



Application for a **Volunteer Position**
on Iona in **2022**

Please do not use this form to apply for a post at Camas.

*Please write clearly. Alternatively this form may be reproduced on a computer.
Please read the information sent in the application pack before completing this form.*

1. PERSONAL DETAILS NB Volunteers must be at least 18 years of age.		<p style="text-align: center;"><u>Office use only</u></p> <p>Ack p e on</p> <p>Ref1 p e on</p> <p>Ref2 p e on</p>
Name (First name and Surname, including preferred name): 		
Nationality: Do you have the right to live and work in the UK? YES NO To have the right to live and work in the UK, you need either a British passport or 'Settled Status' with the UK Home Office. If you do not and are offered a position on Iona, you will need to apply for a work visa and cover the costs of the application, together with travel costs. The Iona Community will provide support and information, but can rarely help with the costs of the visa and travel. Address where you can be contacted: 	Gender: please tick the appropriate box Male Female Non-Binary Other Prefer not to say	
Telephone No (evenings): 	Telephone No (daytime): 	
Email: 	Age: Are you over 18? YES NO	
Are you currently: please tick the appropriate box Working Unemployed Student Retired Other Please give brief details (e.g. current or previous occupation, or if you are a student tell us the subject and year) 		

2. LENGTH OF STAY AND AVAILABILITY

Iona voluntary posts are usually for a **minimum** of 8-12 weeks. Where appropriate, preference will normally be given to applicants who can commit to 3 months or more.

How long would you like to volunteer for (how many weeks, or how many months)?

When are you available (please give the earliest date from and the latest date to):

3. ABOUT YOURSELF

Why are you interested in working as a volunteer for the Iona Community on Iona?

Which voluntary roles* are you interested in applying for? Please explain why they appeal to you, and what you would bring to the positions in terms of experience, skills or personality. Please give as much information as you can about your suitability. It will enhance your chances.

* Please refer to the information on Role Profiles provided at the end of this document, and use as much space as you need. If you are interested in more than one role, please list them in order of preference, with your top choice first.

Interests and skills Please include any other skills that might contribute to life on Iona, such as whether you play a musical instrument or sing, speak other languages, have had first-aid training, or have a valid driving license.

How did you hear about the Iona Community?

How did you find out about this opportunity to volunteer on Iona?

Have you already volunteered for the Community on Iona or applied before? YES NO

If YES, please give details:

Training and qualifications: Please include formal training, with approximate dates.

Work experience: Please include also voluntary work and state approximate dates.

Many of our volunteering positions are physically demanding e.g. walking several thousands of steps every day (mostly HK, Maintenance and Sacristy), standing for long periods of time (mainly Kitchen and Shop), lifting and bending (all departments). **Do you have any special needs which make one of these positions difficult for you? If yes, please specify.**

Volunteering on Iona can also be emotionally demanding, and we have a duty of care for all our staff. Is there anything that we need to be aware of as we consider your application?

Because of the nature of our work, which includes providing accommodation and recreational facilities for young people, Section 4(2) of the Rehabilitation of Offenders Act 1974 does not apply, and we need to know about any spent convictions as provided for by the Rehabilitation of Offenders Act (Exemptions) Order 1975.

Have you been convicted of a criminal offence or have you any criminal charges pending?

YES NO

If YES, please complete the attached declaration form and return it with this application form. Please note that this will not necessarily preclude you from volunteering with the Iona Community, and that all information given will be treated in strict confidence.

4. REFERENCES

Please give details of two people who are willing to act as referees for you. **We will only contact your referees – if possible by email – if we decide to offer you a position.** Please note that we may not be able to make a formal offer to you if we have not received two references. You should therefore ensure that your referees are able to respond promptly to our request. References will be kept on file for two years.

Referee 1 should be able to comment on your work abilities (e.g. a former employer, work supervisor or tutor, but NOT a friend or relative):

Name:

Address:

Tel:

Email:

In what capacity are you known to this person?

Referee 2 should be able to provide a personal reference (e.g. a family friend or your minister, but NOT a relative):

Name:

Address:

Tel:

Email:

In what capacity are you known to this person?

