

Volunteering Opportunities Matrix

December 2024



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	Charity Trustee
Location	Nottingham/Home Based
Time Commitment	There are 4 board meetings each year based in Nottingham which are held on the third Thursday of October, January, April and July, with expected reading and preparation time beforehand. There may also be specific occasions where Trustees are required to attend events and get to know charity services through face-to-face visits and/or online discussions.
Tasks	<p>Our Trustees are the people who lead the charity and decide how its run. The tasks you may be involved in include:</p> <ul style="list-style-type: none"> • To act in the best interest of Age UK Notts, maintaining the professional integrity of the charity, whilst dealing with other bodies and individuals • To comply with Age UK Notts governing document and the law • To be willing to challenge and raise concerns and to also ensure Age UK Notts is held accountable • To manage Age UK Nott's resources responsibly and to act with reasonable care and skill • To act as an ambassador for Age UK Notts and the wider Age UK network and to safeguard the good name and values of the charity • To have a positive commitment to, and actively promote Age UK Notts' Equality, Diversity and Inclusion policy • In addition to the above statutory duties of all trustees, each trustee should use specific knowledge or experience they may have to help the board of trustees reach sound decisions.
Skills / interests needed	<p>All Trustees must have:</p> <ul style="list-style-type: none"> • Integrity • A commitment to the Charity • An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship • Strategic Vision, good independent judgement and a willingness to speak their mind • An ability to work effectively as a member of a team • A willingness to devote the necessary time and effort to their duties as a Trustee
Process	<p>Application Form, Interview, References will be taken, Enhanced DBS check Please note that the closing date for applications is Friday 10th January 2025</p>
Training	Induction plus training specific to the role

<p>Role Title</p>	<p>Companion Service Volunteer</p>
<p>Location</p>	<p>Supporting people remotely, in their own homes and in the community within Nottingham and Nottinghamshire.</p>
<p>Time Commitment</p>	<p>Ideally, we ask all applicants to provide a minimum of 1 hour volunteering a week. <i>We are looking for volunteers with good daytime availability in specific areas of Nottingham and Nottinghamshire which are currently NG4, NG5, NG6, NG9, NG13, NG17, NG18, NG19 NG20, NG23, NG25</i></p>
<p>Tasks</p>	<p>The companion service volunteer can choose to be:</p> <ul style="list-style-type: none"> • A companion telephone/video caller <i>(please note that we are not currently looking for Volunteer Telephone Companions)</i> • A companion within the person's home • A companion outside the person's home • Or a combination of all three. <p>Examples of the type of support the service offers include:</p> <ul style="list-style-type: none"> • Telephone / video calls for an older person/s on a regular basis at a mutually agreed time for a friendly chat. • Supporting an older person/s hobbies and interests or simply chatting with them in their own home on a regular basis. • Supporting with digital access & building confidence skills & motivation to access the opportunities of the internet. • Supporting the person outside of their home e.g., by accompanying them on a walk, to the shops, to a café, garden centre, theatre or cinema or other social activities / community groups. • Where appropriate, supporting the older person to access other services through information and signposting or referring to the Companion Service Coordinator for support.
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • Individuals with a genuine interest in the wellbeing of older people who are committed to volunteering on a regular basis. • Commitment to complete our Volunteer Report Form accurately and regularly. • Ability to travel for visits in the local community either by car or public transport for those volunteers who choose to participate in this type of activity. • Digital literacy for those volunteers who choose to participate in this type of activity.
<p>Process</p>	<p>Application Form, Interview, References will be taken, and a DBS check (the level of which will be dependent on the tasks you are involved with)</p>
<p>Training</p>	<p>Induction plus training specific to the role</p>

	Older Person's Advisory Panel Panellist
Location	Nottingham/Home Based
Time Commitment	The charity holds 4 meetings (mix of online and in-person meeting) per year which are at least 2-hours with expected reading and preparation time beforehand. Depending on agreed actions, Panellists may be asked to dedicate some time to activities within the community or for the charity outside of the meetings.
Tasks	<p>Panellists will inform and influence the support Age UK Notts offers to older people and help the charity deliver services that older people need and value. The tasks you may be involved in include:</p> <ul style="list-style-type: none"> • Supporting our charity and its aims and act as an ambassador for our services and projects and the wider Age UK network • Ensuring our charity is aware of emerging needs and issues related to older people in the City and County that could influence future planning. • Representing the wider community of older people and their interests – including topics such as social, health, wealth and longer-term needs • Developing an understanding of customer service within the charity and how it can be improved for older people • Maintaining a positive commitment to, and active promotion of, Age UK Notts' Equality, Diversity and Inclusion Policy
Skills / interests needed	<ul style="list-style-type: none"> • Integrity • A commitment to the charity • A willingness to devote the necessary time and effort. • Good, independent judgement • A willingness to speak their mind. • An ability to work effectively as a member of a team
Process	Application Form, Interview, References will be taken, Basic DBS check
Training	Induction plus 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. • A friendly, sensitive and kind approach. • Being comfortable in small groups or on a one-to-one basis. • People with a commitment to always using the SPECAL method whilst at the centre. • Whilst not essential, we are also looking for volunteers who can: Play the piano, Play snooker, Play dominoes
<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><i>NB: This opportunity is not open to student volunteers.</i></p>
<p>Training</p>	<p>Induction plus online training specific to the role</p> <p>You will also need to attend mandatory online 1-hour SPECAL training prior to commencing your role</p>

