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**Volunteer Bulletin**

**December 2019**

**If you are interested in any of the volunteer opportunities please ring the Boulevard Centre on 01254 583957 or call in to see one of our advisors during one of our DROP-IN Sessions**

**Volunteer Opportunities**

**Mobility Aids Volunteering – Preston**

**Agency: British Red Cross**

**Hours: Flexible**

**Details**: Our mobility aids teams help hire out wheelchairs and other mobility equipment to people who may have an illness or have suffered an accident, and we are looking to recruit more volunteers in Preston to help run the centre, as well as promote the service to potential beneficiaries.

**Typical tasks include:** Taking calls and enquiries from people wanting to borrow a wheelchair.

Giving information about other Red Cross services, where appropriate

Updating service user records and other administrative tasks using computer based systems

Demonstrating how to use and look after our wheelchairs

Receiving and recording donations

**What we are looking for**

Someone who:

Is willing to uphold the Fundamental Principles of the International Red Cross and Red Crescent Movement and adhere to the Society's Equal Opportunities Policy

Is willing to act in accordance with our values and behavior’s framework

Is willing to uphold people's dignity at all times

Is willing to attend induction and appropriate training

Is willing to use our IT systems and has basic IT skills

Enjoys meeting people and helping them to remain independent

Has good communication skills.

Has been familiarised with any equipment required to carry out the role.

**Stroke Café Supporter**

**Agency: The Stroke Association (Darwen)**

**Hours: Volunteers will do a two hour shift between 10am and 3pm.**

**Details:** After a stroke many stroke survivors and carers may become socially isolated as they are no longer able to access the activities and groups they did prior to the stroke. As a volunteer you will assist in the running of a coffee group. The group will provide peer and social support for stroke survivors and carers and enable them to share experiences with others in the same situation.

Tasks for this role can include:

Ensuring attendees are able to participate in any activities and conversations.

Assisting attendees to order their own refreshments.

Helping with tasks such as risk assessments and health and safety venue checks.

Collating feedback from attendees and communicating its achievements.

Ensuring emergency contact details of anyone attending are taken.

Working with your designated staff member / supervisor to ensure everything is running smoothly and according to policy and procedures.

**Stroke Choir Support**

**Agency: The Stroke Association (Darwen)**

**Hours: Volunteers will be required Monday 10 to 12 noon.**

**Details:** Tasks for this role can include:

Supporting the delivery of the sessions by enabling safe access, setting up the room layout, and transfer of instruments and equipment.

Meeting and greeting group members, including supporting new members to be welcomed and supported to participate.

Supporting sessions with preparation of song sheets and coordinating transport arrangements.

Preparing and providing refreshments.

**Volunteer Drivers**

**Agency: Travel Assist Service Ltd**

**Hours: Flexible**

**Details: Volunteer Drivers are needed to help deliver our Door to Door service for vulnerable people.**

Travel Assist's main social objectives to make transport accessible to the people who experience difficulties accessing main stream transport.

Travel Assist provides transport services in the following areas:

Door to Door service for vulnerable people

Patient Transport on behalf of Northwest Ambulance Service Trust in Lancashire and South Lakes.

Urban Registered Bus Routes, Rural Registered Bus Routes.

Accessible Minibuses that can be booked by community based groups for their transport needs - EG days out, trips to the theatre and meetings.

For people who live independently Travel Assist created an Out and About Club which runs trips which individuals can book themselves onto.

By becoming a volunteer with Travel Assist you can be assured that your time will be valued, and all your efforts will make a real difference to the lives of vulnerable people within our community. Generous out of pocket expenses are paid. Those volunteers looking for a useful addition to their CV, Travel Assist offers a real working environment that will provide a meaningful work experience.

The main skill required is a desire to be part of a team that is committed improve public transport for the local community.

Contact James Coulthard at Travel Assist Service Ltd [travelassist@btconnect.com](mailto:travelassist@btconnect.com)

**Music and Films Assistant**

**Agency**: **Salvation Army Trading-Darwen Shop**

**Hours: Flexible**

**Details:** Do you enjoy music, films and games? Have you heard of The Sims, The Flintstones or the rolling stones? Do you know what these are? If you do, we need your help. We are looking for knowledgeable people to support our team and help sort, price, research and display our donations of games, DVDs and Music

**Inpatient Clinical Volunteer**

**Agency:** **East Lancashire Hospice**

**Hours:** **Flexible Daytime**

**Details**: Have an open, caring approach towards the patient and those that matter to them, whilst being sensitive to their need for privacy

Receive a handover of individual patient needs specific to your role at the start of your shift

Alongside clinical staff, help to support patients with activities of daily living including for example assisting with hygiene needs, movement, eating and drinking and recreational activity

Enhance the wellbeing of patients and those that matter to them by supporting the creation of special memories through events, activities, food and drink. This might include for example: reading, conversation, board games, music and crafts, taking refreshment orders

Provide support for the Inpatient Unit reception, answering the telephone, taking accurate messages, welcoming visitors and escorting people to other parts of the hospice.