5. DECLARATION

I wish to apply to join the voluntary staff of the Iona Community and confirm that all information given here is true and correct to the best of my knowledge.

Signature:

(this can be typed if application is being sent by email)

Date:

Please return this completed form by **one method only** in either of the following ways:
either by e-mail: to VolunteerApplications@iona.org.uk (preferred)
or by post to: Operations Manager, The Iona Community, Iona, Argyll PA76 6SN
Telephone enquiries may be made on +44 (0)1681 700404

Please remember also to complete and return the Declaration Form below.

VOLUNTEER EXPECTATIONS

You will find below a brief description of the key role profiles on offer. Please note, however, that all volunteers are expected to be team players with a flexible approach to work. In particular, all volunteers need to be aware of, and accept that, they will be requested at times to work in departments other than the one they have been allocated to.

Other key requirements for all volunteers are that:

- They share the Iona Community's commitment to radical hospitality and the common life, and support the Iona Community's aims and purposes. For more information about these aims and purposes, look for the Appendix in the document titled 'Volunteering for the Iona Community on Iona – an Introduction' and visit the Iona Community website (www.iona.org.uk).
- They are prepared to share in the ministry of hospitality and the common life of work and worship in the Abbey Centre. This means not only carrying out particular tasks within the department they will have been allocated to, but also eating and worshipping in community, as well as engaging with guests and visitors.
- Good physical strength and stamina. Many of the tasks that our volunteers help with are physically demanding. Duties often require standing on one's feet for long periods of time and/or carrying heavy loads.
- Strong resilience – living on a small island off an island with a constant flow of changing guests and visitors can be very demanding mentally and spiritually.

ROLE PROFILES

Kitchen Volunteer

- The Abbey Kitchen Team consists of five people: Abbey Cook, Deputy Cook and three assistants. Working in shifts, they prepare breakfast, lunch and dinner for guests and staff.
- The main tasks typically include chopping and preparing food under the supervision of the Abbey Cook or the Deputy Cook, washing up and cleaning, as well as receiving and putting away food deliveries.
- Kitchen assistants are not expected to be professionally trained cooks, as training will be provided. However, experience of cooking and interest in food are highly desirable. Good physical health is important as the duties involve carrying heavy delivery boxes, washing large pots, and standing for long periods of time.

Sacristan Volunteer

- The Sacristan Assistant will support the Abbey Sacristan in preparing the Abbey Church for worship in different ways according to the particular service and in keeping the worship and prayer areas clean and in good order, together with assisting in welcoming and supporting those leading worship and those taking part of worship.
- Main tasks will typically include helping to set up for services and clearing up afterwards, cleaning the church in line with COVID guidance, re-filling the candles with oil, keeping the votive candles stocked up in the Abbey Church and St. Oran's Chapel, emptying donation boxes, assisting with counting the money from these donation boxes and from church collections, and engaging with worshippers visiting the Abbey.
- Training will be provided, but experience of working in a church and an interest in creative forms of worship is highly desirable.

Housekeeping Volunteer

- The Housekeeping team is responsible for all housekeeping in the Abbey Centre (e.g. bedrooms, showers and toilets, refectory and common areas) as well as the public toilets and the offices in the Welcome Centre. The team is also responsible for all tasks around the servery before, during and after meals – from laying tables in the refectory to washing up.
- Main tasks will typically include regular cleaning of showers, toilets and common areas; changing beds and cleaning bedrooms on change-over days; laundry; laying tables and washing up. There is also a strict regime of regular sanitising in place.
- Training will be provided, but experience of housework is highly desirable. Good physical health is essential as well as the ability to carry loads of up to 15 kilos.

Programme Volunteer

- The role supports the planning and delivery of creative programme events and activities for guests and visitors of all ages. This includes events on justice and peace and on ways in which the values and vision of

the Iona Community are lived out. It is a varied, active and demanding role, working closely with the Programme Manager. This role is a wonderful opportunity to contribute to some of the highly imaginative and inspiring ways in which guests and staff learn together and experience being part of community life.

