



VOLUNTEERING OPPORTUNITIES MATRIX

JAN/FEB 2020

VOLUNTEER BEFRIENDING/HOME VISITING

Our traditional befriending/home visiting service for older people who are lonely and/or isolated is currently at capacity so we are **not** looking to recruit volunteers specifically for this role.

Please consider either volunteering for us in another way, either by applying for one of the volunteer roles listed on this matrix, or by helping us raise funds for the charity.

The more funds that are raised for the charity by our supporters, the more older people we can support via our services such as the befriending/home visiting service.

If you would like to consider fundraising for the charity then when you get in touch, ask for one of our fundraising packs which provides a wealth of ideas to get you started.

Raising £10 will pay for an hour's visit to a lonely older person
Raising £100 will pay for the induction and training of two volunteers

"You coming is the highlight of my week"



"Having a visitor has completely changed my life. I am a different person"

Volunteering Opportunities Matrix Jan/Feb 2020

Role Title	Men in Sheds Directors (Worksop)
Time Commitment	<p>This voluntary role requires the individual to be present at the Worksop shed for one day per fortnight as a minimum (preferably one day per week) plus attendance at the four Board meetings that take place each year</p> <p>The Board usually meets on the first Thursday of March, June, September and December, dates for 2020 are:</p> <ul style="list-style-type: none"> ✓ Thursday 5th March 2020 3:30pm to 5:30pm ✓ Thursday 4th June 2020 3:30pm to 5:30pm ✓ Thursday 3rd September 2020 3:30pm to 5:30pm ✓ Thursday 3rd December 2020 3:30pm to 5:30pm
Skills / interests needed	<ul style="list-style-type: none"> • integrity • a commitment to the Men in Sheds project • an understanding and acceptance of the legal duties, responsibilities and liabilities of directorship • a willingness to devote the necessary time and effort to their duties as a director • strategic vision • good, independent judgement • an ability to think creatively • a willingness to speak their mind • an ability to work effectively as a member of a team
Tasks	<ul style="list-style-type: none"> • Ensuring that the organisation complies with its Memorandum & Articles of Association, company law and any other relevant legislation or regulations • Contributing to the board of the company, ensuring that the organisation pursues its stated purpose, as defined in its governing document, by developing, agreeing and implementing a business plan. • Ensuring the effective and efficient administration of the organisation. • Ensuring the financial stability and sustainability of the organisation. • Following proper arrangements for the appointment, supervision and support of the Men in Sheds' volunteers. • Keeping informed about wider issues and policies that might affect the organisation's work. • Safeguarding the good name and values of Age UK Nottingham & Nottinghamshire, the parent charity. <p>The Directors will receive support to fulfil these duties from specialist staff employed by the Charity who can provide support and advice in areas such as governance, finance, health & safety, safeguarding, training, PR & Marketing, HR & volunteering, IT, premises, data protection, etc. The Board of Directors receive direct support from an experienced member of Age UK Notts staff who devotes an average of one day per week to this role.</p>
Where	<p style="text-align: center;">Men in Sheds Unit 2, Kilton Terrace Kilton Road Worksop S80 2DQ</p>
Process	<p style="text-align: center;">Application Form Interview References will be taken Basic DBS check</p>

Role Title	Men in Sheds Volunteers (Daybrook, Blidworth & Worksop)			Volunteer Administrators Men in Sheds (x1 Blidworth & x1 Worksop)	
Time Commitment	3 hours on a regular basis dependent upon the opening times of the relevant shed			One morning each week (Mon-Fri) (actual day and time for each position to be discussed at interview)	
Skills / interests needed	An enjoyment of chatting to older male service users who may be lonely and isolated			Good organisation skills Ability to input data accurately onto databases Ability to use Microsoft Excel, Word and Office 365 Excellent communication skills	
Tasks	Unlock the workshop and prepare the session. Ensure the workshop is left clean and tidy at the end of the session and lock up. Supervise workshop sessions			Support with administration tasks which may include:- Inputting data onto the Charity's database Responding to and sending emails Photocopying, printing and filing	
Where	Men in Sheds The Stores Building Jubilee House Compound Nottingham Road Daybrook, Nottingham NG5 6LU	Men in Sheds Unit 4, Boundary Court, Blidworth Mansfield NG21 0UE	Men in Sheds Unit 2, Kilton Terrace Kilton Road Nottingham S80 2DQ	Men in Sheds Unit 4, Boundary Court, Blidworth Mansfield NG21 0UE	Men in Sheds Unit 2, Kilton Terrace Kilton Road Nottingham S80 2DQ
Process	Application Form Visit to the relevant shed/become a member Interview References will be taken Basic DBS check			Application Form Interview & admin test References will be taken Basic DBS check	
Training	Induction plus online training specific to the role			Induction plus online training specific to the role	

