

Volunteering Opportunities Matrix Nov/Dec 2019

Role Title	Volunteer Handyperson/s	Day Care Activity Support Volunteers
Time Commitment	Either a morning or an afternoon each week on a regular basis	A minimum of either one morning or one afternoon on a weekly basis (Mon-Fri). Specifics to be discussed at interview. <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 work experience placements who only require a certain number of hours volunteering.</i>
Skills / interests needed	Cheerful disposition Physically fit Can do attitude Basic DIY skills Ability to volunteer appropriately alongside staff of all levels	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
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	Assisting centre staff to deliver activity sessions, both one to one and in groups. Helping to set up and clear away activities. Talking with older people at the centre about their life experiences. Listening to music with older people. Reading newspapers with older people and discussing the content
Where	Based at our Head Office in Nottingham City Centre	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.
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	Volunteer Meeter & Greeter (Clifton) (Footcare Service)	Volunteer Fundraisers	Volunteer Big Knitters
Time Commitment	We are seeking a volunteer to become a Meeter & Greeter at our Footcare clinic in Clifton. This clinic operates from 10am until 4pm every Tuesday. Should you be interested in this role, you will need to be available for at least either a Tuesday morning or afternoon each week, or preferably from 10am until 3pm. We are also seeking 'cover' Meeter & Greeters at all 3 of our Footcare clinics for when our current volunteers are unavailable due to holiday or sickness.	As required	As and when you choose
Skills / interests needed	A genuine interest in the wellbeing of older people Friendly personality Basic IT skills to be able to make appointments for electronically	Unbounding enthusiasm and tenacity to raise funds to help the older people of Nottingham and Nottinghamshire	An ability to knit
Tasks	To meet and greet service users of the footcare service and offer them a hot drink on arrival. To escort service user to reception, and register them as arrived on the electronic database. Ensure service users are comfortable and remain with them (if required) until their appointment time. Occasionally you may be required to accompany the service user during their footcare appointment. To prepare the water ready for footcare session To take service user through to the footcare assistant at appointment time. Following the service user's appointment, take payment and issue a receipt Book service user in for future footcare appointments To chat with service users over a cuppa following their appointment.	Run a marathon, compete in a triathlon or hold a cake sale for example. There are lots of fun ways to raise money for us!	For each hat knitted, Innocent give 25p to Age UK Notts. Knit as many little hats as you can – we provide the patterns!
Where	Our Clifton footcare clinic runs every Tuesday at Clifton Cornerstone from 10am – 4pm. There is a tram stop right outside. Our St. Anns clinic runs on a Wednesday and our Sherwood clinic on a Friday.	Wherever you choose to raise money for us	Wherever you love to knit
Process	Application Form Interview References will be taken Enhanced DBS check	None	None
Training	Induction plus online training specific to the role	None	None

Role Title	Volunteer Shop Assistants (West Bridgford)	Volunteer Driver's Mate (Mansfield)	Volunteer Administrator (Blidworth)
Time Commitment	A minimum of a morning or an afternoon –during shop opening hours which are 9.30am – 3.30pm Mon-Sat	A few hours each week – preferably mornings from 8.30am until 12 noon	One morning each week (Mon-Fri) during shed opening hours (actual day and time to be discussed at interview)
Skills / interests needed	Interest in the wellbeing of older people Able to work as part of a team Pleasant manner with customers	Physically fit to lift and move heavy items of furniture Can do attitude Pleasant manner with customers	Good organisation skills Ability to input data accurately onto databases Ability to use Microsoft Excel, Word and Office 365 Excellent communication skills
Tasks	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	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	Support with administration tasks which may include:- Inputting data onto the Charity's database Responding to and sending emails Photocopying, printing and filing
Where	Age UK Notts 28a Gordon Road West Bridgford Nottingham NG2 5LN	To work out of our furniture shop in Mansfield Town Centre	Men in Sheds (Age UK Notts community interest co.) Unit 4, Boundary Court, Blidworth Mansfield NG21 0UE
Process	Application Form Interview References will be taken Basic DBS check	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	Induction plus online training specific to the role

Role Title	Men In Sheds Volunteers	Men in Sheds Directors (Workshop)
Time Commitment	3 hours on a regular basis dependent upon the opening times of the relevant shed	This role requires the individual to be present at the Workshop 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
Skills / interests needed	An enjoyment of chatting to older male service users who may be lonely and isolated	<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 • commitment to attend four Board meetings each year and take part in Board decision making which is sometimes undertaken by email
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	<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.
Where	Blidworth and Workshop and Daybrook sheds	Men in Sheds Unit 2, Kilton Terrace Kilton Road Workshop S80 2DQ
Process	Application Form Visit to the relevant shed/become a member Interview References will be taken Basic DBS check	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	Volunteer Befrienders (Home Visiting)	Forces Friends Volunteers (Home Visiting)	Wellbeing at home Volunteers (Home Visiting)
Time Commitment	A minimum of one hour per week on a regular basis	A minimum of one hour per week on a regular basis	As required on a regular, short term basis – minimum of two hours per week <i>(Please note that following short term visits there may be opportunities for service users to become longer term befrienders for their clients if there is a need identified)</i>
Skills / interests needed	A genuine interest in the health and wellbeing of older people and the issues that affect them An enjoyment of talking and listening to older people	A forces background, or knowledge and an interest of the armed forces is essential for this role A genuine interest in the health and wellbeing of older people and the issues that affect them An enjoyment of talking and listening to older people	A general interest in the health and wellbeing of older people and the issues that affect them An ability to deal sensitively with older people whilst respecting boundaries but also empowering them to help themselves
Tasks	Providing social contact and face to face befriending on a regular long term basis <i>(Our current need is for volunteers who have day time availability, rather than just evening availability)</i>	Visit an older veteran or their surviving spouse on a regular basis providing friendship and encouragement to join social groups in their community where this is possible	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) To support service user on a short term basis by befriending, collecting prescriptions, providing emotional support and confidence building
Where	Clients' own homes in Nottinghamshire (Our current need is for volunteers who are flexible around the location they are able to visit)	Clients' own homes in Nottingham, Mansfield and Worksop	Clients' own homes in Nottingham City boundaries
Process	Application Form Interview References will be taken Enhanced DBS check	Application Form Interview References will be taken Enhanced DBS check	Application Form Interview References will be taken Enhanced & Barred List DBS check
Training	Induction plus online training specific to the role	Induction plus online training specific to the role	Induction plus online training specific to the role

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