



Volunteering Opportunities & Application Pack

Summer 2026



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:
The Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF

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
- You'll receive full induction and any necessary training
- Minimum 6 months commitment due to onboarding process

Where You'll Be Based

Our main office is:

The Mabel Churn Centre

55b Sunny Road, Enfield, EN3 5EF

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

Find Out More

 www.ageuk.org.uk/enfield

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

Roles **Page**

Administration Assistant	4
Community Activity Assistant	5
Day Centre Assistant & Companion	6
Day Centre Meet & Greet	7
Dementia Activity Facilitator	8
Digital Champion	9
Flyer Distributor	10
Gardening Volunteer – Day Centre	11
Group Activity Mentor	12
Kitchen Assistant – Day Centre	13
Physical Activity Mentor	14
Social Media and Communications Assistant	15
Swim Buddy for People Living with Dementia	16
Telephone Survey Assistant	17
Ucan Enfield Ambassador	18
Walk Leader	19



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
Ordnance 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 Centre Assistant & Companion

What You'll Do

Support staff and clients at the Mabel Churn 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, music)
- 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 Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF

Reports to: Day Centre Manager



Volunteering Opportunity Day Centre Meet & Greet

What You'll Do

As a Meet & Greet Volunteer, you'll be a friendly first point of contact at our day centre, helping to create a safe, welcoming and well-supported environment for people living with dementia, their families, and visitors.

You will:

- Welcome clients, visitors, and family members as they arrive
- Help maintain a safe environment by being present and aware of who is entering and leaving the centre
- Gently support clients to remain within safe areas if needed
- Provide information, leaflets, or signposting to visitors
- Work alongside staff to ensure the day runs smoothly

Skills You'll Use or Develop

- Friendly and confident communication
- Awareness, observation, and promoting a safe environment
- Patience, empathy, and understanding of dementia
- Teamwork and following guidance from staff

Time Commitment

4 hours between 9:30 am and 4:00 pm
(Weekdays)

Location: The Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF

Reports to: Day Centre Manager



Volunteering Opportunity Dementia Activity Coordinator

What You'll Do

Bring joy and stimulation to people living with dementia by planning and running creative, engaging activities at our day care centre, that encourage connection, laughter and participation. You'll use your skills and imagination to lead sessions centred around an activity area of your choice such as music, movement, theatre, storytelling, arts, cooking or gardening.

You will:

- Plan and deliver fun and inclusive activity sessions for day centre members living with dementia
- Adapt activities to suit individual needs and abilities
- Encourage participation and build confidence among members
- Work alongside staff to ensure sessions run safely and smoothly

Skills You'll Use or Develop

- Creativity and the ability to engage people
- Good communication and interpersonal skills
- Patience, empathy, and understanding of dementia
- Organisation and planning skills
- Confidence leading small group activities

Time Commitment

Flexible- ideally a regular session each week between 10:30 am and 3:00 pm (Weekdays)

Location: The Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF
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 (Dugdale Arts Centre)
Other weekdays between 10:00 am – 4:00 pm

Location: Dugdale Centre, 39 London Rd, Enfield EN2 6DS
Possibly some community groups across Enfield

Reports to: Digital Inclusion Lead



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 Gardening Volunteer – Day Care Centre

What You'll Do

Support the development and maintenance of our allotment space at the Mabel Churn Day Care Centre. You'll help create a calm, welcoming outdoor environment where older people can enjoy nature, take part in light gardening activities, and connect with others.

You will:

- Help maintain the allotment space (e.g. watering, weeding, planting, harvesting)
- Support the set-up and upkeep of planting areas, raised beds, or pots
- Encourage and support clients to get involved in simple gardening tasks
- Help keep the outdoor space safe, tidy, and accessible
- Work with staff to plan seasonal planting or small garden projects
- Report any concerns or maintenance needs to staff

Skills You'll Use or Develop

- Interest in gardening or outdoor activities (no expert knowledge needed)
- Friendly and patient approach when engaging with older people
- Ability to work independently and as part of a team
- Basic understanding of health and safety in an outdoor setting
- Creativity and initiative in developing the space
- Reliable and committed

Time Commitment

Flexible – ideally 2-4 hours per week
Weekdays 10:00 am and 2:00 pm

Location: The Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF
Reports to: Day Centre Manager



Volunteering Opportunity Group Activities Mentor

What You'll Do

Support a small group of older people aged 65+ to become more active and improve their wellbeing. You'll facilitate discussions, encourage participation, and help the group work towards shared goals during a 12-week programme.

