

NHS Lothian

Meaningful May Volunteering Programme



Meaningful May Volunteering Programme for 16-25 year olds

Thank you for your interest in applying to the 2024 cohort of the NHS Lothian Meaningful May Volunteering Programme!

The aim of this four-week structured programme is to give young people aged 16-25 the opportunity to try some of the varied and fulfilling volunteering opportunities we have across NHS Lothian, whilst learning more about available routes into a career with the NHS and developing a better understanding about what it's like to be in a healthcare environment. This is a supported volunteering programme meaning applicants will be matched to experienced "lead" volunteers when on placement and to a Volunteer Manager on site for any queries, they will receive extra training days and will keep track of their progress through reflective log books. Above all we hope our Meaningful May volunteers will have an enjoyable time whilst building their confidence and trying new things.

Throughout this experience, you will:

- Develop your confidence and resilience when facing new situations
- Develop your communication skills through speaking with patients, visitors, hospital staff and other volunteers
- Gain an understanding of what a career within a healthcare setting could be like
- Embody the NHS values throughout the programme and develop your understanding of how they are incorporated into all operations across the service

Top tips for a successful application:

01

Be clear

We want to know why you want to volunteer and what has drawn you to the summer programme. Keep your answers short and simple, we don't want you having to write an essay!

02

Double check

Make sure to double check the form when you're finished so you don't miss any boxes! Make sure to get applications in before **Friday 8th March!**

03

Be honest

If you need any extra assistance we're here to help. However, we will only know about this if you're honest on your form!

04

Is this right for you?

Make sure you fit the criteria for the programme, we've listed it next for you to look at.

Criteria:

We are taking applications from young people **aged 16-25** who would benefit from a robust, supportive introduction to volunteering in the NHS. Maybe you want to take your first steps into a health-related career path, or you want to just build your confidence and communication skills in a busy environment! **We don't expect any prior experience or qualifications** from you as we see this as a great opportunity for self-development and a first step towards building your experience. What we do look for however, is for **committed, motivated and passionate individuals** who **share our values** and want to get the most out of this opportunity.

The NHS values are:

- Care and Compassion
- Dignity and Respect
- Quality
- Teamwork
- Openness, Honesty and Responsibility

What are the next steps?

Please return this application to loth.meaningfulmay@nhslothian.scot.nhs.uk. The deadline for applying is **5pm on Friday 8th March 2024**. If your application is shortlisted you will be invited to an in-person interview day between Monday 18th March - Friday 29th March, where you'll have the chance to meet other applicants as well as some staff from the NHS Lothian Voluntary Services and Workforce Development teams. We know interviews can be daunting, so we aim to make this an informal process and above all see this as a chance to get to know more about you, as well as giving you the chance to get to know more about us.

The Meaningful May programme will take place between Wednesday 1st May – Friday 31st May 2024. Applicants will carry out two volunteering days a week, training and some additional reflective activities and employability workshops. We require applicants to be available during the day for placement throughout that full 4-week period, so please make sure this is something you can commit to before applying.

We look forward to receiving your applications!

Meaningful May Volunteering Programme (aged 16-25's)

FAIR TREATMENT STATEMENT

No applicant will be unfairly discriminated against on account of their age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, and sexual orientation and/or Trade Union membership/stewardship.

Please return completed form along with a completed occupational health self-declaration form and an equal opportunity form to: loth.meaningfulmay@nhslothian.scot.nhs.uk

PERSONAL DETAILS

Surname:			
Forenames:			
Title:	Date of Birth:	Pronouns (how would you like us to address you?):	

CONTACT DETAILS

Address:			Telephone Numbers	
			Day:	
			Evening:	
City/Town:			Mobile:	
Post Code:		Email:		

Preference of NHS site - unfortunately, there is a limited number of opportunities at each site which means we might not be able to accommodate the preferences of all applicants. Please note you will need to be able to travel to your agreed site by 9.45am on each day of the programme.

