



Nansen Highland

Volunteer Information Pack

Locations: Day Training Centre and Headquarters

Redcastle Station
Killearnan
By Muir of Ord
Ross-Shire
IV6 7RX

Telephone: 01463 871255
Fax: 01463 870258
E-mail: general@nansenhighland.co.uk
Web Site: www.nansenhighland.co.uk

Residential Care Home

Fram House
High Street
Beauly
Inverness-Shire
IV4 7BT

Telephone: 01463 783977





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HISTORY OF NANSEN HIGHLAND

Nansen Highland takes its name from Fridtjof Nansen (1861-1930), a Norwegian explorer who was deeply involved in humanitarian work with First World War refugees.

In 1991, the headquarters of the Nansen Society (UK) were established at Redcastle Station, a disused railway near the Beaully Firth.

On 1st April 1999, Nansen Society converted to a Scottish Charity and therefore changed name to Nansen Highland.

Nansen Highland is a non-political, non-religious charitable organisation, which has grown to its present form. We operate a training centre, day care and residential centre for young adults with special needs.

The day training centre is based at Redcastle Station, Killearnan and provides academic training, lifeskills, and social skills to young adults with special needs. The day training unit has a capacity for 14 trainees per day.

The residential centre is based in Beaully, which provides care and training to 4 young adults. The emphasis is on independence skills, domestic skills and free time management in a relaxed, homely environment. The residential trainees attend the day centre during the week.

Specialised Day Training

Nansen Highland offers a specialised training package to young adults with extra needs. These young people may not have the chance to learn the different abilities that people need to find their way in a complex society, such as the abilities to read and write; the ability to understand and work effectively within society's rules and values, the ability to organise one's daily life, and the ability to cope with difficulties at home or at work. Nansen Highland aims to offer these young adults the opportunities they deserve to develop into stable, self-confident and socially minded individuals.

With this aim, emphasis is put on developing job skills, life skills and social skills for their future.



INDIVIDUALISED TRAINING PACKAGES

Each person will follow a specially designed training programme, which will have been decided upon with the trainee, careers officer, parents, social worker etc. The aim here is to help the trainee develop the skills that will be most valuable to them in the future, whether these are social skills, vocational skills or both.

The vocational and non-vocational training are not freestanding projects within Nansen Highland. They are two closely and carefully interlinked tools to enrich the whole personality of the individual.

As we explained in the introduction, our aim is to arm the trainees with the tools that they will need to understand the complex society we live in and to react according to the unwritten rules and expectations of that world.

This crucial understanding is a necessity for the independence the young people endeavour to achieve in the future, no matter what the final level of independence may be.

No time limit is set on this exploration. The trainees will receive the time they need to achieve this at their own pace.

Therefore, every person joining Nansen Highland is offered a combination of vocational and non-vocational training. The time spent on each is carefully considered at the beginning of the placement and evaluated, reviewed and if necessary adjusted at reviews and/or staff meetings.

ACADEMIC TRAINING

Nansen Highland is an approved SQA centre. We can deliver the following modules:

Access II

- 🌐 Communication for life and work
- 🌐 Communication in a work related environment
- 🌐 Investigating life and work in an another country
- 🌐 Introduction to working with tools
- 🌐 Working with materials
- 🌐 Life start: Games and sports
- 🌐 Life start: music
- 🌐 Using Mathematics in everyday situation 1
- 🌐 Personal organisation
- 🌐 Personal profiling for life and work
- 🌐 Skill start, Investigation the world of work
- 🌐 Skill start, Enterprise activity
- 🌐 The manufacturing Industry, an activity approach
- 🌐 Using Mathematics in everyday situation 2
- 🌐 Catering: An Activity Approach
- 🌐 Personal Awareness and Development – Personal Presentation for every day



living

- Daily Organisation
- Work start, Gardening skills
- Finding and keeping a job
- Healthy basic cookery
- Personal Awareness and Development – Making Local Journeys
- English Language Study
- Living Safely at Home

Access III

- Office practice, an activity approach
- Working with others
- Health & Safety for babies and young children

Intermediate I

- PC Passport: Internet
- PC Passport: Spreadsheets
- PC Passport: Word Processing
- Word processing I

Intermediate II

- PC Passport: Internet
- PC Passport: Spreadsheets
- PC Passport: Presentations
- PC Passport: Word Processing
- Word processing II & III

Higher

- PC Passport: Spreadsheets
- PC Passport: Internet
- PC Passport: Presentations
- PC Passport: Word Processing
- PC Passport: Database

If required, others modules may be obtained on a distant learning basis from other approved centres and delivered on site at Redcastle with assessments via mail. This option is normally used for trainees requiring a different level of academic studies.