Role Title	Volunteer Driver's Mate (Mansfield)	Volunteer Shop Assistants (x1 Mansfield x 5 West Bridgford)	
Time Commitment	A few hours each week – preferably mornings from 8.30am until 12 noon	A minimum of a morning or an afternoon –during shop opening hours which are 9.30am – 3.30pm Mon-Sat	
Skills / interests needed	Physically fit to lift and move heavy items of furniture Can do attitude Pleasant manner with customers	Interest in the wellbeing of older people Able to work as part of a team Pleasant manner with customers	
Tasks	To assist the van driver with the collection of furniture from households across north Nottinghamshire and deliver them to the charity's furniture shop in Mansfield. Role involves loading and off loading of the van and helping with the safe display of furniture in the shop and stock rotation when necessary	Sorting donations provided to the shop Steaming donations ready for display Tagging donations ready for display Volunteering in the shop including displaying and rotating stock Meeting and Greeting customers	
Where	Age UK Notts 26-28 Regent Street Mansfield Nottinghamshire NG18 1SS	Age UK Notts 26-28 Regent Street Mansfield Nottinghamshire NG18 1SS	Age UK Notts 28a Gordon Road West Bridgford Nottingham NG2 5LN
Process	Application Form Interview References will be taken	Application Form Interview References will be taken Basic DBS check	
Training	Induction plus online training specific to the role	Induction plus online training specific to the role	

Role Title	Wellbeing at home Volunteers (Nottingham)	Day Care Activity Support Volunteers (Cinderhill)
Time Commitment	<p>PLEASE NOTE THAT THIS ROLE IS CURRENTLY SHORT-TERM UNTIL END MARCH 2020 BUT MAY EXTEND BEYOND THIS DATE IF THE SERVICE IS CONTRACTED TO CONTINUE.</p> <p>As required on a regular, short term basis – minimum of 1-2 hours per week</p>	<p>A minimum of either one morning or one afternoon on a weekly basis (Mon-Fri). Specifics to be discussed at interview.</p> <p><i>Please note that this role requires volunteers who can support on a long-term basis (min 6 months) and is not suitable for students who are not available to volunteer outside of term time and is not suitable for students seeking work experience placements who only require a certain number of hours volunteering.</i></p>
Skills / interests needed	<p>A general interest in the health and wellbeing of older people and the issues that affect them</p> <p>An ability to deal sensitively with older people whilst respecting boundaries but also empowering them to help themselves</p>	<p>A genuine interest in the wellbeing of older people and a friendly, sensitive and kind approach. Being comfortable in small groups or on a one to one basis with people with dementia</p>
Tasks	<p>To ensure that the home of a service user due to be discharged from hospital is prepared for their return (warm, food basics in fridge)</p> <p>To support service user on a short-term basis by befriending, collecting prescriptions, providing emotional support and confidence building</p>	<p>Assisting centre staff to deliver activity sessions, both one to one and in groups. Helping to set up and clear away activities.</p> <p>Talking with older people at the centre about their life experiences.</p> <p>Listening to music with older people.</p> <p>Reading newspapers with older people and discussing the content</p>
Where	<p>Clients' own homes in Nottingham City boundaries</p>	<p>Our Sybil Levin Day Care Centre is located approximately 3 miles outside of Nottingham City Centre (NG8 6AD) and is easily accessible by car, bus and tram.</p>
Process	<p>Application Form</p> <p>Interview</p> <p>References will be taken</p> <p>Enhanced & Barred List DBS check</p>	<p>Application Form</p> <p>Interview</p> <p>References will be taken</p> <p>Basic DBS check</p>
Training	<p>Induction plus online training specific to the role</p>	<p>Induction plus online training specific to the role</p>

