SPCA 

Saint Pancras Community Association

67 Plender Steet NW1 0LB

020 7380 1501

**Volunteer Roles (October 2016)**

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| **Role Title and description** | **Required Commitment** | **What volunteers need or could gain.** |
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| **Older People’s Supporter**  Working mostly with people aged 60 plus. Tasks might include   * Building their friendships. * Recruiting new members. * Taking people on outings. * Helping with activities eg outings, arts and crafts, boccia (bowls), music sessions. | 4-10 hours per week. Daytime only. Limited scope for evening work. | * You might need to commit to a regular time slot, probably Wednesday and Monday mornings/early afternoons). * The outings and chats can be great fun. * You might get the chance to go on an expenses paid holiday with older people…though this will be a working break as you will be supporting some very frail and vulnerable people. * You can build some good personal links. * If you are seeking work in the caring professions eg social work, charity work, this will look good on your CV. * You may need to do a DBS check (criminal record check). |
| **Administrator.**  The role can be adapted to meet different people’s interests but might include several of the following   * Answering phone calls. * Welcoming visitors. * Setting up and managing systems. * Organising events. * Collecting or analysing data. * Taking bookings and/or cash payments. * Designing publicity and marketing materials. * IT support. * Social media. | 4 to 15 hours per week, on a regular basis each week. | * You need to commit to a regular time slot of at least three hours at the same time, on any weekday. * You will sometimes be front of house and operating with limited support. You therefore need to be confident and able to work with limited support at times. * You will get responsibility that would look good on a CV, especially if you are seeking work in admin. reception or some aspects of the hotel trade. * You’ll regularly meet a wide range of people, some of them quite vulnerable. * Job hunters can improve their CVs and get references, especially if they are seeking work in admin., reception, or some aspects of the hotel trade. * You may need to do a DBS check (criminal record check). |
| **Fund Raiser**   * Identifying trusts or companies that might give us funds. * Prepare and write bids for funding. | Negotiable time commitment. Could be based at home or at the community centre. | * Experience of fund raising not required but good English, maths and computer skills are. * Good for developing and demonstrating your research skills and community value. |
| **Sports Coach / Development Worker**  We could arrange for you to be trained to set up and run regular coaching and/or sports sessions. We want to local people of all ages to get physically fit and active.   * Weekend football. * Table tennis * Regular walking trips * Jogging sessions. | 2-6 hours per week | * You might need to commit to a regular time slot, which would probably be Thursday evenings, weekends or during school holidays. * The sports could keep you fit as well as others. * You could gain a qualification as well as get references and experience for job hunting. * You need to be willing to do a DBS check. |
| **Publicity and Marketing**   * Leaflet and poster design. * Leaflet and poster delivery * Website and Twitter updates * Tell your friends | Flexible hours | * You’ll need computer basic computer skills and/or the physical fitness to deliver leaflets door to door. * The computer work can be quite creative. |
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**Potential volunteers are asked to fill in their details below and return them to**

[**Info@SPCA.org.uk**](mailto:Info@SPCA.org.uk)**. or to St Pancras Community Centre, 67 St Pancras Way, NW1 0LB.**

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| Name | Contact Details | Interested in volunteering as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Available AM, PM, evening or any combination. |
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Company No 3870917 Charity No 1078428 [info@spca.org.uk](mailto:info@spca.org.uk) [www.spca.org.uk](http://www.spca.org.uk)