

## **Role – Salvation Army Corps Volunteer**

### **Description:**

To support the Salvation Army corps in your local community

### **Location:**

Local Salvation Army corps

---

### **Summary of tasks:**

- Attend local group activities
- Support the local Salvation Army corps through practical support to the corps officers and activities

### **Skills/experience needed:**

- Regular commitment to activities, aims and objectives of the Salvation Army
- Ability to keep confidences
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary
- Good face-to-face skills
- Good interpersonal skills
- Good listening skills and able to take instruction

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day

### **Main point of contact:**

- Salvation Army Corps Officer or Volunteer Coordinator
- 

### **Finance:**

The role is unpaid but reasonable expenses will be paid

### **Availability:**

Attendance and frequency of activity will be agreed with your local Salvation Army corps

## **Role – Local Volunteer Coordinator**

### **Description:**

To coordinate volunteer activity in the local Salvation Army corps

### **Location:**

Home/local corps building

### **Accountable to:**

Salvation Army Corps Officer

---

### **Summary of tasks:**

- Coordinate volunteer activity across the local Salvation Army corps
- Recruit new volunteers as needed
- Ensure that all volunteers have completed the application process and are DBS checked where required
- Provide annual updates on volunteer to the local Corps Officer

### **Skills/experience needed:**

- Leadership skills
- Organisational skills
- Ability to keep confidences
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day

### **Main point of contact:**

- Corps Officers, volunteers, Divisional Headquarters?
- 

### **Finance:**

The role is unpaid but reasonable expenses will be paid

### **Availability:**

Attendance and frequency of activity will be agreed with your local Salvation Army Corps

## **Role – Regional Volunteer Coordinator**

### **Description:**

To coordinate volunteer activity across a specified Division

### **Location:**

Divisional Headquarters

### **Accountable to:**

Divisional Director for Community Services

---

### **Summary of tasks:**

- Coordinate volunteer activity across the Division
- Facilitate training and personal development of corps and community service volunteers across the Division
- Ensure that all volunteers have completed the application process and are DBS checked where required
- Assist with the recruitment of volunteers for all aspects of the Salvation Army's work as needed across the Division
- Share good practice in volunteering with local Salvation Army corps and social centres
- Develop links with local Volunteer Centres and Bureaux and other third sector organisations in the region

### **Skills/experience needed:**

- Leadership skills
- Organisational skills
- Access to a car (desirable)
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day

### **Main point of contact:**

- Divisional Headquarters staff, volunteers, corps officers
- 

### **Finance:**

The role is unpaid but reasonable expenses will be paid

**Availability:** Attendance and frequency of activity will be agreed with your Divisional Director for Community Services

## **Role – Christmas Present Appeal Coordinator**

### **Description:**

To coordinate the marketing of appeal and collection of presents in the local community at Christmas

### **Location:**

Home/Local Salvation Army Corps

### **Accountable to:**

Salvation Army Corps Officer

---

### **Summary of tasks:**

- Raising awareness of the Christmas Present Appeal in the local community
- Liaising with local businesses to set up collection points
- Providing local Corps with resources
- Organising the wrapping and delivery of presents

### **Skills/experience needed:**

- Organisational skills
- Good communication skills and telephone manner
- Computer literacy an advantage as resources are available via Salvation Army infonet
- Prioritisation skills
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, Christmas Present Appeal resources

### **Main point of contact:**

- Salvation Army Corp Officers, Community Services Unit Information and Resources Officer
- 

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** Need to be available from September onwards until Christmas (earlier if you will be fundraising/seeking support from churches)

## **Role – Transport Volunteer Coordinator (Modern Slavery contract)**

### **Description:**

To promote and coordinate the Modern Slavery and Anti-Human Trafficking transport service across the region/division

### **Location:**

Divisional Head Quarters/dependent on the geographical need

### **Accountable to:**

National Transport Coordinator

---

### **Summary of tasks:**

- Recruit, induct and train new volunteer Drivers and Chaperones
- Gather Data on volunteer Drivers and Chaperones availability and input into the Client Management System database
- Provide regular updates and encouragement to volunteer drivers and collect data from volunteers on their experience of the role
- Generally support volunteer's well-being and ensure they have an opportunity to feedback on their experience

### **Skills/experience needed:**

- Interest in Salvation Army's Anti-Human Trafficking work and sympathy with the general aims and values of The Salvation Army
- Good organisational skills
- Sensitive interpersonal skills and ability to motivate others
- Computer literate
- Access to a car (desirable)
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, Anti-Human Trafficking training

### **Main point of contact:**

- Volunteer Drivers, Assistant National Transport Coordinator, Divisional HQ staff
- 

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment is flexible, depending on the area you are covering.  
Guide: roughly equivalent to 3 days a month

## **Role – Volunteer Driver (Modern Slavery contract)**

### **Description:**

To transport victims of slavery and trafficking in a safe and timely manner

### **Location:**

As requested – may involve travel across several regions

### **Accountable to:**

Transport Volunteer Coordinator in your Division/Region, Assistant and National Transport Coordinator

---

### **Summary of tasks:**

- Be on call to make journeys as organized by the Assistant National Transport Coordinator
- Share any concerns about the victim with the relevant agencies
- Ensure that the vehicle used is clean, roadworthy and legal at all times

