

Volunteer Opportunities Bulletin - March



Those in purple are our most urgent needs.

Birmingham

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

1

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

ENNS Administration Volunteer (in-person and remote) - Experience Necessary

3 - 5 hours a week, 1-2 days between Monday and Thursday

- Located at head office: Stratford House, B12 0HT focusing on the Edgbaston constituency
- Flexibility to fulfil the role remotely once settled in

1 - 3

spaces

- Supporting the ENNS team in organising events and meetings
- Handling requests for information and ensuring databases and directories are managed precisely and accurately
- Using Microsoft spreadsheets confidently and assist in preparing reports and presentations
- Answering emails and telephone calls

This role is ideal for someone with existing admin skills looking to improve and enhance, particularly if a career in PA, events or business admin is the goal. It would also suit someone with free time who would like to support a charity.

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

Wellbeing Walking Group Assistant Volunteer (Lightwoods Park, Bearwood)

1 - 2 hours per week on Thursdays

- Thursdays 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 volunteer in guiding conversation
- Showing up for the attendees; signposting where needed and encouraging good health
- 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

Administration Support Volunteer (Wellbeing Team) - Basic skill level welcome

~ 2 hours per group session

- Located at head office Stratford House, B12 0HT
- Hours and days to be confirmed
- Answering emails and telephone calls
- Printing and scanning
- Using Office 365 with confidence

1 - 2 spaces

This role is ideal for someone with existing admin skills looking to improve and enhance, particularly if a career in PA, events or business admin is the goal. 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.

IT Support Volunteer

6 – 16 hours per week flexible between Monday and Thursday

- Located at head office: Stratford House, B12 0HT
- Support staff and volunteers with IT related queries
- Troubleshoot reported issues on Windows, Microsoft 365, and/or CharityLog CRM
- Troubleshoot reported basic hardware issues
- Carry out device wipes and resets
- Write user guides with a clear step by step instruction

1 space

Ideal for someone looking to have a career in IT support services or software development and wants to gain experience operating directly with our Technology and Premises Officer.

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

- 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 0HT
- 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

Multiple spaces

Advisor (speculative)

- Based at our head office B12 0HT
- 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

Retail Shop Volunteer

Open Monday to Saturday with particular focus on Monday and Friday

- 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

Dementia Carers Hub Support Group Volunteers (speculative)

2-3 hours per group session

- 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

Varies by
location

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 on the next page.....

Sandwell

Sandwell Carers Hubs and Activity Group Volunteers

This is a new project which is being established and is already in demand. If the below roles is of interest, the project advisors can give you much more detail upon application. 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
- Administrative support (can base at head office B12 or Oscott Community Centre B44)
- Outreach support

Speculative

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.

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- Assisting the lead volunteer in guiding conversation
- Showing up for the attendees; signposting where needed and encouraging good health
- 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

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