You will:

- Support a group of up to 6 participants
- Help the group identify a shared wellbeing or physical activity goal
- Facilitate weekly group sessions
- Encourage participation and positive peer support
- Monitor progress towards agreed goals
- Introduce ideas and activities that support healthy ageing and wellbeing
- Maintain attendance and session records

Skills You'll Use or Develop

- Group facilitation
- Communication and leadership
- Motivation and coaching skills
- Confidence managing group discussions
- Organisation and planning
- Problem-solving and teamwork

Time Commitment

Minimum 2 hours per week

Flexible weekdays between 9:00am and 5:00pm

Location: Community locations around Enfield

Reports to: Communities in Motion 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 Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF

Reports to: Day Centre Manager



Volunteering Opportunity Physical Activity Mentor

What You'll Do

Support older people aged 65+ to become more physically active and achieve personal wellbeing goals through one-to-one mentoring. You'll provide encouragement, motivation, and practical support to help someone make positive lifestyle changes over a 12-week programme.

You will:

- Meet with an older person regularly to build a supportive mentoring relationship
- Help them identify a wellbeing or physical activity goal
- Work together to create achievable steps and milestones
- Encourage and motivate them to stay active and overcome barriers
- Review progress and celebrate achievements
- Signpost to local activities and opportunities where appropriate
- Maintain accurate records of mentoring sessions

Skills You'll Use or Develop

- Communication and active listening
- Motivation and mentoring skills
- Confidence supporting behaviour change
- Understanding of healthy ageing and physical activity
- Organisation and record keeping
- Problem-solving and goal setting

Time Commitment

Minimum 2 hours per week

Flexible weekdays between 9:00am and 5:00pm

Location: Enfield Please note this role may involve visiting individuals in their homes, as well as meeting them in public and community settings.

Reports to: Communities in Motion 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
- 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
- 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



Volunteering Opportunity

Swim Buddy for People Living with Dementia

What You'll Do

As a Swim Buddy, you'll provide friendly one-to-one support for people living with dementia during gentle swimming sessions. You'll help participants feel comfortable, safe, and encouraged in the water, making a meaningful difference in someone's life.

You will:

- Support participants from poolside to safely enter and exit the pool
- Offer reassurance and light physical support where appropriate
- Communicate clearly and respectfully, adapting to individual needs
- Support light water-based activities guided by staff
- Follow safety procedures and report any concerns

Skills You'll Use or Develop

- Confidence in the water and supporting others safely
- Kind, patient, and respectful communication
- Ability to follow guidance and work as part of a supportive team
- Experience in dementia-friendly activities and building inclusive practice

We're looking for volunteers who are:

- Confident swimmers with good water skills
- Comfortable being in the pool with others (t-shirt and leggings swimwear is acceptable)
- Willing to assist with pool entry and light physical support

Time Commitment

2–4 hours per week

**Location: Southbury Leisure Centre, 192 Southbury Road Enfield
London EN1 1YP**

Reports to: Head of Prevention Services



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 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

Walk Leader

What You'll Do

As a Walk Leader, you'll support the delivery of friendly, inclusive group walks that encourage people to stay active, connect with others, and enjoy their local area.

You will:

- Lead or support small group walks in the local community
- Welcome participants and help create a relaxed, inclusive atmosphere
- Encourage conversation and social connection within the group
- Adapt the pace and route to suit the needs of participants
- Follow agreed routes and safety guidance, reporting any concerns to staff

Skills You'll Use or Develop

- Confidence leading and engaging small groups
- Friendly communication and building connections with others
- Awareness of safety and supporting different mobility levels
- Organisation and teamwork

Time Commitment

Flexible – ideally 2–4 hours per week

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

Location: Local parks across Enfield

Reports to: Exercise Coordinator



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 The Mabel Churn Centre, 55b Sunny Road, Enfield, EN3 5EF

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 a group 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](#)