**Volunteer Application Pack.**

**MORTON HALL DETAINEES VISITOR GROUP (MHDVG).**

MHDVG is a small, all volunteer NGO based in Nottingham. We rely on the work of volunteers to deliver much needed emotional and practical support and advice to the men detained in Morton Hall Immigration Removal Centre at Swinderby, Lincolnshire.

We welcome volunteers from the Nottinghamshire and Lincolnshire area and from all walks of life and backgrounds.

**Volunteer role.**

Volunteer Visitor. This pack includes a role description and application form for the role.

**Applying to be a volunteer.**

There are two steps to the recruitment of our volunteers:

1)    Application form – please complete and send it back to us.  
2)    Informal interview- at a time and place to suit us both.

**Please take some time looking at our website and the attached role description before completing the application form. Consider how your skills and experience are relevant to the role and to the work that MHDVG does. The website is at http://mortonhallvisitors.org.uk**

If you would like to discuss the application process or have a question about the forms, please call us on 07758604293 and leave a message, or email [mhdvg1@gmail.com](mailto:mhdvg1@gmail.com) Neither phone or email are constantly monitored but both are checked daily and your message will be answered within 24 - 48 hours.

**Volunteer Visitor Role Description**

## Post: Volunteer Visitor

**Report to:** Group Coordinator

**Purpose of the post:** To provide emotional support to a person in immigration detention by visiting them in Morton Hall Detention Centre.

**Your commitment:** for a minimum of 6 months, visiting at least every 10 - 20 days.

**Supporting people in detention**

* To provide emotional support, by using active listening skills and developing trust with the person you are visiting
* To explain MHVDG’s services to the client during the first visit or as needed, including the limits of our remit (eg. we cannot provide legal advice)
* To signpost detainees to other sources of support where appropriate, e.g. Bail for Immigration Detainees (BID), Medical Justice etc.
* To complete the feedback form after each visit and return it to the stated email address as soon as possible
* To immediately seek guidance and advice from the group coordinator if any difficulty arises or you are unsure about how to proceed
* To report immediately to the group coordinator if the detainee has been transferred to another removal centre or removed
* To alert Morton Hall staff if it is felt that the detainee is at serious risk of self-harm (Suicide Guidelines will be provided on Induction)

**Other duties**

* Whenever possible, to attend volunteer meetings to support each other and develop your skills and knowledge (recommended)

To inform the group coordinator of any change in your availability as soon as

possible

To act responsibly to the client, the visitor group, Morton Hall IRC and staff at all times

**APPLICATION FORM: VOLUNTEER VISITOR**

**Date of application: …………………………………………**

**Name: ……………………………………………… Date of birth: …………………. …………**

**Contact telephone number(s): …………………………………………………………………**

**E-mail address: ……………………………………………………………………………..........**

**Address: ……………………………………………………......................................................**

**Languages (not essential) and level (eg basic, conversational, fluent):**

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**Please answer the following questions in brief:**

**1) Why do you want to volunteer as a visitor?**

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**2) Please tell us about your relevant knowledge, skills or experience. (We value experience from your personal life and skills acquired from other jobs and volunteering roles)**

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**Thank you for your application. Please return to** [**mhdvg1@gmail.com**](mailto:mhdvg1@gmail.com)