

Volunteering Opportunities Matrix

September 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 and Mid Notts)
Location	Age UK Notts, 28a Gordon Road, West Bridgford, Nottingham, NG2 5LN and Age UK Notts, Mid Notts
Time Commitment	A minimum of a morning or an afternoon – we are specifically looking for volunteers Tuesday, Thursday, Friday and Saturday 10am -4pm at our West Bridgford Shop, and Thursday, Friday and Saturday 10am – 4pm at our Mid Notts Shop.
Tasks	<ul style="list-style-type: none"> • Ensuring customers experience excellent customer service • Maintaining the look of the shop displays so that customers have a positive shopping experience • Restocking shelves and rails as and when needed • Maintaining a tidy, clean and safe shopping / working environment • Taking and processing payments from customers (including card payments following appropriate training) • Sorting through donations • Opportunity to use the internet to share real-time information on Social Media
Skills / interests needed	<ul style="list-style-type: none"> • An enjoyment of chatting with customers and offering good customer service • An ability to get on well with others and to volunteer as part of a team • A calm, sensitive, personable and positive approach • A willingness to learn how to use the shop tills and to process card payments • Experience of the internet to share information on social media would be advantageous but not essential
Process	Application Form Interview References will be taken Basic DBS check
Training	Induction plus online training specific to the role

<p>Role Title</p>	<p>Dementia Support Volunteers</p>
<p>Location</p>	<p>The Sybil Levin Day Service 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 for a minimum of 20 weeks.</i></p>
<p>Tasks</p>	<p>The Sybil Levin Day Service is a specialist SPECAL-Led (http://contenteddementiastrust.org/what-is-the-specal-method/) 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"> • Assisting centre attendees to engage in activities • Serving meals and drinks. • Helping to set up and clear away activities • Engaging in conversation with centre attendees.
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • People with a genuine interest in the wellbeing of people with dementia. • Whilst not essential, we are looking for volunteers who can: <ul style="list-style-type: none"> ○ Play the piano ○ Play snooker ○ Play dominoes • A friendly, sensitive and kind approach. • Being comfortable in small groups or on a one to one basis. • People with a commitment to using the SPECAL method at all times whilst at the centre.
<p>Process</p>	<p>Application Form, Invitation to an immersive session at the Sybil Levin Day Service, 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>

<p>Role Title</p>	<p>Volunteer Dementia Support Kitchen Assistant</p>
<p>Location</p>	<p>The Sybil Levin Day Service 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 to include lunchtime on a weekly basis (Mon-Fri). The days we are currently in most need of this support are Monday, Wednesday and Fridays.</p>
<p>Tasks</p>	<p>The Sybil Levin Day Service is a specialist SPECAL-Led (http://contenteddementiastrust.org/what-is-the-specal-method/) day service supporting people with dementia and their carers using the SPECAL method. The purpose of this role is to provide kitchen and domestic support during busy times.</p> <p>Tasks will include:</p> <ul style="list-style-type: none"> • Assisting staff members to prepare food and drinks • Setting and clearing tables for breakfast and lunch and clearing up afterwards • Washing up and loading/unloading the dishwasher and the washing machine • Serving food and drinks at various times through out the day • General domestic support
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • People with a genuine interest in the wellbeing of older people • A friendly, sensitive, and kind approach • Being comfortable talking with people with dementia • Volunteers will either be required to have or be prepared to undertake training to obtain a basic food hygiene certificate (at no cost to the volunteer)
<p>Process</p>	<p>Application Form, Invitation to an immersive session at the Sybil Levin Day Service, 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 and undertake your Food Hygiene Training prior to commencing your role</p>

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

<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"> • Giving a brief talk before the walk to make sure everyone is prepared, and welcoming new walkers • Leading and managing walks, usually jointly with other walk leaders (including ‘back marking or middle marking’ as well as leading from the front. • Making sure walks are welcoming, friendly, enjoyable and safe • Trouble shooting and dealing with problems on walks, with the support of your scheme coordinator • Providing information about other Age UK Notts services and other walks offered by the scheme, and basic information about how to keep active • Making sure paperwork such as registration forms and registers are completed
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • Friendly, welcoming and empowering with good communication skills • Knowledgeable about the basics of the benefits of walking and physical activity • Reliable, punctual and well-organised • Ability to volunteer independently • Confident at speaking in front of small groups and able to take control and be assertive when needed • Able to provide basic paperwork punctually and accurately
<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>

