**Settled Volunteer Application Form**

Thank you for your interest in volunteering with Settled. We currently have five different volunteer roles, from which you can choose, as below.

Having read these summaries, please complete the following application form to help us understand your qualifications, skills, and commitment.

**1. EUSS advice volunteer** (full role description [here](https://settled.org.uk/wp-content/uploads/2024/02/EUSS-Immigration-Adviser-v.2.docx))
This will give you the chance to support EU citizens and their family members with their applications under the EU Settlement Scheme (EUSS) and accessing associated rights. You will assist our beneficiaries by providing high quality immigration advice with the support of our service team. We will train you on the EUSS, and you will be accredited by the Office of the Immigration Services Commissioner (OISC) to provide advice on the EUSS through Settled.

The role requires maintaining case records on our case management system, Charitylog. You will have to adhere to GDPR principles and practice when dealing with client data. You will be expected to attend training organised by Settled and to keep an up-to-date working knowledge of the EUSS.

**2. Ukraine Visa Schemes Advice volunteer** (full role description [here](https://settled.org.uk/wp-content/uploads/2024/02/Ukraine-Adviser-v.2.docx))
You will have the chance to support Ukrainian citizens and their families with their status under the Ukrainian UK visa schemes and accessing associate rights. You will assist our Ukrainian lead adviser, a Ukrainian national herself and qualified solicitor.

Training will be provided on the Ukrainian visa schemes and Settled’s service and systems. You will be working under supervision, so OISC (Office of the Immigration Services Commissioner) accreditation will not be required.

**3. Senior Advice Support volunteer** (full role description [here](https://settled.org.uk/wp-content/uploads/2024/02/Senior-Advice-Support-volunteer.docx))
You will be supporting Settled Senior Advisors Team in delivering advice in more complex cases. This role does not require speaking languages, other than English, nor will you need OISC accreditation. You will act as an intermediary between the beneficiary and the Senior Advisor, ensuring that the Advisor has all necessary information and documents from the beneficiary.

**4. Outreach and Communications Volunteer** (full role description [here](https://settled.org.uk/wp-content/uploads/2024/02/Outreach-and-Comms-Volunteer-v2-1.docx))

Working closely with the Communications Team Staff, you will promote Settled and its services within your local community. The role will require you to network with local community groups, third sector support services, local embassies or consulates, local authority statutory services, and any other group that is involved in supporting EU and Ukrainian citizens in the UK. This is not an advice role.

**5. Data and Impact Volunteer** (full role description [here](https://settled.org.uk/wp-content/uploads/2024/02/Data-and-Impact-Volunteer-v2-1.docx))

You will be responsible for assisting Settled Staff members with duties relating to our case recording system, Charitylog.

The role’s purpose will be to assist with producing accurate and insightful reports from the data stored on the system. These reports are crucial to the organisation’s success as they inform funders that we are meeting expectations, and support future funding bids with quantifiable data.

Please complete the following sections:

1. **Personal Information**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number** |  |
| **Nationality**  |  |
| **Language(s) spoken** |  |
| **Emergency contact name and phone number** |  |

1. **Please indicate which of our roles you are applying for.** Please refer to our role descriptions for details of each. If you would like a role description emailed to you then contact volunteer.manager@settled.org.uk to request this.

[ ]  EUSS Immigration Adviser

[ ]  Ukraine Adviser

[ ]  Senior Advice Support

[ ]  Outreach and Comms Volunteer

[ ]  Data and Impact Volunteer

**Relevant Experience**

1. Please provide details of any relevant volunteer or work experience (e.g. legal, immigration, community services):

**Availability**

1. The role requires you to commit at least 2 half-days a week, in line with Settled operating times of Monday-Friday, 9 am-6 pm. Please indicate if you can commit to this:

[ ]  Yes

[ ]  No

Additional Information:

1. Can you commit to volunteering with Settled for at least 12 months?

[ ]  Yes

[ ]  No

Additional Information:

**Skills and Qualifications**:

6. **If applying for an EUSS or Ukraine advice role** (#1-3 above)**,** briefly describe your ability to engage with distressed individuals and your passion for supporting vulnerable people:

7. Detail any previous experience you have with handling complex information and conveying it accessibly to others:

**Technical Requirements**

8. Do you have access to a computer and the internet?

 [ ]  Yes

 [ ]  No

9. Are you willing to undergo an enhanced DBS check?

 [ ]  Yes

 [ ]  No

**Additional Information**

10. Please share any additional information you believe is relevant to your application:

**Declaration**

*I confirm that the information provided in this application is true and accurate to the best of my knowledge. I consent to Settled storing the personal information given in this application form on their secure database.*

Settled will never pass your information to a 3rd party unless mandated by law or with your explicit consent. You have the right to request your information be removed at any time. Please consult our privacy policy for further details https://settled.org.uk/privacy-policy/

Signature:

Date:

Thank you for taking the time to complete this application form. We appreciate your commitment to supporting EU citizens and their families through the EU Settlement Scheme.

Once you have completed the form, please email it to volunteer.manager@settled.org.uk or mail it to our office at Settled, R1.3 Riverside House, Newport Market, Upper Dock Street, Newport, NP20 1DD. We will be in touch to discuss the next steps in the application process.

Your information will be held securely in line with GDPR and Settled’s [privacy policy](https://settled.org.uk/privacy-policy/).