



Supporting Children and Young People with
Bereavement and Parental Separation

Volunteer Application
for the Recruitment
of
Rainbows Coordinators
at
Programme Centres

Including Coordinator Training Booking Forms

July 2021

RAINBOWS IRELAND
Loreto Centre,
Crumlin Road,
Dublin 12, D12 K753

Introduction

Rainbows welcome you as you consider undertaking the role of a Coordinator. Coordinators are pivotal to the delivery of Rainbows in programme centres in local areas.

Coordinators are at the core of the local management of Rainbows and are pivotal to the delivery of Rainbows in programme centres in local areas.

This document aims to outline the Coordinators of the role and responsibility of a Coordinator at a Rainbows Programme Centre. Coordinators undertake an additional training following completion of Facilitator training.

Rainbows recommend that two Coordinators are appointed at a programme centre to share and support the role to be carried out.

Recruitment and Selection of Coordinators

- Are recruited by the Programme Centre Director.
- Complete Facilitator Training and Coordinator training.
- Commit and adhere to all codes of practice, policies and procedures set down by Rainbows Ireland.
- The Programme Centre retains the right to turn down an application

Programme Coordinators

- Are generally recruited from the team of Facilitators.
- Agree and sign the Coordinator Code of Practice and sends same to Rainbows National Office and a copy is given to the Centre
- Programme Coordinators are responsible for the management and delivery of the Rainbows programme as set down by Rainbows Ireland
- The Programme Coordinator reports on a regular basis to the Centre Director

Essential qualities of a Programme Coordinator

- Warmth, appreciation of and trust in people; ability to establish healthy relationships.
- Enthusiasm, positive attitude to life and people; eagerness to reach out to others.
- Effective leadership.
- Organisational skills: ability to understand the philosophy, goals and implementation of Rainbows; ability to respond to priorities as needed; ability to monitor the programme so that the objectives of Rainbows are always in focus; ability to understand and maintain confidentiality, Data Protection, boundaries and privacy.

Role and Responsibilities of volunteer Coordinators in the Rainbows Service

- Are 21 years of age or older.
- Have completed Facilitator and Coordinator Training
- Are available and present in the Centre during all Rainbows group meetings.
- Oversee the implementation and maintain integrity of Rainbows programmes at the Centre.
- Follow all guidelines, policies and procedures as set down by Rainbows Ireland
- Are responsible for all organisational details including
- Conduct Parent Information sessions – by phone, remotely, face to face meeting with parents as detailed by Rainbows Ireland policy and procedures.
 - a) Organise and manage all aspects of the programme delivery with the Rainbows team at the centre
 - b) Order materials
 - c) Undertake all evaluation procedures and
 - d) complete the online Programme report

Coordinator Training Booking Form



Volunteer Details

Name:

Mobile number:

Email address 1:

Email address 2:

Occupation:

Date, location and trainers names (if known) of most recent Facilitator training:

Rainbows Programme Centre Name and address:

Are you a staff member or volunteer for this programme centre?

Centre Director Name:

Centre Director Email address:

Centre Director contact number:

Coordinator Training Code (as per website)

Coordinator Training Dates:

Final Declaration

- I, as Centre Director, understand the role and responsibility of the Rainbows Coordinator.
- I have recruited the above volunteer to act as Rainbows Coordinator at this programme Centre.
- I understand the Coordinator role is one of day to day running of the Rainbows Programme and that they will liaise with me, Centre Director on a regular basis as the programme is running.

Centre Director Signature:

Volunteer Signature:

Date:

Return completed forms to: admin@rainbowsireland.ie

Rainbows Ireland Garda Vetting Invitation Form NVB1



Rainbows Ireland are authorized to vet all Rainbows Ireland volunteers. Rainbows Ireland is required to have sight of an applicant's proof of identity prior to submitting his/her Vetting Application to the National Vetting Unit. E.g. Photo graphic ID e.g. Driver's License, Passport and confirmation of current address e.g. utility bill, bank statement, P60 etc.

Please tick the box below to confirm you have supplied a photocopy of your photographic ID and proof of current address to your Centre Director and they have stored this information at your programme centre:

Please tick this box to verify that you have no pending convictions:

If you have pending convictions, please briefly outline the nature of the conviction below:

Prior to completing your vetting application form, please enter details in the fields below.

These details will not be provided to the National Vetting Bureau but will be used by Rainbows Ireland to track your vetting application.

Full Name:	
Contact number:	
Email Address:	
Name of Rainbows Centre:	
Name of Centre Director:	

Documentation Requirements for Overseas Residence

If you have lived abroad for one year and one day or longer after the age of 18, (working or not), you must provide a certified copy of a Certificate of Criminal Clearance for each country where you have lived for one year and one day or longer with your application. If you obtained police clearance for a country some time ago and have not returned to live in that country, you may submit a certified copy of that document.

Please contact the embassy / consulate for the relevant country for details on how to obtain a certificate of criminal clearance. If you are unable to secure a certificate of criminal clearance for a particular country, please contact us via email at jennifer@rainbowsireland.ie or by phone 01 473 4175

Rainbows Ireland
Loreto Centre,
Crumlin Road,
Dublin 12
D12 K753.



Your Ref:

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Garda Vetting Invitation Form NVB 1

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):	
Middle Name:	
Surname:	
Date Of Birth:	
Email address:	
Contact Number:	
Role Being Vetted For:	Rainbows Ireland Coordinator

Current Address:	
Line 1	
Line 2	
Line 3	
Line 4	
Line 5	
Eircode/Postcode	

Section 2 – Additional information

Name of Organisation:	Rainbows Ireland
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I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to

2016. **Please tick box**

Applicant's
Signature:

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Date:

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/	M	M
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/	Y	Y	Y	Y
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Please return this form to the above-named organisation by post or email to admin@rainbowsireland.ie
Postal address: Rainbows Ireland, Loreto Centre, Crumlin Road, Dublin 12, D12 K753

An invitation to the National Vetting Bureau e-vetting website will then be sent to your Email address.

**Note: This form must be printed and signed in BLACK PEN and returned to Rainbows Ireland.
Please DO NOT send copies of proof of ID to Rainbows National Office. Proof of ID documents MUST be given to the CENTRE DIRECTOR/PRINCIPAL/MANAGER of the Rainbows Programme Centre.**