### **Skills/experience needed:**

- Interest in Salvation Army's Anti-Human Trafficking work and sympathy with the general aims and values of The Salvation Army
- Full driving license and access to a car (maximum 3 points on licence allowed)
- Good organisational skills
- Sensitive interpersonal skills
- Ability to keep confidences
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary including completing a DBS check

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, Anti-Human Trafficking training
- Receive regular updates and communications from the Modern Slavery project team

### **Main point of contact:**

- Assistant National Transport Coordinator, National Transport Coordinator, Transport Volunteer Coordinator

---

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment is flexible, depending on the number of journeys

## **Role – Volunteer Chaperone (Modern Slavery contract)**

### **Description:**

To accompany drivers in transporting victims of slavery and trafficking in a safe and timely manner

### **Location:**

As requested – may involve travel across several regions

### **Accountable to:**

Transport Volunteer Coordinator in your Division/Region, Assistant and National Transport Coordinator

---

### **Summary of tasks:**

- Be on call to make journeys as organized by the Assistant National Transport Coordinator
- Ensure that victims feel safe and cared for
- Share any concerns about the victim with the relevant agencies

### **Skills/experience needed:**

- Interest in Salvation Army's Anti-Human Trafficking work and sympathy with the general aims and values of The Salvation Army
- Sensitive interpersonal skills
- Ability to keep confidences
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary including completing a DBS check

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, Anti-Human Trafficking training
- Receive Regular updates and communications from the Modern Slavery project team

**Main point of contact:**

- Assistant National Transport Coordinator, Transport Volunteer Coordinator
- 

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment is flexible, depending on the number of journeys

**Role – Charity Shop Volunteer****Description:**

To support the Charity Shop Manager in running the local Salvation Army charity shop

**Location:**

Salvation Army charity shop

**Accountable to:**

Charity Shop Manager/Assistant Manager

---

**Summary of tasks:**

- Sort and process new donations of clothing, books, furniture and general bric-a-brac
- Greeting customers and helping the shop to have a welcoming and friendly environment
- Operate the till and serve customers
- Ensure shop is kept clean and tidy

**Skills/experience needed:**

- Interest in and sympathy with the aims and objectives of The Salvation Army
- Organised and methodical
- Good customer service skills
- Good team player
- Able to listen well and take instruction
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary including completing a DBS check

**Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, on-site training with the Charity Shop Manager/Assistant Manager

**Main point of contact:**



- Charity Shop Manager, Charity Shop Assistant Manager, customers
- 

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment is flexible, and will be agreed with the Charity Shop Manager

## **Role – Volunteer Charity Shop Manager**

### **Description:**

To run the local corps Salvation Army charity shop

### **Location:**

Salvation Army charity shop

### **Accountable to:**

Corps officer or local Community Manager (if applicable)

---

### **Summary of tasks:**

- Recruit, induct, supervise and monitor the performance of volunteers
- Oversee the day-to-day running of the charity shop
- Plan stock rotation and the acquisition and disposal of stock
- Supervise the proper and secure handling of all cash, ensuring all accounting records are correctly maintained in accordance with established procedures and arrange banking of shop takings
- Be responsible for the security of the shop, ensure adherence with all relevant legislation including Health & Safety requirements, fire regulations and risk assessments

### **Skills/experience needed:**

- Interest in and sympathy with the aims and objectives of The Salvation Army
- Experience of managing and running a retail shop
- Organised and methodical
- Good customer service skills
- Ability to recruit and manage volunteers
- Good communicator, able to relate to both volunteers and customers
- Commitment to safeguarding and protecting vulnerable children/adults and a willingness to raise concerns where necessary including completing a DBS check

### **Training provided:**

- Salvation Army basic volunteer training via I-Learn portal or at a training day, on-site training with the Charity Shop Manager/Assistant Manager

**Main point of contact:**

Local corps officer/Community Manager, Charity Shop Assistant Manager, volunteers, customers

---

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment will be agreed with the corps officer, but as a guide it will be roughly equivalent to 3 days a week

**Role – Debt Advice Volunteer****Description:**

To provide support to individuals to manage their finances and become debt free

**Location:**

Salvation Army Debt Advice Centre

**Accountable to:**

Debt Advice Coordinator

---

**Summary of tasks:**

- Interview clients to gain a full understanding of their financial situation
- Record financial and other relevant information accurately and summarise action points and timescales
- Complete all necessary paperwork at the interview and ensure that actions are agreed with the client
- Ensure all information and paperwork is given to the person responsible for carrying the action points forward
- Signpost clients as appropriate, without bias
- Undertake administrative tasks as appropriate

**Skills/experience needed:**

- Interest in Salvation Army's work
- Ability to keep confidences
- Good listening and empathy skills
- Reliable
- Able to record information accurately
- Computer literate

**Training provided:**

Salvation Army basic volunteer training via I-Learn portal or at a training day,  
Community Money Advice training parts 1 and 2

**Main point of contact:**

- Debt Advice Coordinator, Clients, Local Salvation Army Corp Officer

---

**Finance:** The role is unpaid but reasonable expenses will be paid

**Availability:** The time commitment is X, and will be agreed with the Debt Advice Coordinator