who we aim to be

Phase exists to support the development of wellbeing in young lives, helping them to develop resilience and the ability to cope with the stresses of life, and to equip them to thrive in today's world. There has never been a time when this vision has been more important with the challenges of lockdown, social distancing and stress caused by Covid-19, and the impact that this has had upon the wellbeing and mental health of young people.

Our mission: What we do

To provide a presence within and a support to every educational establishment, for the benefit of children, young people and the community. To see the church support, disciple and nurture children and young people to be active members of their community.

Our three key aims

Promote wellbeing and resilience for all young people.

Prevent issues from developing.

Support those struggling with mental health difficulties.

Our core values

Passion for young lives – Committed to make a difference every day – Christian faith at our core.

Opportunities with Primary School aged Children (5-11 years)

Our primary school aged work is headed up by our **Early intervention Lead, Emily Croucher**. Emily is passionate about children and young people having the best opportunity to thrive and believes that the earlier we can offer young people those opportunities, the bigger the impact we will have. You can contact Emily at Emily.croucher@phase-hitchin.org or on **01462 547967**.

"There comes a point where we need to stop just pulling people out of the river. We need to go upstream and find out why they're falling in."

— Desmond Tutu

At Phase, we believe that early intervention is a key step in helping children and young people to build a strong foundation and gain the skills and tools that will help them to develop positive overall wellbeing. Phase work with all the primary schools in Hitchin offering a number of programmes to promote wellbeing and resilience

There are a number of different opportunities to get involved. Below is a little bit more about the programmes that we offer and what it would look like to volunteer in this area.

Primary School workshops Overview

Primary workshops are **1-hour sessions** that are delivered in the classroom with a team of volunteers. As well as a presentation from the front and interactive demonstrations. Workshops also involve activities that children will do in a small group (6-8 children) with a volunteer as a group leader.

Year 5: GROW workshops

Grow is a series of **3 workshops** that equip the children with key skills and strategies to manage their emotions and build resilience. The three sessions are about understanding and **managing emotions, coping with disappointment and dealing with change**, respectively, and schools believe it is **"well worth children attending these workshop."** We have also created a virtual grow programme, for schools to deliver over lockdown, so can see more about the sessions [here](#). You can click on the images below to find out more about each session.

GROW



Managing Emotions

GROW



Dealing with disappointment

GROW



Dealing with Change

Opportunities with Primary School aged Children (5-11 years)

Year 6: Transition workshops

The transition programme is a series of 3 workshops (**On Your Marks, Get Set and It's Your Move**) that give children the space and an opportunity to think through both the excitements and worries of the transition process, and helps them to feel prepared. The workshops cover topics such as building resilience and confidence, time management, and thinking about good role models. The workshops also provide an opportunity to think through specific challenges about secondary school and strategies for different possible scenarios they might face. You can click on the images below to find out more about each session.

ON YOUR MARKS

Get Set



Year 6: Christmas and Easter Workshops

Christmas and Easter workshops are fun and interactive workshops for Year 6 students. As well as activities and quizzes, there is the opportunity to explore the biblical stories of Christmas and Easter in a bit more detail, as well as the chance to ask the Phase team some questions.



New Programmes

We are always looking to develop the work that we do and find new ways to support schools. This can involve trying things in a different way, running one off sessions, or piloting brand new programmes. As volunteers, we always want to hear your thoughts and feedback on what works, what could work better and new things we could do. New programmes always require the support of volunteers to run the sessions but also to review and adapt sessions to make them the best that they can be.

Opportunities with Secondary School young people (11-18 years)

Our secondary schools aged work is headed up by our **Wellbeing Lead Hannah Dengate**. Hannah loves to help young people thrive and reach their full potential. You can contact Hannah at **Hannah.dengate@phase-hitchin.org** or on **01462 547968**.

Building on our primary schools work, we aim to help young people further develop good wellbeing and resilience.

Phase work closely with all the secondary schools in Hitchin offering a number of different programmes and support, through lunchtime groups, small group work, 1-1 mentoring and after school groups.

There are a variety of different opportunities to get involved. Below is more information about the programmes that we offer and what it would look like to volunteer in this area.

Support Group Work

let's talk

We run a number of different support group projects based on a series called **'Let's Talk'** in the secondary schools, working with 6- 8 students in each group. We have several different **'Let's Talk'** courses which are on offer to schools, including **let's talk anxiety, emotions and self harm**. These support groups consist of 6 1 hour sessions, over a course of 6 weeks happening during school time. You can read more about the Let's Talk Anxiety Group [here](#).

Support groups have shown to have a huge impact to the students wellbeing and schools see them as hugely valuable. As a volunteer for a support group it means being able to commit to the 6 sessions and helping in the running of the group each week (*Times would vary each week*).

What the young people say about the groups...

"Before the group I felt upset and overall anxious, but my time spent with Phase has given me hope."

STUDENT

"By being part of the Let's Talk Anxiety Support Group it made me feel a lot less alone with how I feel."

STUDENT

"I give the group a 6/6 as it has given me lots of new ways to cope with anxiety and was really helpful."