As we are continually upgrading and expanding our SQA modules this may not be a comprehensive list and further information can be obtained, if required.



NON – VOCATIONAL TRAINING

The emphasis of the non-vocational training is more on the inter-personal, independence and social skills rather than the academic skills of the trainee. Trainees are encouraged to make informed choices and decisions, learn to communicate and co-operate with others effectively, while in a supportive and safe environment. All these skills are of extreme importance to succeed in an employment situation and the individual's future.

The various activities used to enhance the interpersonal, independence and social skills could consist of practical work, excursions, field trips and sporting activities.

PRACTICAL WORK

At our day centre, Redcastle Station, a nature trail offers a great deal of challenging practical work. Renovations and repairs are carried out by trainees assisted by staff to enable skills to be learned within a safe environment. This can vary from woodwork, painting, plumbing etc.

EXCURSIONS

Excursions can be arranged for different reasons: a common interest, a birthday celebration or a treat for the trainees. Some of the excursions we have done are visiting the local radio station, boat trip to see the dolphins and visiting the wildlife park.

FIELD TRIPS

The field trips organised can vary enormously. Here are some examples:

- Camping trip in the wilds of the Highlands
- Long weekend in a youth hostel in Edinburgh
- Orienteering walk with the use of map & compass

SPORTS ACTIVITIES

Every week, two sport sessions are organised. A rota system provides the opportunity for each trainee to choose and organise the sporting activity with the help of a member of staff. Sports include swimming, football, snooker, fitness equipment, rollerbowl, etc.



Residential Training

As well as the training centre at Redcastle Station, Nansen Highland runs a residential centre, *Fram House* in the village of Beauly.

The accommodation is designed for four residents, each having their own bedroom and en-suite facilities. Combined facilities of kitchen, lounge and sitting room are available on the ground floor.

The emphasis here is on further development of free-time management, domestic skills, interpersonal and social skills to enhance their capabilities for progression to supported housing or independent living.

The *Fram House*, lent its name from Nansen's exploration ship, which translated from Norwegian means 'Forward'. The name giving of our residential centre encompasses our philosophy in one word: Forward.

We do not intend to retain our residents, but prepare them to move onwards!

The centre is not isolated from the day training. The method of interaction is more informal and the input of the residents is encouraged in the running of the unit. Regular activities are organised to ensure and promote contact with parents/guardians and residents chose to return home for a weekend.

The centre is only closed during the New Year festive period for two consecutive weeks.

Within the residential care at Fram House, our aim is to provide a safe, secure, stimulating and caring environment whilst also respecting each person as an individual. We strive to promote opportunities for each trainee to develop and plan for their own future.



Volunteer Job Description

The co-worker holds a position within the organisation as detailed on the attached organisation chart. He/she reports directly to the training co-ordinator concerning the training and to the project co-ordinator concerning the residential unit.

It is an express responsibility that the co-worker has a conviction free history, which Nansen Highland has the right to confirm with the CRBS at any point in time.

Depending on the nature of the contract, delivering training to the trainees in a variety of social and life skills, under supervision of staff or any other jobs as described in the contract

Major Tasks

- developing training courses as and when requested to do so by the training co-ordinator.
- monitoring and recording students progress against training plans
- monitoring and passing on lack of training resources
- liaison with the training co-ordinator on issues relating to training
- carrying any other tasks as directed by the members of the management team

Application Process

To apply for a volunteer position with Nansen Highland the following outlines the process involved:

- Completed application form
- contact by letter or phone, if application provisionally accepted
- Notification in writing if Nansen Highland is unable to offer a position
- Informal Interview, Telephone interview if long distant application.
- CRBS (Central Registered Body in Scotland) check
- Two written references
- Confirmation of work permits, if necessary
- Letter offering volunteer position with Nansen Highland



Volunteer Expenses

Accommodation may be available for long distance applications within our residential care home depending on availability.

At present Nansen Highland is unable to offer compensation on mileage however, this policy is currently being investigated by the management team.

