SPCA 

 Saint Pancras Community Association

 67 Plender Steet NW1 0LB

 020 7380 1501

**Volunteer Roles (October 2016)**

|  |  |  |
| --- | --- | --- |
| **Role Title and description** | **Required Commitment**  | **What volunteers need or could gain.** |
|  |  |  |
| **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.
 |
|  |  |  |

**Potential volunteers are asked to fill in their details below and return them to**

**Info@SPCA.org.uk****. or to St Pancras Community Centre, 67 St Pancras Way, NW1 0LB.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Contact Details  | Interested in volunteering as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Available AM, PM, evening or any combination. |
| Name | Contact Details  | Interested in volunteering as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Available AM, PM, evening or any combination. |
| Name | Contact Details  | Interested in volunteering as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Available AM, PM, evening or any combination. |

 Company No 3870917 Charity No 1078428 info@spca.org.uk [www.spca.org.uk](http://www.spca.org.uk)