STUDENT

Opportunities with Secondary School young people (11-18 years)

School Lunchtime Groups



We run different lunchtime groups in the secondary schools. Including a drop in. This provides students the opportunity to chat, play games or connect with others as well as engage with a question or wellbeing challenge for the week in a informal setting.

We also run a Christian Union which provides an informal environment for students to explore topics of the christian faith whether they would say they are a Christian or not. Both these groups run from **12.30-1.30pm** with the days varying dependent on the secondary school.

The Studio (After School Club)

The Studio is an after school group based at Christchurch, Hitchin which runs during term time only for secondary school age. The Studio provides a space for young people to be able to come, be creative, connect with others and provides a safe space. As a volunteer you become part of the team that enable the group to happen and a safe space for young people come too.



Virtual Mentoring



Mentoring is a key and vital part of the work that we do at Phase, as it provides a space where young people can be heard and listened to, a safe space for them to be able to process and reflect.

As a Phase Virtual mentor you commit one hour each week per mentee (including planning and admin time), providing a safe space for a young person to be able to talk, process and be heard, all from the comfort of your own home. Virtual mentoring is **term time only** with the **last session time being 7.30pm**.

Opportunities working in the Office at Phase

Our office work is headed up by our **Office Manager Amanda Maylin**. Amanda likes to help minimise the admin work that everyone needs to do, ensuring our schools workers can spend more of their time working face to face with children, young people and school staff. You can contact Amanda at **Amanda.mayline@phase-hitchin.org** or on **01462 547965**.

We undertake a huge variety of admin tasks; from basic document storage, data input & income acknowledgment to liaising with supporters such as individuals, churches & businesses. We also organise systems to enable safe recruitment & management of volunteers and to support fundraisers or fundraising events.

There are a number of different opportunities to get involved in with the back office team.

Office Admin Assistant

There is a constant need to scan & file documents, write & send individualised letters and to update resources, both physically and online. Good organisational skills, a working knowledge of word & excel and the ability to always maintain accuracy are required for this role.

Communications Assistant

We send out regular communications, tailored to individual needs, to all our supporters. These include bi-monthly supporters news and quarterly updates for churches. General computer literacy and a good knowledge of word, excel & Mailchimp are required for this role.

Volunteering Assistant

All volunteering enquiries need to be systematically logged and a safe recruitment process followed to see if there is a suitable position available for each applicant. If you are methodical and well organised this could be the job for you. General computer literacy and some knowledge of word and excel is required for this role.

Fundraising Assistant

Helping our fundraisers to be well prepared, look as professional as they can and feel supported by Phase is a key part of this role. Every event is different, whether it's someone running their first marathon or a group organising a stall over a weekend craft fair. The position requires someone who can be creative, resourceful, think outside the box and anticipate any problems that may arise. A friendly telephone manner and email style are important for this role.

What some of our volunteers say...

I have been a Phase volunteer for many years and I continue to volunteer because it is an extremely rewarding experience. I enjoy working with young people and I can see the difference that Phase's work has made to the lives of many young people over the years - from their own testimony, from my engagement with young people whom I have worked with and what they say to me, and from the feedback Phase receives from the local schools that it serves.

I love being with the children and think the workshops are important helping with their concerns.

I enjoy volunteering with Phase as it gives me the opportunity to see first hand how the team are supporting young people through their lives at school. It is always encouraging to see how the young people interact with Phase.

I feel both trusted and looked after as a Phase volunteer.

It is a privilege to be part of what the Phase team are providing.



What you can expect from Phase...

At Phase we really value and appreciate our volunteers in order to be able to help fulfil the vision and mission that we hold as a charity, and therefore you can expect the following from us.

What you can expect from us at Phase...

- We will provide support and training to help you develop your skills
- We will provide opportunities to stretch you and help you to grow
- We will create a safe work environment
- We will be punctual
- We will offer feedback and praise
- We will be honest, and we will communicate clearly
- We will provide regular supervision meetings

What we expect from our Volunteers...

- To embody the Phase vision and values
- To be on time
- To communicate well
- To be open and honest
- To adhere to Phase policies
- To be willing to take risks
- To take time to rest and look after your own wellbeing
- To manage your time well
- To support and encourage the rest of the Phase team



Interested in becoming a Phase Volunteer?

Below are some steps to become a Phase Volunteer.

- Step 1:** If you are interested in becoming a Phase volunteer send an email to **office@phase-hitchin.org** or ring the **Phase office on 01462 422940**. We would love to chat with you, give you some more information and are more than happy to answer any questions that you may have
- Step 2:** Send us a copy of your CV along with your availability and areas of interest. If there are suitable positions currently available we will send you an application form to complete.
- Step 3:** If your application is successful, we will invite you for an informal interview with two of the Phase team members. If after this both parties feel it is right to move forwards references and DBS checks will take place.
- Step 4:** **DBS and references** come back clear. Volunteer agreement and policies sent.
- Step 5:** Volunteer agreement received; date booked for meeting to go through the induction process.
- Step 6:** **Training** which is needed for the volunteering role will be provided.
- Step 7:** Start on your journey as a Phase volunteer...



Phase Silverbirch Centre Bedford Road
Hitchin, Herts, SG5 1HF.

www.phase-hitchin.org | office@phase-hitchin.org
| 01462 422940 @phasehitchin
Charity No. 1154364

