



Volunteering Opportunities & Application Pack

Summer 2025



Age UK Enfield is a registered charity (1063696) and company limited by guarantee. Registered in England and Wales number 03352062. Registered office John Jackson Library, Agricola Place, Enfield EN1 1DW.

Volunteering With Age UK Enfield

General Fact Sheet

Thank you for your interest in volunteering with us!

This sheet outlines the roles available and how to get involved.

About Age UK Enfield

We're the borough's leading charity supporting older people. Our aim is to help older adults feel valued, active, and connected by offering tailored services and activities to improve wellbeing and quality of life.

Why Volunteer With Us?

Volunteers are a vital part of our team and make a real difference. You'll join a friendly, dedicated group working to support the local community.

There's no one-size-fits-all, but great volunteers are:

- Friendly and enjoy working with older adults
- Reliable and positive
- Team players, open to learning
- Committed to making a difference

Some roles, require experience.

We welcome people from all backgrounds and walks of life.

What You'll Gain

- Make a real impact in your community
- Join a supportive volunteer team
- Gain valuable experience
- Access free e-learning and group meetups
- Feel part of something meaningful

How to Apply

1. View current volunteering opportunities
2. Complete the application form

3. Email it to **volunteering@ageukenfield.org.uk** or post to:
**Sian Peers, FREEPOST RTZR-XHYL-EUZH, Age UK Enfield,
John Jackson Library, 35 Agricola Place, EN1 1DW**

We'll then contact you to discuss next steps.

What to Expect

- You must be 18+ to apply
- We require two references and a DBS check (can take up to 8 weeks)
- You'll receive a full induction and any necessary training
- Minimum 6 months commitment due to onboarding process

Where You'll Be Based

Our main offices are at:

John Jackson Library

35 Agricola Place, Bush Hill Park, EN1 1DW

Tel: 020 8375 4120 | Email: admin@ageukenfield.org.uk

Parker Centre (Day Care Centre)

6 Houndsfield Road, Edmonton, N9 7RA

Tel: 020 8351 1131 | Email: day.centre@ageukenfield.org.uk

Activities also take place across various community venues in Enfield.

Find Out More

 www.ageuk.org.uk/enfield

 [Facebook](#) / [Instagram](#) / [LinkedIn](#)

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Volunteering Opportunity

Administration Assistant

What You'll Do

Support the Age UK Enfield team with general admin tasks that help our services run smoothly. You'll help with email communication, data entry, and other simple office duties.

You will:

- Help respond to and send emails from shared inboxes (with support and supervision)
- Input volunteer, client, or service data into our CRM system (training provided)
- Update spreadsheets, mailing lists or booking systems
- Support with printing, scanning or filing where needed
- Maintain confidentiality and accuracy when handling information

Skills You'll Use or Develop

- Basic IT and email skills (Outlook, Microsoft Office)
- Attention to detail and a methodical approach
- Ability to follow instructions and work as part of a team
- Good written communication

Time Commitment

Flexible – ideally one regular half-day or full day per week
Monday to Friday, between 9:00 am and 5:00 pm

Location: Age UK Enfield office or remote

Reports to: Relevant team lead or manager, depending on the area of support



Volunteering Opportunity Community Activity Assistant

What You'll Do

Help set up, support, and pack away at friendly group activities and events for older people in Enfield. You'll help create a welcoming space where people can relax, chat, and take part in engaging sessions.

