

Volunteer Opportunities Bulletin - April



Those in purple are our most urgent needs.

Birmingham (Sandwell on pg.6)

Retail Shop Volunteer

Open Monday to Saturday with most support needed on Monday and Fridays

- Located at our Hamstead shop, 34 Old Walsall Road, B42 1NP
- Tasks will include all or some of the below:
 - Till operation and cash/card handling
 - Sorting and preparing stock
 - Creating displays to attract attention and promote
- Customer service skills desirable

3 - 5
spaces

This role is ideal for someone looking to improve their customer service skills, or has an interest in fashion/retail, or for someone who has some free time and would like to spend time in a second-hand, preloved environment.

This role is daily or weekly/regular and it is hoped a 6+ month commitment can be made

Administration Support Volunteer (Wellbeing Team) - Basic skill level welcome 4 - 8 hours per week, days to be agreed

- Located at head office Stratford House, B12 0HT
- Hours and days to be confirmed
- Answering emails and telephone calls
- Printing and scanning
- Basic understanding in Office 365
- Confident using a laptop/computer and phone system

1
space

This role is ideal for someone with basic admin skills looking to improve and enhance. It is also ideal for someone with spare time who enjoys admin duties and/or supporting a charity meet its goals.

This role is intended to operate for around 6 months over a weekly basis however may extend for a longer period.

Wellbeing Walking Group Assistant Volunteer (Lightwoods Park, Bearwood)

1 - 2 hours per week on Tuesday

- Tuesdays at 2pm, takes place in all weather except wet (and therefore slippery) days
- Walk is mixed pace, some more confident and others with some participants with walking aids or adaptations
- Assisting the lead volunteers in guiding conversation
- Showing up for the attendees; signposting where needed and encouraging good health
- Assisting with outreach and promotion of the group
- Option to join the other volunteers and participants at the Edge cafe after the walk is complete

1 space

This role is ideal for someone who values health, fitness and wellbeing within our older community.

This role is weekly/regular and it is hoped a 6+ month commitment can be made

Wellbeing Walking Group Assistant Volunteer (Kings Heath)

1 - 2 hours per week on Thursdays

- Thursdays at 11am, takes place in most weather except wet (and therefore slippery) days and very cold days
- Walk is gentler/slower pace for those with walking aids
- Assisting the lead volunteer in guiding conversation
- Showing up for the attendees; signposting where needed and encouraging good health
- Assisting with outreach and promotion of the group

1 space

This role is ideal for someone who values health, fitness and wellbeing within our older community as well as guiding meaningful conversation.

This role is weekly/regular and it is hoped a 6+ month commitment can be made

Information and Advice Volunteers

Flexible hours/days between Monday and Friday (weekly rota)

Form Filler Volunteer

Multiple spaces

- Based at our head office B12 0HT
- Assisting with forms and online applications
- Providing guidance on next steps

- Must be articulate and concise

Reception/Admin (in person) Volunteer

- Based at our head office B12 OHT
- Answering incoming telephone calls and responding to emails
- Monitoring visitors to the building and ensuring they are comfortable and seen timely
- Filing/photocopying
- Admin experience desirable, experience with Microsoft Office essential

Advisor (speculative)

- Based at our head office B12 OHT
- Advising on specific subject matters such as housing, benefits, finance
- Previous experience essential in I&A or similar organisations

Full and dedicated I&A training will be provided upon starting.

This role is weekly/regular and it is hoped around a 1 year commitment can be made

Men-Only Activity/Social Group Lead Volunteer (Sheldon, B26)

Approx. 2-4 hours (TBD) between group delivery and associated admin

- A new pilot will be launching soon at Sheldon Heath Social Club to facilitate a mens-only social activity group
- This may include darts, snooker, or another activity - it is currently in early stages of planning
- Volunteer will take an active part in the direction of the group, planning and implementation, and will run the group once settled
- This will be run weekly eventually but can begin fortnightly or monthly
- Administrative duties will be required along with facilitation and delivery of the group
- Staff member support during setup
- Once established an assistant volunteer will join to help

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The ideal person is confident and articulate, an excellent listener, with a genuine interest in older males wellbeing. Experience setting up groups, classes, or community events is essential.

The volunteer must be male.

We hope that the person undertaking the role will stay with us long term, however a short-term "initial set up" volunteer (3-6 months) will be considered

Dementia Carers Hub Support Group Volunteers (speculative)
2-3 hours per group session

Varies by location

- Various locations across the city as per timetable (attached if emailed)
- Providing a safe space for people who care for loved ones with dementia
- Coordinate and facilitate activities for the group to enjoy
- In-house support such as serving refreshments, dish washing, tea making
- Prompt a supportive environment

Ideal for those seeking experience in dementia services or a career in health and social care, community health, or occupational therapy, as well as experienced individuals wishing to support older people in their community.

This role is weekly/regular and it is hoped a 6+ month commitment can be made

Sandwell

Sandwell Carers Hubs and Activity Group Volunteers

This is a fairly new project which is being established and is already in demand. If the below roles are of interest, our memory care manager or memory care advisors can give you much more detail upon interest. We need volunteer help in various capacities such as:

- Assisting with the running of information stands at events (raise awareness of service)
- Assisting the running of peer support groups across all towns of Sandwell & Great Barr Many
- Administrative support (can base at head office B12 or Oscott Community Centre B44)
- Outreach support

Roles are not yet fully formulated however we are keen to hear from people with interest in the above.

All roles are regular and we hope for someone who can ideally commit at least 6 months with 1 year preferred if possible.

Wellbeing Walking Group Assistant Volunteer (Lightwoods Park, Bearwood)

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- Tuesday at 2pm, takes place in all weather exception persisant rain
- Walk is mixed pace, some more confident and others with some participants with walking aids or adaptations
- Assisting the lead volunteer in guiding conversation
- Showing up for the attendees; signposting where needed and encouraging good health 1 space
- Option to join the other volunteers and participants at the Edge cafe after the walk is complete

This role is ideal for someone who values health, fitness and wellbeing within our older community.

This role is weekly/regular and it is hoped a 6+ month commitment can be made

How to Apply

Please use the application form to apply.

To discuss any of the roles, obtain full role descriptions, or to find out more, please email or telephone.

Online:	Application Form Link - HERE
Email:	Volunteering@ageukbirmingham.org.uk
Phone:	0121 824 1459
Contact Name:	Louise Crowther Volunteer Coordinator