Support the team in maintaining a tidy and welcoming environment including for example: keeping rooms clutter free including IPU kitchen, removing wilting flowers

Provide feedback to the nursing team on how to enhance the experience of patients and families

What we will do for you:

Provide education to support you in your volunteer role including for example:

Communication skills, Foundations in clinical care, Bereavement workshop

Provide a buddy/mentor to support and guide you

Provide regular meetings to discuss the role, your experiences and any ideas or feedback you have

**Volunteer Kitchen Hand - Café Retreat**

**Agency: East Lancashire Hospice**

**Hours:** **Flexible Monday to Friday between 9am and 5pm**

**Details**:With the supervision and direction of the catering team, follow a cleaning and maintenance schedule to ensure high levels of cleanliness and a dining area that is clean and well equipped for our guests to have the best dining experience.

What we would like you to do

 Ensure an adequate stock of napkins and polished crockery and cutlery is available at all times for our guests

 Wash crockery, cutlery, pots and pans to a high standard and operate the dishwasher safely and efficiently

 Carry out kitchen cleaning tasks following agreed cleaning schedule

 Maintain orderly storage areas

 Provide as much notice as possible to the Catering Lead/deputy if you are unable to undertake a pre-arranged duty so alternative plans can be made

 To undertake training or development applicable to the role including for example food hygiene and manual handling

 Follow hospice guidance/policies related to the role including dress code, incident reporting, health and safety regulations

 Report any incidents or accidents however minor to the Catering Lead or their deputy without delay to keep yourself and others safe

**Hospice Shop Volunteer**

**Agency: East Lancashire Hospice**

**Hours: 3-4 hours per week on a fixed day**

**Details:** What we would like you to do

1. To ensure all volunteers comply with current policies and procedures applicable to the role

2. To undertake training and development applicable to the role.

3. To project a friendly approach to patients, staff, volunteers, visitors and customers at all times

4. To respect all information concerning volunteers, employees and patients as strictly confidential at all times.

5. To ensure that all Health and Safety Rules are adhered to at all times. No appliance or equipment should be operated unless training has been undertaken and you are deemed competent to use it

6. To sort through donated goods – separate items that are suitable for sale from those that are not

7. To place clothes on hangers and steam iron ready to be priced.

**Receptionist/Administration Assistant**

**Agency:** The ARC Project

The ARC Project is a West Pennine Moors Circuit mission project based at Wesley Hall Methodist Church in Blackburn Town Centre. Founded in 2004, ARC is well established with experience and a history of working with asylum seekers and refugees in the Blackburn with Darwen Borough.

**Hours:** Thursday and Friday from 10 am - 3:00 pm

**Details:** Our reception area exist to better serve our users accessing our English Classes and Casework. The most important aspect of the volunteer receptionist role will be welcoming individuals and families and triaging their needs.

The role will also include making appointments, registering new students/service users, answering the telephone, photocopying, faxing and scanning and other general office duties.

You will need to assess the needs and support clients within the community who require our assistance via the ARC Office (this does not include the proffering of advice.)

**Volunteer Hospitality Steward**

**Agency:** The ARC Project

**Hours:** Tuesday from 11 am - 2:30 pm

**Details:** Hospitality is very important within the ARC Project and as such we want to invest in ensuring people feel welcome at all times. We currently have a number of activities that require refreshments and want a team that are kind, welcoming and friendly.

As a volunteer in the kitchen you will need to;

Provide a warm welcome to people by serving them with refreshments and snacks during ARC activities as agreed.

Make sure that refreshments and food are distributed equally to all members of the community.

Check on supply levels (i.e. tea, sugar, milk, bread etc) and inform staff when more supplies are needed.

To be constantly mindful of health and safety as well as food hygiene standards and report any issues that arise.

To attend training related to this role (if asked)

At all times to be sensitive to the different cultures of the community accessing the ARC Project and mindful of confidentiality.

You may be asked to assist in the kitchen at other agreed times i.e. during celebrations or events.

**English Club Volunteer Classroom Assistant.**

**Agency:** The ARC Project

**Hours:** Wednesday and Friday from 9:45 am - 12:15 pm

**Details:** English Club sessions are aimed primarily at Refugees and Asylum Seekers, providing an opportunity for them to socialise and develop their English skills in a relaxed and informal setting.

Qualities needed to be an English Club Volunteer:

- Reliability and Punctuality

- Sensitivity and Awareness

- Applicants will need to be able to contribute to the nurturing environment that has been established at ARC, showing patience and consideration to all students in line with the ARC mission and values.

- Competence in Spoken and Written English

- Willingness to Get Involved

If you are interested applying for any of these three roles please email you CV to arcprojectlisa@gmail.com.

**For further details contact**

**The Boulevard Centre, Railway Road, Blackburn,**

**BB1 1EZ**

**Tel 01254 583957,**

**Email:** [**office@communitycvs.org.uk**](mailto:office@communitycvs.org.uk)

**If you would like an opportunity added to the next Bulletin please drop us an email by 11th December and we will include it in the bumper New Year’s Edition.**

