



***Current Volunteering Vacancies – January 2020
Age UK Richmond upon Thames***

Nightingale Service Volunteer:

Friendly and reliable volunteers required to provide support to our home from hospital service, providing practical support to people over the age of 65 who are recuperating at home after a recent hospital stay, or from a period of illness. Volunteers are currently particularly needed who are able to go shopping for groceries for service users (own car useful) or helping with practical jobs such as fitting key safes (full training given).

Volunteer Benefits Adviser:

We are looking for a friendly volunteer who enjoys the company of older people to join the welfare benefits team. You will be assisting clients with claiming attendance allowance and other benefits, which would otherwise be unclaimed. As home visits to assist clients with filling in the relevant forms are an important part of this role, access to your own transport is helpful. Any previous knowledge of the benefits claims process would be useful but not essential.

Whitton Centre Reception Volunteer:

Our three social centres aim to provide a place where older people in the borough of Richmond can come together and enjoy a range of activities, exercise classes, wellbeing sessions and social events. As part of our team at the Whitton Centre you will welcome people into the centre and act as a first point of call for enquiries. The role will involve ensuring a friendly atmosphere in the centre and spending time with members. Help needed on Tuesday and Friday mornings.

Barnes Centre Garden Tidy Volunteer

As a volunteer gardener, you will help to maintain our small garden at the Barnes social centre, ideally on a weekly basis. Tasks include sweeping, digging and planting and generally helping to maintain the garden as a pleasant space for centre members.

Allotment Volunteer:

We are looking for volunteers for our community allotment in Teddington. Ideally you'll have an interest in gardening and enjoy being outdoors. You will help a small friendly team of our clients with planting and maintaining the allotment on an ongoing basis. Help needed for 2 hours on either Monday or Thursday mornings.

Volunteer Minibus Driver:

As a volunteer minibus driver you will assist our Community Services team with driving groups of older people to enjoy trips and days out up to 7 or 8 times per year. Volunteers must be aged over 21 and have held a full UK driving license for at least two years. MiDAS minibus training will be provided to volunteers before beginning in this role.

Community Services Administrative Volunteer

Our Community Services team aim to reach older people in all areas of the borough of Richmond, including those who may have become socially isolated. We are looking for a well organised and friendly volunteer who can provide admin support for one day per week at our head office in East Sheen. This role will include helping to maintain the service database along with making phone calls and mailings.

Handyperson Administrative Volunteer

As the volunteer administrator for this very popular service, you will be supporting the service co-ordinator with answering phone calls, updating the database, as well as other administrative tasks. This role is based in our busy, friendly office in East Sheen, and would be for a few hours on a weekly basis. Good IT skills and previous experience using Excel and databases would be an advantage.

*If any of the above volunteer roles are of interest to you, please contact
Frances Carpenter, Volunteer Co-ordinator, for more details and an application pack:
Tel: 020 8878 3451, e-mail: frances.carpenter@ageukrichmond.org.uk*