Site	I can travel there (please tick all that apply)	Please indicate 1 st , 2 nd and 3 rd preference
East Lothian Community Hospital (Haddington)		
St John's Hospital (Livingston)		
Little France (Royal Infirmary and Royal Hospital for Children and Young People)		
Western General Hospital (Crewe Road South)		

Availability - please indicate days of the week (if any) that you would be unable to volunteer on (Mon-Fr)

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Emergency Contacts - please include contact details for your guidance teacher (if still attending school) and your emergency contact

Name of guidance teacher (if still attending school):		Phone number:	
Email address:			
Name of emergency contact and relationship to you (e.g mother, guardian):		Phone number:	
Email address:			

Tell us a little bit about you? (How do you spend your time, what are your interests, etc?)

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Why do you want to join the Youth Volunteering Summer Programme? (What are your motivations for applying, what do you hope to gain from it, etc?)

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Can you give two examples of times when you have displayed the NHS values? (Please pick one from the following list for each example: Care and Compassion, Dignity and Respect, Quality, Teamwork, and Openness Honesty and Responsibility. More on the values here: <https://org.nhslothian.scot/OurValues/Pages/default.aspx>)

Value 1 (please state your first value):

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Please provide your example here:

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Value 2 (please state your first value):

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Please provide your example here:

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Are there any circumstances that you're aware of that might impact in your ability to take part in the programme? (This will not affect your chances of recruitment, it's just so we can make sure we are supporting you as best as we can!)

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Volunteering is a big commitment. What plans or support do you have in place to help you to volunteer?

We ask each of our volunteers to make a commitment to attend two days of the week throughout the 4-week programme. Tell us a little bit about how you will manage to fit in volunteering with other commitments you may have and any arrangements you have in place to ensure you will make your placement on time each day (i.e. regular bus/reliable transport options you have, how you will manage your time, any experience of timekeeping you already have)

Tell us about any personal traits, skills or characteristics you have which would make you a good volunteer

(anything you haven't had the chance to write about yet that you feel would be beneficial for us to know or any other characteristics or skills you already possess which might be beneficial in the volunteering role)

Remember to read, complete and sign the final page of the form.

Reference from someone who knows you well

- Please ask someone who knows you well (but is not a family member or friend) to write a few words in support of your application to volunteer. This could be a teacher, a support worker, an employer/volunteer manager or anyone you know in a more formal way.

Name:

Occupation:

How do you know the potential volunteer:

Please provide comment on the potential volunteer's suitability to volunteer with NHS Lothian (if possible make reference to how you think they might benefit from volunteering, their values and character, their ability to make the required commitment and any support you may be able to provide to help them as they volunteer).

Signature:

Date:

FOOTNOTES AND DECLARATIONS

Footnote (1) The Rehabilitation of Offenders Act 1974 - provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act.

NHS Scotland is exempt from the Rehabilitation Of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003. This means that you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’.

Having a criminal record will not necessarily debar you from volunteering with NHS Lothian. This will depend on the nature of the position, together with the circumstances and background of your offences. If you are offered a volunteering position, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. **Information will be verified by Disclosure Scotland.**

CONVICTIONS

I declare that I have (Place an X in the appropriate box):

(a) No Convictions

(b) Previous Convictions – Details of which I give below

Date	Offence	Sentence

Footnote (2) Data Protection Legislation - In processing any personal information or data we hold about you we will comply with the requirements of Data Protection Legislation. In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage & only disclosed (unless required by law or legal process) on a need-to-know basis. Under the Legislation you are entitled to ask us to provide copies of certain data we hold about you.

DECLARATION

I have completed of this application form and the details I have supplied are, to the best of my knowledge, true and complete.

I understand that if appointed to this post the information on this form will be kept as part of my personal file record.

I authorise NHS Lothian to obtain references in support this application.

I understand that NHS Lothian require the details included in this form which will only be used for specific and lawful purposes as stated in Data Protection Legislation. This information will be held in accordance with the board’s policies regarding confidentiality and data security.

I declare that I have no previous convictions or have identified any I have above.

Read, agreed and understood (check box)

Signature:

Date: