



Volunteer Form

(Non-Medical)



CBHUK
COMMERCE HOUSE
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BL3 3RR

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CBHUK is a not-for-profit Charitable Company Limited by Guarantee – Registration No. 7970717
Registered with the Charity Commission for England & Wales No. 1146323.

Volunteer Form

CBHUK is a not-for-profit charity committed to delivering the highest standard of support, care and service to pilgrims and overseas travellers. If you are too, then this volunteer post is an opportunity to join our highly motivated and innovative team.



NAME	
DOB	
HOME ADDRESS + POSTCODE	
AGE	
CONTACT NUMBER	
EMAIL ADDRESS	

OCCUPATION	
EMPLOYER	
WORK ADDRESS	
WORK CONTACT NUMBER	

SKILLS YOU WOULD LIKE TO OFFER	<input type="checkbox"/> Administration <input type="checkbox"/> Advice, Support & Training <input type="checkbox"/> Campaigning <input type="checkbox"/> Legal <input type="checkbox"/> Driving <input type="checkbox"/> First Aid <input type="checkbox"/> Marketing / PR / Web <input type="checkbox"/> Photography / Film <input type="checkbox"/> Other – Please Specify _____
AREA OF INTEREST	<input type="checkbox"/> Event Management <input type="checkbox"/> Administration <input type="checkbox"/> Charity <input type="checkbox"/> Social Events <input type="checkbox"/> Education Projects <input type="checkbox"/> Newsletter / Web <input type="checkbox"/> Fundraising <input type="checkbox"/> Clinics
PREVIOUS EXPERIENCE (In a charity or work related)	

<p>Venue/Locations you can attend</p> <p>We will try where possible to reimburse travel expenses which have been approved prior</p>	<p>North West <input type="checkbox"/> Bolton <input type="checkbox"/> Blackburn <input type="checkbox"/> Manchester <input type="checkbox"/> Oldham/Rochdale</p> <p>Yorkshire <input type="checkbox"/> Batley <input type="checkbox"/> Bradford <input type="checkbox"/> Leeds</p> <p>Midlands <input type="checkbox"/> Leicester <input type="checkbox"/> Birmingham</p> <p>South West <input type="checkbox"/> Bristol <input type="checkbox"/> Gloucester</p> <p>South East <input type="checkbox"/> London <input type="checkbox"/> East London <input type="checkbox"/> Tooting <input type="checkbox"/> Croydon <input type="checkbox"/> Southall</p>
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I understand that in carrying out any duties I will act professionally, document my work and will be responsible for my own actions. If there are any problems, I will report this to the team leader or an authorised representative.

SIGNED: _____ DATE: _____

PRINT NAME: _____

Completed form to be signed and returned to CBHUK via post or scanned and emailed to: info@cbhuk.org

Volunteer Description

- Attendance at the Hajj & Umrah clinics, seminars and exhibitions.
- To liaise with the Operations Director, CBH directors, managers and team leaders in charge at the event
- Follow systems and processes in operation
- To correctly document all work
- To provide administrative support for doctors / health care professionals
- To attend any meetings as required to facilitate the smooth running and planning of the events
- To work as part of a team
- To try and facilitate the recruitment of other volunteers and health care professionals and help in capacity building
- To administer bookings and follow up telephone calls to patients
- To make telephone calls to suppliers, tour operators and customers as required
- Promote a positive image of the CBH at all times
- Update website, Social media sites as delegated
- Any other tasks as required for public benefit and in line with achieving the charitable objects of the CBH.

Appraisals

- CBHUK will facilitate requests by the volunteers in the collation of evidence for their portfolios
- A certificate of participation will be issued to all doctors on an annual basis

Person Specification

Essential

- Good interpersonal skills.
- Friendly & outgoing and ability to motivate others
- A commitment to social justice and equal opportunities.
- Commitment to helping the guests of Almighty God
- Commitment to helping Overseas travellers
- An ability to reflect on work practice and a desire to learn good working practices and share them.
- High Level of spoken and written English.
- Ability to work as part of a team.
- Commitment to working in a non-judgemental way.
- Commitment to the Council of British Hajjis (CBHUK) ethos.
- Professional outlook at all times
- Good time management skills
- Sensitive, mature and empathetic personality
- Ability to cope with stressful situations and undertake responsibility

Desirable

- A knowledge of Hajj & Umrah.
- A knowledge of issues facing pilgrims and overseas travellers.
- Good housekeeping skills.
- Record keeping/ IT skills.
- Additional Languages such as Arabic, Urdu, Gujarati, Panjabi, Bengali etc..