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**Volunteer Bulletin**

**December 2020**

**If you are interested in any of the volunteer opportunities please ring the Boulevard Centre on 01254 583957 to speak to an advisor. We are unable to provide a drop-in service at this time.**

**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.

**Spreadsheet Support Volunteer**

**Agency:** Lancashire School Sailing Association

**Hours:** To be confirmed and home based.

**Details**: The Sailing School looking for a volunteer to help them with some time-limited working from home spreadsheet support linked to a bid they are developing. This is a short term opportunity.

**Customer Service Volunteer**

**Agency: British Red Cross**

**Hours: Flexible**

**Details: About this role**

This is a very rewarding role providing much-needed support for people who are accessing our service. Based at one of our mobility aids spoke locations, the main element of the role is serving the public who require a wheelchair or other mobility aids equipment. This is the ideal role for someone who enjoys meeting people, can show compassion and empathy and who likes administrative duties with a customer service perspective.

Typical tasks include:

> Liaising with the hub to arrange stock/deliveries/collections.

> Issuing and receiving wheelchairs (or other mobility aids equipment) using a computer based stock control system.

> Demonstrating how to use and look after our wheelchairs (and other equipment)

> Dealing with enquiries from people wanting to borrow a wheelchair (or other equipment) by telephone and face to face

> Receiving payments / donations and issuing receipts

> Contacting service users about overdue and upcoming return of equipment

> Signposting to other Red Cross services/providers

> Actively promoting the Retail Mobility Aids offer/website

These are just some examples. You will work within a great team and be fully supported by the Volunteer Coordinator.

We are looking for someone who:

> A Volunteer who ideally has a customer service background

Contact: Email: [wheelchairvolunteer@redcross.org.uk](mailto:wheelchairvolunteer@redcross.org.uk) or Tel 03000 040309

**Church Speakers, Church Representatives, Office Volunteers, Community Volunteers.**

**Agency: Christian Aid**

**Hours: Volunteers will be on Tuesday, Wednesday and Thursday**

**Details:** Our work includes helping people to:

Claim their rights and access services such as healthcare and education,

Ensure they are not discriminated against for any reason,

Make the most of opportunities.

We have several and varied opportunities.

Contact: email: cholmes@christian-aid.org

**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 or Accrington 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.

**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.

**Team Leader, Referrals Officer, Publicity & Social Media Organiser, Fundraiser.**

**Agency: Read Easy Preston Pioneer Group**

**Hours: To Be Agreed**

**Details:** Read Easy UK is a national charity which teaches adults to read for free by pairing them 1:1 with a trained mentor. We are currently setting up a new group in Preston and need volunteers to help run it. There are several roles available.

Contact: [preston@readeasy.org.uk](mailto:preston@readeasy.org.uk)

**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.**