- Main tasks will include setting up a wide range of programme sessions and activities, indoor and outdoor, for guests of all ages and backgrounds, and clearing away afterwards; gathering material for new activities; liaising with guests, visitors and staff; assisting with pilgrimage activities; helping produce written and online material; assisting with organising feedback on the programme; and looking after the programme resources and written records.
- Experience in running community or church activities is a bonus and an adaptable, outward-focused approach, along with attention to detail, is desirable.

Maintenance Volunteer

- The maintenance team looks after the Iona Community's properties and gardens on Iona, and is also responsible for driving the Community van in support of day-to-day operations (e.g. transporting guests' luggage). It also carries out most Health & Safety checks such as fire alarm, and assists other departments with heavy duty works (e.g. putting bins out or receiving deliveries).
- Main tasks will typically be minor repairs of various kinds, both indoors and outdoors, painting and decorating, grass cutting and gardening, driving the van, and compliance checks.
- A valid driving license is essential to work in Maintenance, as is good physical health and the ability to lift up to 15 kilos. Experience of DIY or even of the building trade would be highly desirable.

Musician Volunteer

- This is an excellent role for a piano player or other musician with a passion for music and its role within worship. Helping to provide a range of music suitable for services of worship, common life activities and residential programmes at the Abbey Centre, you will be based in the Abbey Church and support the Abbey Musician.
- Main tasks include providing music on the Abbey Musician's days off, setting up spaces and clearing away, organising instruments and recordings, helping to run sessions with Abbey guests and staff, maintaining equipment and musical resources, supporting and promoting Iona Community worship material, including that of the Wild Goose Resource Group, assisting with the recording of copyright and performance rights, and helping to lead "Wee Sings".
- Flexibility, punctuality, reliability and attention to detail are important for this role, along with a creative and inclusive approach to music and worship. Working from the music loft in the Abbey Church, nimbleness and an ability to share small spaces will be an asset. Previous experience of church or community music-making is highly desirable, and the ability to sing and/or to play one or two musical instruments would be welcome.

Administration Volunteer

- This role is primarily based in the Welcome Centre, which is inside the Iona Community's shop. Tasks will vary from day to day, depending on what is going on at any one time, but will typically involve help in answering the phone, admin back-up such as photocopying or folding documents, dealing with general enquiry emails, sorting the post, and last but not least, answering the many queries from visitors (there is no Tourist Information on the island, so visitors tend to ask their questions in the island's shops...).
- Please note that, physically, this is a role that is less demanding than most of the others as it does not require to be on one's feet for long or to carry heavy loads.
- Training will be provided, but experience of working with Microsoft Word, Excel, PowerPoint and SharePoint is helpful, as well as excellent spoken and written English is essential. In addition, prior experience of working as administrative support and well-honed skills at interacting with the public would be a great advantage.

Shop Assistant

- This role is based in the busy Iona Community's shop on Iona, which welcomes tens of thousands of visitors every year. It opens seven days a week in season, and has a turnover of over £250,000. It is run by a team of 5 to 6 people. The shop sells a wide range of products – books, CDs, Celtic jewellery, clothes, gifts, cards and much more. A key priority is to stock items supplied by fair trade organisations and local businesses. The shop also has a hot drinks vending machine.
- Main tasks typically involve receiving and unpacking deliveries, stocking shelves, serving customers and operating the till and credit card machine, together with general cleaning duties. It is a physically demanding role, which requires being able to stand for long periods as well as move heavy boxes.

- Training will be provided, but strong computer literacy, good people's skills and good spoken English are essential, together with experience of handling money. Previous experience in the retail sector would also be a great advantage.

General Assistant

- This is a flexible role involving working in any of the above departments as needs arise. It has the advantage of being more varied than other roles, but requires a good all-rounder willing to have a go at everything, good at following instructions and quick at learning and adapting.
- Again, because this role will involve working in physically demanding environments such as kitchen, housekeeping, shop or maintenance, good physical health is an essential requirement.