Role Title	Men in Sheds Administration Volunteer
Location	The Workop Shed is located at Unit 2, Kilton Terrace, Kilton Road, Worksop, Nottingham, S80 2DQ
Time Commitment	Up to half day each week during the shed opening times (Mon - Thurs: 9am - 4pm)
Tasks	<ul style="list-style-type: none"> • Data entry onto the Charity’s electronic database system • Typing standard letters • Shredding confidential documents • Photocopying and printing leaflets, fact sheets, forms, as and when required • Helping with large mail outs and preparing for events • Filing documents using relevant systems • Answering phone calls and taking messages at shed. • Any other tasks as and when required, as agreed between the Volunteer and Lead Men in Sheds Volunteer • Monitoring the Men in Sheds email account • Volunteering in line with the Charity’s policies and procedures and adhering to the Volunteer Code of Conduct
Skills / interests needed	<ul style="list-style-type: none"> • An enjoyment of chatting to older male service users who may be lonely and isolated • A genuine interest in the wellbeing of older people • Good standard of literacy and numeracy • An honest and reliable person with a friendly personality • Ability to follow instructions • Understanding of the importance of confidentiality • IT & internet skills (further training can be provided)
Process	Application Form, Interview, References will be taken, Basic DBS check
Training	Induction plus online training specific to the role

Role Title	Men in Sheds Volunteers at Daybrook, Blidworth and Worksop
Location	<p>The Daybrook Shed is located at The Stores Building, Jubilee House Compound, Nottingham Road, Daybrook, Nottingham, NG5 6LU, the Worksop Shed is located at Unit 2, Kilton Terrace, Kilton Road, Worksop, Nottingham, S80 2DQ and the Blidworth Shed is located at Unit 4, Boundary Court, Gilbert Way, Burma Road Industrial Estate, Blidworth, Nottinghamshire, NG21 0RT</p>
Time Commitment	A full day, or half day on a regular basis dependent upon the opening times.
Tasks	<ul style="list-style-type: none"> • 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, alongside another volunteer • Collect or oversee the payment of member subscriptions, and ensure attendance is recorded • Assist and encourage members if needed with projects • Agree with members in advance on the price of projects that members make • Take payment for items when finished, issue a receipt and record the sale • Meet and greet potential new members, visitors and ensure they comply with all safety requirements and to sign in
Skills / interests needed	<ul style="list-style-type: none"> • An enjoyment of chatting to older male service users who may be lonely and isolated • Friendly personality and approachable manner • Ability to use own initiative to work alone, or as part of a team • Understanding of the workshop environment and/ or working with power tools • Appreciation of the need to follow health and safety guidelines
Process	Application Form, Interview, References will be taken, Basic DBS check
Training	Induction plus online training specific to the role, First Aid Training

<p>Role Title</p>	<p>Volunteer Digital Champion</p>
<p>Location</p>	<p>We aim to match volunteers with a service user in your locality but also require individuals who can travel to individual addresses in selected areas across Notts either by car or public transport.</p>
<p>Time Commitment</p>	<p>As and when required but could involve daytime/evening and weekend sessions to suit you and the older person/group. Sessions and workshops will be delivered either face to face or remotely over the phone or video call, dependent upon the needs of the individual.</p>
<p>Tasks</p>	<p>The purpose of this role is to provide personalised digital/IT support to older people to gain or improve technical skills and to become digitally included. Tasks will include:</p> <ul style="list-style-type: none"> • Liaising with the Project Coordinator and Digital Outreach worker to be matched with older people with similar interests, skills, competencies, and availability. • Using pre-existing templates and resources, creating personalised sessions plans for individual clients to support them to meet their goals. • Delivering and providing 1:1 support and group workshops with older people to develop their digital skills and confidence. • Collecting monitoring information from clients' sessions and sharing with the Project Coordinator.
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • Individuals with a genuine interest in the wellbeing of older people • IT literate with good digital skills • Individuals who can work with learners with different levels of knowledge and skill • Individuals who have the confidence to deliver and teach both group and 1:1 activities clearly • Excellent interpersonal skills. • Excellent time management and organisational skills • Ability to maintain confidential communication where applicable.
<p>Process</p>	<p>Application Form, Interview, References will be taken, Enhanced DBS check</p>
<p>Training</p>	<p>Induction plus online training specific to the role</p>

Role Title	Volunteer Big Knitters
Location	Wherever you love to knit
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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