Role Title	Volunteer Meeter & Greeters Footcare Service (Clifton & Sherwood Rise)		Cover/Temporary volunteer Meeters & Greeters Footcare Service (Clifton, St Anns, Sherwood Rise)		
Time Commitment	We are seeking x2 volunteers to become a Meeter & Greeters at our Footcare clinics. x1 in Clifton every Tuesday and x1 at our Sherwood Rise Health Centre clinic every 1 st and 4 th Friday of the month. The clinics operate from 9.45am until 4.15pm. Should you be interested in either of these roles, you will need to be available preferably from 09.45am until 3.30pm every Tuesday at Clifton and the same times at Sherwood Rise on the specified Fridays (there may be some flexibility over times).		We are seeking 'cover' Meeter & Greeters at all 3 of our Footcare clinics for when our current volunteers are unavailable due to holiday or sickness. Clifton on a Tuesday St Anns on a Monday Sherwood Rise on a Friday		
Skills / interests needed	A genuine interest in the wellbeing of older people Friendly personality Basic IT skills to be able to make & log appointments for clients electronically		A genuine interest in the wellbeing of older people Friendly personality Basic IT skills to be able to make appointments for clients electronically		
Tasks	To help set up the meet and greet and clinic rooms as needed To meet and greet clients of the Footcare Service, register them as arrived on the electronic database, and offer them a hot drink on arrival. and Ensure clients are comfortable and remain with them until their appointment time Following the client's appointment, take payment and issue a receipt Book clients in for future footcare appointments on the electronic calendar To chat with clients over a cuppa before/after their appointment and provide information/signpost them onto other services that may be of interest to them.		Tasks are same as those listed under the Volunteer Meeter & Greeter Role listed opposite		
Where	Clifton Cornerstone Southchurch Drive, Clifton, Nottingham NG11 8EW There is a tram stop right outside.	Sherwood Rise Health Centre 29 Nottingham Rd, Sherwood Rise, Nottingham NG7 7AD Near main bus route	Clifton Cornerstone Southchurch Drive, Clifton, Nottingham NG11 8EW	St Ann's Valley Centre 2 Livingstone Rd, St Ann's, Nottingham NG3 3GG	Sherwood Rise Health Centre 31 Nottingham Rd, Sherwood Rise, Nottingham NG7 7AD
Process	Application Form Interview References will be taken Enhanced DBS check		Application Form Interview References will be taken Enhanced DBS check		
Training	Induction plus online training specific to the role		Induction plus online training specific to the role		

Role Title	Volunteer Community Form Fillers Warm Homes Hub (I & A)	Volunteer Big Knitters
Time Commitment	As a minimum we need you to be available for at least 3 hours each week – days and times can be discussed at interview	As and when you choose
Skills / interests needed	<p>A genuine people person who enjoys interacting with adults of all ages. Friendly personality with good listening and communication skills. Ability to treat clients with sensitivity and with confidentiality. Ability to complete forms accurately with good attention to detail Basic computer & internet skills. (Further training can be provided)</p>	An ability to knit
Tasks	<p>Meeting with clients and often family members in their home area at a mutually agreed venue and time. Supporting clients to complete often lengthy claim forms for any benefits such as Universal Credit, Attendance Allowance, Personal Independence Payment and Disability Living Allowance. Recording accurate notes on our electronic database (can be done from volunteer's home as long as an internet connection is available)</p>	For each hat knitted, Innocent give 25p to Age UK Notts. Knit as many little hats as you can – we provide the patterns!
Where	<p>We require x1 volunteer based in each of the following areas of Nottinghamshire Bassetlaw Broxtowe Gedling Mansfield/Ashfield Newark & Sherwood</p>	Wherever you love to knit
Process	<p>Application Form Interview References will be taken Enhanced DBS check</p>	None
Training	Induction plus online training specific to the role	None

Role Title	Volunteer Handyperson/s (Nottingham)	
Time Commitment	Either a morning or an afternoon each week on a regular basis (Mon-Fri) Specifics to be discussed at interview	
Skills / interests needed	Cheerful disposition Physically fit Can do attitude Basic DIY skills Ability to volunteer appropriately alongside staff of all levels	
Tasks	Repair small items of furniture or fixtures and fittings Paint small areas that require touch-up or redecoration Help dismantle, remove and install office furniture Move parcel deliveries to the Charity to the correct location Keep the staff car park area clean and tidy	
Where	Based at our Head Office in Nottingham City Centre (NG1 4FQ)	
Process	Application Form Interview References will be taken	
Training	Induction plus online training specific to the role	

Contact Judith Keegan, Volunteering Manager, volunteering@ageuknotts.org.uk or tel. 0115 8599204