Induction Procedures

All volunteers will receive a comprehensive induction on the training, policies, health and safety requirements with Nansen Highland. Volunteers will be issued with an induction pack, which contains the staff handbook, organisation structures and staff training information.

Confidentiality

All information provided on application forms, contacts etc are treated as strictly confidential and stored in a locked area.

Internal training

Volunteers are welcome to join the internal staff training days, which are organised approximately twice a year. These training days are informal and cover various topics as requested by the staff/volunteers. Any topic suggestions should be proposed to the Director.

Appraisal System

Volunteers receive an annual appraisal unless a more frequent appraisal is requested. The appraisal will be conducted by the Project Co-ordinator or Director.



Co-worker Contract

This contract is in accordance with the main terms and conditions of your volunteering with Nansen Highland.

1. Name

2. Nature of volunteering:

Special Conditions

- **Criminal Record**

It is an ongoing condition of this contract that you have and retain no convictions of any criminal offence. Nansen Highland reserves the right to establish your record through enquiry with the CRBS at any time. Should any criminal history not be divulged and subsequently discovered, then Nansen Highland has the right to immediately terminate this contract.

3. Contract Dates

This engagement is deemed to commence on

4. Procedure for Settling Grievances.

A copy of the procedure is within the staff handbook and should be read by all members of staff/Volunteer.

5. Health & Safety Policy.

It is a condition of service that all staff/Volunteer conforms to Nansen Highland's Health and Safety Policy. Copies of this are in the staff handbook and should be read by all staff/Volunteers.

6. Declaration

I warrant that I have received the current edition of "The Staff Handbook" (to be read in conjunction with this statement) and read and received copy of this statement setting out the main terms of my volunteering with Nansen Highland. I confirm my agreement to abide by them.



CONFIDENTIAL

APPLICATION FOR NANSEN HIGHLAND

Post	Volunteer Position
Location	

Nansen Highland
Redcastle Station
Killearnan
By Muir of Ord
Ross-Shire
IV6 7RX

Telephone: 01463 871255
Fax: 01463 870258
E-mail: general@nansenhigland.co.uk
Web Site: www.nansenhigland.co.uk

Please print this application form as e-mail applications are not accepted.



PERSONAL DETAILS

PERSONAL DETAILS

Surname: _____ Home Address: _____
 Forename(s): _____
 Title (Mr, Mrs, Ms, Dr etc): _____
 Home Tel. No: _____ Post Code: _____
 Work Tel No: _____ Date of Birth: _____
 E-mail: _____

Do you hold a current full driving licence? Yes No

EDUCATION/QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS

Dates Attended		Name of School/College/University	Qualification Obtained
From	To		
Professional Body		Category of Membership	Date of Registration



EMPLOYMENT DETAILS

CURRENT EMPLOYMENT

Current Post Title:

Date of Commencement in Post:

Employer's Name and Address:

Post Code:

Period of Notice Required:

Describe your current duties and responsibilities:



EMPLOYMENT DETAILS (Cont.)

PREVIOUS EMPLOYMENT Please list in date order with the most recent first

Post Title	Employer's Name and Address	Dates		Outline of Duties and Reasons for Leaving
		From	To	

OTHER INTERESTS (e.g. hobbies, voluntary activities)



ADDITIONAL INFORMATION

Please detail of any additional information about your skills and experience in support of your application. Please also give your experience, if any, of working with individuals with learning disabilities.

What are your reasons for wishing to do voluntary work?

Do you have a disability, which is liable to affect your work?

If Yes, do you require any special adaptations to enable you to work?

Do you suffer from epilepsy, asthma or any other condition we should be aware of for health and safety purposes?



MISCELLANEOUS

REFERENCES

Referee 1 (Current/last Employer)

Name:

Tel No:

Address:

Post Code:

Relationship:

Can referee be contacted prior to interview?

Referee 2

Name:

Tel No:

Address:

Post Code:

Relationship:

Can referee be contacted prior to interview?

- **Enhanced Criminal Disclosure Check**

It is an ongoing condition that you have and retain no convictions of any criminal offence. Nansen Highland reserves the right to establish your record through an Enhanced Criminal Disclosure Check with the CRBS at any time. Should any criminal history not be divulged and subsequently discovered, Nansen Highland has the right to immediately terminate any contract.

I believe the information given on this form to be correct and understand that any false statement may disqualify me from appointment or may render me liable to dismissal.

Signature:

Date: