

Here to help you and your community

Helping you to get the most out of your volunteering:

- Finding you the perfect role
- Filling in application forms online or off-line
- Developing unique roles to match your skills and interests
- Accompanying you to initial interviews and meetings
- Supporting you through the induction process

VOLUNTEERING

Linking you with community activities to support your health & wellbeing:

- One to one support to help set goals for health and wellbeing
- Advice on availability of services available in the community
- Support and advice on accessing local groups and activities

SOCIAL PRESCRIBING

If you would like your group's volunteer roles promoted in this booklet and through our local volunteer centres, contact your local Area Officer.

We can also help groups with:

- Funding sources
- Volunteer management & DBS checks
- Governance, policies and procedures

GROUP SUPPORT

We have area offices in Boston, East Lindsey, South Holland and South Kesteven.

Talk to your local Lincolnshire CVS Area Officer today:

Mandy Elmer

M: 07508 950394

mandyelmer@lincolnshirecvs.org.uk

VOLUNTEERING OPPORTUNITIES



get involved - learn new skills - support your local community



IN EAST LINDSEY

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Lincolnshire Community and Voluntary Service

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Volunteer Centre

Issue 4 (Spring/Summer) 2023

Gain new skills

Sir Joseph Banks Society **PR & Marketing Co-Ordinator**

Respond to media inquiries, arrange interviews, establish, and maintain effective media relationships. Plan events, seminars and press conferences Work closely with Centre Development to manage schedules and PR enquiries that symbiotically benefits our image and new partnerships. Market research to attract low-using groups; source new methods of data collection, collating data to present findings to promote equality and inclusion standards surrounding educational user engagement. Advise colleagues who are seeking to set up new programme-related social media accounts, reviewing content sent in by partner and programme-led accounts to mitigate risk and gauge potential opportunities from them Manage conflict as it arises and escalate to management. Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required. Comms point-of-call for Takedown policy issues. Reactive news, Social Media Crisis Management protocols, creating segmented audience communications and communicating Centre policy to our audiences.

Health & Safety Co-Ordinator

Oversee inspections of the facilities to identify and resolve issues: PAT testing and electrical/electro technical installation – audits and repair coordination Fire extinguishers, Fire alarm system (Type A & B), UK fire legislation in British Standards Physical security of the building, e.g., locks on doors, CCTV Integration of Emergency Services First Aid Infrastructure Contribute to the development of procedures for external/internal building maintenance implementation alongside the BMC.

Funding Resource Co-ordinator

Updates and maintains payment method allocations for building, creating systems to review financial contributor/financial donations income, train Front-of-House Div and others on payment method records Manage financial aspects of grant/bid proposals for projects; concept, gathering, formatting info, writing drafts for target dates and presentations. Identify and clarify opportunities and needs (objectives, outcomes, evaluations), evaluates and re-designs processes Coordinates requirements with contributors and contributes proposal status info to review meetings. Coordinates submissions and collections, identifying and communicating risks of proposals Review day-to-day financial transaction records monthly and verifying incorrect ledgers, process accounts receivable/payable – review and update payment distribution from various incomes and outgoings.



COULD YOU BE A MICRO-VOLUNTEER?

You can support charities in many ways without a long-term commitment:

- Planting, weeding or pruning in a community garden.
- Posting on social media.
- Helping at a one-off event such as the beach cleans or marshalling at events
- Taking part in fundraising activities such as bake sales, knitting.

Contact us today to find out who needs just a little of your time.

Lincolnshire Outdoor Learning **Growing Veg at home & at Kenwick Park (Louth/Spilsby)**

To support the day to day running of a local community 'Growing Food Hub,' at Kenwick Park Louth to care for the plants by transplanting seedlings, water, weed, and Harvest veg plants. To work alongside able bodied and disabled people.

VOLUNTEERING CAN BOOST YOUR EMPLOYABILITY

- Great for your CV
- Support Job applications
- Support a University application
- Access Training
- Gain Qualifications

DISCOVER THE BENEFITS OF BEING A TRUSTEE

Trusteeship is a unique form of volunteering and a fantastic way to engage in the charity sector with many professional rewards.

- Contributing to a great cause
- Gaining strategic experience
- Creating professional networks
- Developing skills and experience

Contact us for current vacancies.

Alford Corn Exchange **Bar Volunteer**

To assist at the bar in respect of community events held at the hall, ranging from wedding parties to birthday parties to charity events.

Waiting Assistant

To assist with waiting at community events held at the hall ranging from Funeral teas to wedding parties to charity events.

Kitchen Assistant

To assist in the kitchen in respect of the community events that take place at the hall ranging from cafe mornings to funeral teas to charity events.

Build your CV

Spout Yard Park – Louth Chairperson

- Chair regular meetings, including monthly meetings and the AGM. Planning the meetings and setting the agenda plus facilitating the meetings to allow the board to reach decisions.
- Ensure that decisions made by the board are implemented.
- Carry out any activities that are required relating to the day to day running of the park and the Gallery (banking, liaison, discussion, sourcing resources, funding bids, communicating with other Trustees and Volunteers, working with local organisations)
- Carry out activities to ensure the Board of Trustees are compliant with legislation relating to Companies House and the Charity Commission
- Support the other Trustees at events and activities
- Develop the profile and local awareness of the park throughout the town.
- Be the 'face' of the park to the public and to volunteers.
- Liaison with local organisations: ranging from schools to the Police to wildlife groups and local charities.

Kiosk Volunteer

To work with the Trustees and other kiosk volunteers. Serving in the kiosk, keeping the kiosk tidy and hygienic (including washing up), and following the kiosk procedures.

Develop current skills

Spout Yard Park – Louth Garden Assistant

To work with the Garden Manager (Volunteer) and/or Garden Mentor (Volunteer) on the upkeep and maintenance of Spout Yard Park. Thus, ensuring we keep the grounds of the park in as good a condition as possible for use as a thriving community space for everyone to enjoy. You will be working under supervision to undertake a variety of tasks which may include mowing the lawn, strimming, weeding, planting, pruning, splitting plants, digging, edging, trimming the box hedge, jet wash/weeding of paved areas. We also hold public gardening days 6-8 times per year at weekends.

Gardening Mentor

To support the Garden Manager (Volunteer) and support and encourage gardening volunteers using experience and knowledge of gardening. Duties will include working with the garden manager to plan and list activities required on public gardening days, plan and deliver activities with schools and young people's organisations and supporting the regular gardening volunteers, also to attend the public gardening days (6-8 per year) and to offer advice and guidance to participants, this will include families with children.



Support your Uni Applications

Louth & District Hospice Bookshop Retail Assistant - Louth

Calling all bookworms! We are seeking local people to join our team of enthusiastic volunteers who run our charity book shop. A passion for literature would be amazing, but a simple love of the written word in all forms will suffice! General duties include serving customers, helping find the perfect title, handling payments, organising stock, and keeping the shop tidy.

Horncastle Night Cafe Night Light Café Team Support

To engage and promote activities during the session. To provide a safe space for people in Horncastle to talk and feel supported, be listened too without judgement. To signpost and support where relevant. To make and serve refreshments if appropriate To support the coordinator in setting up furniture and clearing away after the session.

VOLUNTEERING IS GOOD FOR YOU!

- Build self confidence
- Reduce social isolation and meet new people
- Reduce stress levels
- Give yourself a sense of purpose
- Become happier

Befriending

Age UK Lindsey Befriender

By sharing some of your time you could enhance the lives of others who might be isolated and lonely. Something as simple as a cup of tea and chat with someone can make a real difference. By visiting people in their own homes, you will be linked with an older person who would like some friendship. You will need to have a friendly personality and enjoy meeting new people.

Our volunteers need to quickly establish a rapport with an older person and be prepared to commit to visit on a regular basis. Must have own transport. Need to attend a volunteer induction and training within Horncastle. Travel expenses will be paid.

Telephone Befriender

To help Age UK maintain a social support service to older people living alone by making regular contact with them. The aim of our friendship service is to reduce the feeling of isolation and loneliness. Providing monthly records for safeguarding and monitoring purposes. Telephone call are at the same time each week at a mutually agreed time for a chat of about 20-30mins per week.



Gain References

Order of St. John Care Trust

Eresby Hall – Gardener – Spilsby

Every home at the Trust has a garden for our residents to enjoy. Many of our residents spent many happy hours tending to the garden, tinkering in the shed or growing veg. Our volunteer Gardeners are the people who make the residents gardens their own when they can no longer dig and plant themselves. Our Gardeners have a passion for seeing things grow. As gardening can be an activity and a maintenance role, Gardeners are involved with both the Activity Co-ordinator and the Handy Person. Our Gardeners understand that gardening at home and gardening in a care environment are different and they are extra mindful of the health and safety risks we need to watch out for. They also recognise that the gardens are not their own and check in before they act. Nobody wants to move a plant out of the sight of someone it means the world to. This role is flexible and will depend on you and the need we have at the time. There are peak seasons so you'll probably do more during those busy times but there is something to be done all year round. You'll build up relationships with people and the Home Team so ideally, we'd like a regular, longer-term commitment of a couple of hours a week.

Eresby Hall – Music & Singing Assistant – Spilsby

Our residents generally love a sing song, and we know that music can be a powerful tool for reminiscence and wellbeing. Our volunteer Music and Singing Assistants bring their passion for music to our homes and the difference they make is huge. You don't need to be a musician, or even play an instrument to be a Music and Singing Assistant. The key thing is you're not afraid to encourage people to make some noise. Most of our homes have instruments, from tambourines to pianos and there's something to play music on in every home. You might have a passion for classical pieces, or maybe you're a member of a rock choir. Whatever your interest in music we're keen to hear from you. You might be helping the home to form its own choir, playing for people's enjoyment, or perhaps listening to some common favourites with a small group or one to one. Our Music and Singing Assistants are part of our Activities Team, supporting the Activity Co-ordinator to get people involved. You'll be helping to set up music and singing activities, bringing people to the activity from their rooms and chatting to them to get their ideas for future projects. Not everyone feels comfortable expressing themselves, so our Music and Singing Assistants are on hand to help people do the best they can and join in.



Gain Qualifications

Alford Hub

Befriending Volunteers

Full training and phone supplied. You will be helping support isolated people in the community. The Befriending Team offer daily check in calls, weekly chat calls and face to face visits. As a Befriender you can choose what level of service you would like to help with. This can be done from home or out in the community.

Practical Support Volunteers

Can you spare a few hours to do some gardening or general maintenance to our local community? Many of the people we support need a little bit of help in order for them to remain in their homes.

Facebook Admin

Our Facebook group acts as a citizen signposting and virtual community centre.

School Uniform and Baby Bank

We need people who are prepared to wash, dry and iron the school uniforms and baby clothes that we give our community for free. We don't like it looking like second hand, and never give anything out that we wouldn't put our own children in.

Community Information Point

We are looking for volunteers with strong Admin and Excel experience, who would like to help us maintain the asset mapping for the area. This information is used by the Social prescribers and the NHS, so it has to be kept up to date.

The Alford Chronicle

We have a free online newspaper to support local businesses and share local news.

You may be required to have a DBS depending on the volunteering role. Full Safeguarding and training are given. Alford Hub is positive about disabilities and hidden disabilities and aims to offer volunteering roles to suit your ability and home situation.