

# Volunteering Opportunities Matrix

April 2022



You can make a difference to the lives of older people in Nottingham and Nottinghamshire.

People of all ages and all walks of life volunteer for Age UK Nottingham & Nottinghamshire and we couldn't do our work without them. Below are all the volunteering opportunities that the charity currently offers.



Role Title	Volunteer Shop Assistants (West Bridgford)
Location	Age UK Notts, 28a Gordon Road, West Bridgford, Nottingham, NG2 5LN
Time Commitment	A minimum of a morning or an afternoon –during shop opening hours which are 9.30am – 4.00pm Tuesday -Saturday
Tasks	<ul style="list-style-type: none"> <li>• Ensuring customers experience excellent customer service</li> <li>• Maintaining the look of the shop displays so that customers have a positive shopping experience</li> <li>• Restocking shelves and rails as and when needed</li> <li>• Maintaining a tidy, clean and safe shopping / working environment</li> <li>• Taking and processing payments from customers (including card payments following appropriate training)</li> <li>• Sorting through donations</li> <li>• Opportunity to use the internet to share real-time information on Social Media</li> </ul>
Skills / interests needed	<ul style="list-style-type: none"> <li>• An enjoyment of chatting with customers and offering good customer service</li> <li>• An ability to get on well with others and to volunteer as part of a team</li> <li>• A calm, sensitive, personable and positive approach</li> <li>• A willingness to learn how to use the shop tills and to process card payments</li> <li>• Experience of the internet to share information on social media would be advantageous but not essential</li> </ul>
Process	Application Form Interview References will be taken Basic DBS check
Training	Induction plus <b>online</b> training specific to the role

<p>Role Title</p>	<p>Dementia Support Volunteers</p>
<p>Location</p>	<p>The 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>
<p>Time Commitment</p>	<p>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). This volunteer role is not suitable for students seeking work experience placements who require a specific number of hours volunteering.</i></p>
<p>Tasks</p>	<p>The Sybil Levin Day Service is a specialist SPECAL-Led day service supporting people with dementia and their carers using the SPECAL method. The tasks you may be involved with include the following:</p> <ul style="list-style-type: none"> <li>• Assisting centre attendees to engage in activities</li> <li>• Serving meals and drinks.</li> <li>• Helping to set up and clear away activities</li> <li>• Engaging in conversation with centre attendees.</li> </ul>
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> <li>• People with a genuine interest in the wellbeing of people with dementia.</li> <li>• A friendly, sensitive and kind approach.</li> <li>• Being comfortable in small groups or on a one to one basis.</li> <li>• People with a commitment to using the SPECAL method at all times whilst at the centre.</li> </ul>
<p>Process</p>	<p>Application Form          Interview          References will be taken          Basic DBS Check</p>
<p>Training</p>	<p>Induction plus online training specific to the role          You will also need to attend mandatory SPECAL training prior to commencing your role</p>

Role Title	Volunteer Befrienders (Visiting)
Location	<p style="color: red; text-align: center;">Service User will be local to your post code We are recruiting for volunteers in selected poscodes with good weekday DAYTIME availability</p>
Time Commitment	Minimum of one hour per week, every week
Tasks	<ul style="list-style-type: none"> <li>• Visiting older person/s in their own home/s (or telephoning them) on a regular basis</li> <li>• Providing friendship and companionship</li> <li>• Chatting and socialising</li> <li>• <b>If possible and where mobility of older person allows it you can :-</b></li> <li>• Go on a walk with an older person in the local community</li> <li>• Take the older person out for a cuppa and a chat</li> <li>• Shop with them (not for them)</li> <li>• Encourage them to take up new activities if they would like to and if you have the time to, accompany them on their <b>first</b> visit</li> </ul>
Skills / interests needed	<ul style="list-style-type: none"> <li>• Individuals with a genuine interest in the wellbeing of older people</li> <li>• Flexibility</li> <li>• Ability to travel to individual addresses in the local community either by car or by public transport</li> </ul>
Process	<p style="text-align: center;">Application Form Interview References will be taken Enhanced DBS check</p>
Training	Induction plus online training specific to the role