You will:

- Set up chairs, tables, and refreshments
- Greet attendees and help them settle in
- Encourage people to join in and feel included
- Keep the space tidy during and after sessions

Skills You'll Use or Develop

- Friendly and confident talking to people
- Able to follow guidance from staff
- Supportive and respectful of others' needs
- Comfortable working as part of a team

When and Where

You can support at any of our one-off events and/ or one or more of the following regular groups:

Memory Meet Up

1st & 3rd Wednesday, 10:00 am – 12:30 pm
St Stephens Church Hall, Village Road, EN1 2BA

Social Singing

2nd Wednesday, 10:15 am – 11:45 am
St Stephens Church Hall, Village Road, EN1 2BA

Tea and Chatter

2nd Tuesday, 9:30 am – 12:15 pm
Ordinance Unity Centre Library, 645 Hertford Road, EN3 6ND

Men's Sheds

Tuesdays and Thursdays, 10:30 am – 1:30 pm
John Jackson Library, Agricola Place, EN1 1DW



Volunteering Opportunity Day Care Centre Assistant

What You'll Do

Support staff and clients at the Parker Centre to create a warm, welcoming environment for older people living with dementia. You'll help with social activities and mealtimes to ensure the day runs smoothly.

You will:

- Chat and engage with clients to build a friendly atmosphere
- Encourage and support participation in activities (e.g. arts, crafts, quizzes)
- Set up tables and help serve meals and drinks
- Clear tables and keep the space clean and tidy
- Communicate with staff about client needs or concerns

Skills You'll Use or Develop

- Friendly and compassionate nature
- Comfortable supporting older people, including those with dementia
- Punctual and reliable
- Able to follow instructions and work as part of a team
- Respectful of confidentiality

Time Commitment

4 hours between 10:30 am and 4:00 pm
(Weekdays)

Location: The Parker Centre, 6 Houndsfield Road, Edmonton, N9 7RA

Reports to: Day Centre Manager



Volunteering Opportunity Kitchen Assistant – Day Care Centre

What You'll Do

Work alongside the chef to help prepare and serve food for older people attending the centre. You'll assist with food prep, keeping the kitchen clean, and ensuring mealtimes run smoothly.

You will:

- Prepare ingredients (e.g. peel and chop vegetables)
- Help make tea and coffee trays
- Wash dishes and maintain hygiene standards
- Keep kitchen surfaces and equipment clean
- Organise supplies and groceries
- Interact respectfully with clients when appropriate

Skills You'll Use or Develop

- Willingness to learn food prep tasks
- Understanding of food hygiene (training provided)
- Organised and detail-oriented
- Good communication and teamwork
- Reliable and committed
- Suitable for those with or without catering experience

Time Commitment

2–4 hours between 10:00 am and 2:00 pm
(Weekdays)

Location: The Parker Centre, 6 Houndsfield Road, Edmonton, N9 7RA
Reports to: Day Centre Manager



Volunteering Opportunity

Digital Champion

What You'll Do

Support people aged 50+ to build confidence with their phones, tablets, or computers. You'll help them learn basic digital skills so they can stay connected and independent.

You will:

- Provide one-to-one support at Digital sessions
- Help with everyday tasks like email, Zoom, downloading apps
- Guide people to feel confident using their own devices
- Answer questions and troubleshoot problems
- Record support sessions on Charity Log
- Identify common digital needs and refer to extra resources if needed

Skills You'll Use or Develop

- Confident using smartphones, tablets, and laptops
- Friendly and patient teaching style
- Clear communication
- Problem-solving and adaptability
- Good timekeeping and dependability

Time Commitment

Tuesdays 11:00 am – 1:00 pm

Location: Dugdale Centre, 39 London Rd, Enfield EN2 6DS

Reports to: Digital Inclusion Lead



Volunteering Opportunity

Ucan Enfield Ambassador

What You'll Do

As a UCAN Enfield Ambassador, you'll play a key role in helping people find out about and engage with the UCAN project, which promotes healthy lifestyle changes through free exercise, nutrition and wellbeing sessions. You'll help support sessions on the day and raise awareness in the community.

You will:

- Attend UCAN exercise or nutrition sessions to take the register and gather feedback from attendees
- Represent UCAN at community events or groups by helping to set up an information stall
- Talk to members of the public about UCAN and help them sign up
- Input register or sign-up data into the CRM system (training provided)

Skills You'll Use or Develop

- Friendly, confident communication with the public
- Ability to use simple digital forms
- Reliable, organised and a good team player
- Willingness to learn and follow data protection guidance

Time Commitment

Flexible – ideally 2–4 hours per week

May include weekdays or occasional weekends depending on events and session schedules

Location: Various community venues across Enfield

Reports to: UCAN Enfield Project Lead or Practitioner



Volunteering Opportunity

Telephone Survey Assistant

What You'll Do

Help us understand what older people need by calling clients to complete short surveys. You'll collect feedback that helps shape our services and programmes.