<p>Role Title</p>	<p>Volunteer Walk Leaders</p>
<p>Location</p>	<p>We are looking for volunteers who have availability to support our walks across Nottingham and Nottinghamshire which are held every weekday except for a Thursday. Best Foot Forward Leaflet V11 (ageuk.org.uk)</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 & 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 training specific to the role You will need to undertake mandatory half day Walk Leader Training prior to fully leading a walk</p>

<p>Role Title</p>	<p>Volunteer Stockroom Assistant (Sutton in Ashfield)</p>
<p>Location</p>	<p>Age UK Notts, Sutton in Ashfield, 29 Forest Street, Sutton in Ashfield, Nottinghamshire, NG17 1DA and throughout Nottinghamshire</p>
<p>Time Commitment</p>	<p>The Sutton Shop is open Monday – Saturday between 10am and 4pm, and we are looking for individuals to support on one day each week (to be discussed and agreed following a successful interview).</p>
<p>Tasks</p>	<ul style="list-style-type: none"> • Supporting staff to manage the stock room within the Sutton shop. • Keeping racking clean and tidy. • Organising space to maintain good health and safety systems. • Accepting donations from supporters that visit the shop and encouraging those who are taxpayers to sign up to Gift Aid to increase the value of the donation when sold by 25%. • Volunteering in line with the Charity’s policies and procedures and adhering to the Volunteer Code of Conduct
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • The physical ability to lift and move furniture and other stock so applicants should be physically fit and be able to complete these tasks. • A willingness to complete a variety of tasks. • An ability to get on well with others and to volunteer as part of a team • An individual who gets on well with people to facilitate good customer service.
<p>Process</p>	<p>Application Form, Interview, References will be taken, Basic DBS check</p>
<p>Training</p>	<p>Induction plus training specific to the role</p>

<p>Role Title</p>	<p>Volunteer Drivers Mate (s) (Sutton in Ashfield)</p>
<p>Location</p>	<p>Age UK Notts, Sutton in Ashfield, 29 Forest Street, Sutton in Ashfield, Nottinghamshire, NG17 1DA and throughout Nottinghamshire</p>
<p>Time Commitment</p>	<p>The Sutton Shop is open Monday – Saturday between 10am and 4pm, and we are looking for individuals to support on one day each week (to be discussed and agreed following a successful interview).</p>
<p>Tasks</p>	<ul style="list-style-type: none"> • Travelling with the driver to pick up donated items (furniture, white goods, bric-a-brac, clothing, or a mix of all 4) • Completing deliveries with the driver to customers’ homes • Processing items at Ransom Wood storage unit when there is no room to deposit them straight into the shop. • Volunteering in line with the Charity’s policies and procedures and adhering to the Volunteer Code of Conduct
<p>Skills / interests needed</p>	<ul style="list-style-type: none"> • The physical ability to lift and move furniture and other stock so applicants should be physically fit and be able to complete these tasks • A willingness to complete a variety of tasks both at the shop and at the Ransom Wood storage unit. • An individual who gets on well with people to facilitate good customer service.
<p>Process</p>	<p>Application Form, Interview, References will be taken, Basic DBS check</p>
<p>Training</p>	<p>Induction plus training specific to the role</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	This role requires administration support for one day a week (days can be flexible).
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 • Sharing Shed news on our Facebook page • Monitoring the Men in Sheds email account • Filing documents using relevant systems • Recording the shed income from subscriptions and sales • Answering phone calls and taking messages at shed. • Any other tasks as and when required, as agreed between the Men in Sheds Volunteers and Coordinator • 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"> • 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

<p>Role Title</p>	<p>Men in Sheds Volunteers at Blidworth and Worksop</p>
<p>Location</p>	<p>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>
<p>Time Commitment</p>	<p>We are looking for volunteers who can regularly commit to at least one morning or afternoon session per week, and who also have flexibility to cover holidays and/or illness etc.</p> <ul style="list-style-type: none"> • The Worksop Shed is open Monday - Thursday 9am - 1pm • The Blidworth Shed is open Tuesday - Thursday 9am - 1pm
<p>Tasks</p>	<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 & greet potential new members, visitors & ensure they comply with all safety requirements & to sign in
<p>Skills / interests needed</p>	<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 a workshop environment and/or working with power tools • Appreciation of the need to follow health and safety guidelines
<p>Process</p>	<p>Application Form, Interview, References will be taken, Basic DBS check NB. This volunteer role is aimed at the older male population who attends the shed. Applicants must have been a member of the shed for at least 3 months.</p>
<p>Training</p>	<p>Induction plus training specific to the role, First Aid Training</p>

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

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