<p>Role Title</p>	<p>Volunteer Walk Leaders</p>
<p>Location</p>	<p>Walks will be held across Nottingham City</p>
<p>Time Commitment</p>	<p>Minimum of one walk per week, every week (time and days tbc)</p>
<p>Tasks</p>	<ul style="list-style-type: none"> <li>• Giving a brief talk before the walk to make sure everyone is prepared, and welcoming new walkers</li> <li>• Leading and managing walks, usually jointly with other walk leaders (including ‘back marking or middle marking’ as well as leading from the front.</li> <li>• Making sure walks are welcoming, friendly, enjoyable and safe</li> <li>• Trouble shooting and dealing with problems on walks, with the support of your scheme coordinator</li> <li>• Providing information about other Age UK Notts services and other walks offered by the scheme, and basic information about how to keep active</li> <li>• Making sure paperwork such as registration forms and registers are completed</li> </ul>
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> <li>• Friendly, welcoming and empowering with good communication skills</li> <li>• Knowledgeable about the basics of the benefits of walking and physical activity</li> <li>• Reliable, punctual and well-organised</li> <li>• Ability to volunteer independently but with guidance and support</li> <li>• Confident at speaking in front of small groups and able to take control and be assertive when needed</li> <li>• Able to provide basic paperwork punctually and accurately</li> </ul>
<p>Process</p>	<p>Application Form Interview References will be taken Basic DBS check</p>
<p>Training</p>	<p>Induction plus online training specific to the role You will need to undertake mandatory Walk Leader Training prior to fully leading a walk</p>

<p>Role Title</p>	<p>Walking Football Volunteer Coaches/Support Coaches</p>
<p>Location</p>	<p><b>Beechdale on a Monday and Eastwood on a Wednesday</b></p>
<p>Time Commitment</p>	<p>One walking football session per week, 1.5-2 hours commitment each week</p>
<p>Tasks</p>	<p>Age UK in partnership with Sport England and The Football Association, is delivering a walking football programme across England, for people aged over 50, offering physical activity and an environment for them to connect and interact to keep them playing football at a slower place.</p> <p>We are looking for a number of coaches/support coaches across both locations to provide the following:</p> <ul style="list-style-type: none"> <li>• Help to organise and run/supervise the weekly football games</li> <li>• To keep in contact with those who come along and encourage them to keep attending each week</li> <li>• Manage the weekly attendance list</li> <li>• Support the attendees to develop and thrive</li> </ul>
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> <li>• An interest in football or sport in general would be useful, but not essential</li> <li>• An interest in volunteering with older people, helping to support their physical and mental health.</li> <li>• You will need to be enthusiastic, welcoming and empathetic to help attendees feel comfortable about participating and have the ability to motivate and encourage people</li> <li>• Good organisational and time management skills</li> </ul>
<p>Process</p>	<p>Application Form Interview References will be taken DBS check</p>
<p>Training</p>	<p>Induction plus online training specific to the role You will be required to undertake 3 online mandatory training courses developed by the F .A. before starting your role</p>

Role Title	Men in Sheds Volunteers at Daybrook and Worksop
Location	The Daybrook Shed is located at The Stores Building, Jubilee House Compound, Nottingham Road, Daybrook, Nottingham, NG5 6LU and the Worksop Shed is located at Unit 2, Kilton Terrace, Kilton Road, Worksop, Nottingham, S80 2DQ
Time Commitment	A full day, or half day on a regular basis dependent upon the opening times.
Tasks	<ul style="list-style-type: none"> <li>• Unlock the workshop and prepare the session</li> <li>• Ensure the workshop is left clean and tidy at the end of the session and lock up</li> <li>• Supervise workshop sessions, alongside another volunteer</li> <li>• Collect or oversee the payment of member subscriptions, and ensure attendance is recorded</li> <li>• Assist and encourage members if needed with projects</li> <li>• Agree with members in advance on the price of projects that members make</li> <li>• Take payment for items when finished, issue a receipt and record the sale</li> <li>• Meet and greet potential new members, visitors and ensure they comply with all safety requirements and to sign in</li> </ul>
Skills / interests needed	<ul style="list-style-type: none"> <li>• An enjoyment of chatting to older male service users who may be lonely and isolated</li> <li>• Friendly personality and approachable manner</li> <li>• Ability to use own initiative to work alone, or as part of a team</li> <li>• Understanding of the workshop environment and/ or working with power tools</li> <li>• Appreciation of the need to follow health and safety guidelines</li> </ul>
Process	<p style="text-align: center;">Application Form Interview References will be taken Basic DBS check</p>
Training	Induction plus <b>online</b> training specific to the role

Role Title	Volunteer Big Knitters
Location	<b>Wherever you love to knit</b>
Time Commitment	As and when you choose
Tasks	For each hat knitted, Innocent give 25p to Age UK Notts. Knit as many little hats as you can - we provide the patterns!
Skills / interests needed	An ability to knit
Process	None
Training	None

For more information about any of these roles, please contact:

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