You will:

- Make phone calls using a provided script
- Record answers clearly and accurately
- Explain why the survey matters and how responses will be used
- Maintain confidentiality and data protection at all times
- Report any issues to staff
- Attend occasional training sessions

Skills You'll Use or Develop

- Clear, confident telephone manner
- Good listening and data recording skills
- Patience and empathy with older adults
- Able to follow scripts and stay on task
- Comfortable using a computer
- Reliable and respectful of confidentiality

Time Commitment

2–4 hours between 9:00 am and 5:00 pm, Monday to Friday
(Flexible)

Location: Age UK Enfield offices or remote

Reports to: Survey Coordinator



Volunteering Opportunity

Flyer Distributor

What You'll Do

Help promote Age UK Enfield services and events by distributing flyers and posters in local community spaces. You'll raise awareness and act as a friendly face for the organisation in your local area.

You will:

- Distribute flyers and materials to homes, libraries, shops, cafes, community centres and GP surgeries
- Engage with the public in a polite, friendly way
- Answer basic questions about Age UK Enfield
- Keep a simple log of where you've delivered materials and how many
- Report back to your supervisor with any feedback or updates

Skills You'll Use or Develop

- Confidence working independently
- Good communication skills
- Willingness to walk and stand for periods of time
- Professional and approachable attitude
- Reliable and well organised

Time Commitment

2–4 hours between 10:00 am and 2:00 pm
(Flexible days)

Location: Various locations across the London Borough of Enfield

Reports to: Communications, Marketing & Volunteer Manager



Volunteering Opportunity

Social Media and Communications Assistant

What You'll Do

Help promote Age UK Enfield's work by creating engaging content for social media and supporting our communications. You'll help us reach more older people, volunteers, and supporters through creative, informative posts and storytelling.

You will:

- Create social media posts using provided content or your own creative ideas
- Schedule and share posts across platforms like Instagram and Facebook
- Take photos or short videos at events
- Assist with newsletters, leaflets, and other communications
- Share insights or analytics to help improve our reach

Skills You'll Use or Develop

- Creativity and written communication skills
- Social media content creation and scheduling
- Basic digital design (e.g., using Canva – training can be provided)
- Attention to detail and tone of voice
- Awareness of inclusive and accessible communication

Time Commitment

2–4 hours per week (Flexible days)

Location: Age UK Office and some remote working

Reports to: Communications, Marketing & Volunteer Manager



Next Steps

Ready to apply?

If you're interested in volunteering with Age UK Enfield, the next step is to complete a **Volunteer Application Form**.

How to get the form:

- **Download it** from our website:
[Age UK Enfield | Volunteer with us](#)
- **Request a copy by email:**
volunteering@ageukenfield.org.uk
- **Request by phone:**
Call Age UK Enfield on **020 8375 4120**

Once you've completed your form:

Return it by email to: volunteering@ageukenfield.org.uk

Or Post it to us at:

FREEPOST RTZR-XHYL-EUZH
Age UK Enfield
John Jackson Library
35 Agricola Place
Bush Hill Park
EN1 1DW

What happens next?

- We'll be in touch to arrange a friendly chat
- We'll carry out reference checks and a DBS check
- You'll be invited to an induction and supported with any training for your role

Still unsure?

If you're not ready to apply yet, we'd still love to hear from you. We can help you explore your options and stay in touch for future opportunities.

Sian Peers – Volunteer Manager

Email: volunteering@ageukenfield.org.uk

Phone: 020 8375 4120

Website: [Age UK Enfield | Volunteer with us](#)