

## Thinking about volunteering at the Lister Hospital in Stevenage, New QEII Hospital in Welwyn Garden City or Hertford County Hospital?

To be a volunteer with us you must:

- Be 16 years old or over
- Have the right to work in the UK
- Be willing to volunteer on a weekly basis and at an agreed time, for a minimum of 6 months
- Be flexible about your volunteering placement and willing to volunteer where there is the greatest need
- Be available to attend a ½ day induction

### Before you apply:

- Think about why you want to volunteer. Volunteering should always be mutually beneficial, so you need to be clear about what you want to achieve.

We are looking for people who can communicate easily with patients, the public and our staff. We will always support you but the motivation to be part of the team must be yours. If you think you can show us your desire to help others and demonstrate your suitability to volunteer in a busy acute hospital setting, we look forward to hearing from you.

Although it will improve your CV and be great for widening your experience, volunteering is not work experience.

Think about whether you want to come in to the hospitals or join one of our [community groups](#) or one of [our partner organisations](#)

You can read more in our magazine: <http://stevenage.smilepublishing.com/>

### Ready to apply?

Download an [application form](#).

On the last page of the application form is a list of the kinds of opportunities we have. Tick the ones you are interested in and send the form back to us.

### Application process

Our application process isn't instant and not everyone who applies will be successful. Once we have received your application form we will:-

- Contact you to arrange an interview
- Ask you to complete a health questionnaire.
- Undertake a disclosure and barring service check where appropriate

- Take up references
- Book successful applicants on an induction ½ day

The induction sessions are designed to cover all the statutory and mandatory training that we need to give you so that you are prepared to volunteer with us. This is also an ideal time to raise questions.

### **What happens next?**

Once we have agreed where you will volunteer, we will arrange a starting date with you and provide you with uniform (where appropriate) and ID.

If you are unsuccessful in your application, we will let you know and, where possible, give you information about other volunteering organisations that might be able to use your skills.

Send your completed application form to us by email: [volunteer.enh-tr@nhs.net](mailto:volunteer.enh-tr@nhs.net) or print it out and return it to Voluntary Services, L33, Lister Hospital, Coreys Mill Lane, Stevenage, Herts. SG1 4AB.

When we receive it we will invite you to come in for a chat with us so that we can discuss the opportunities we have.