

Emmanuel House Index of volunteer role descriptions

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At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Activities Volunteer

Activities are organised from time to time, usually for approximately four to six week periods.

We are looking for volunteers who can support the Emmanuel House activities for service users, designed to encourage social inclusion.

Main responsibility

To accompany members of staff on activities and assist with the running of creative and leisure activities. (It is advisable to telephone and speak with Mark, the Social Inclusion Worker on 0115 950 7140 about what activities are organised).

Tasks

The tasks that you might be asked to help with are:

- ❖ Setting out and putting away materials and equipment
- ❖ Assisting the Activities Lead with organising activities
- ❖ Contributing your own ideas for activities
- ❖ Encouraging services users to participate in activities
- ❖ Taking the lead in developing ideas
- ❖ Accompanying staff to events and on trips out

Time when the activity takes place. Activities take place at various times during the week and on Sundays

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

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Administration Volunteer

We are looking for volunteers who can support administration in Emmanuel House

Main responsibility

To assist with administrative tasks in the organisation.

Tasks

The tasks that you might be asked to help with are:

- Filing
- Using IT to create documents
- Mail merges for a database
- Photo copying
- Inputting to a database
- Answering the telephone
- Emailing and searching the internet
- Updating Facebook and Twitter

Time when the activity takes place. Any time during office hours.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

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Allotment Volunteer

We are looking to recruit volunteers who can support our staff with groups at our allotment.

Main responsibility

To accompany members of staff and Visitors (service users) to and from the allotment and Emmanuel House and assist with allotment activities associated with gardening.

Tasks

- Encourage Visitors to engage in allotment activities
- Listening and befriending Visitors involved in the project
- Digging, weeding, planting and harvesting.

Times the activity takes place – between March and November on Tuesday and Sunday mornings.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Charity Shop Volunteer

We are looking for volunteers who can support the daily running of the charity shop.

Main responsibility

To assist with the daily running of the charity shop, serving customers, handling and reconciling cash.

Tasks

The tasks that you might be asked to help with are:

- Welcoming customers
- Serving customers
- Organising and tidying stock
- Handling cash transactions
- Recording sales

Time when the activity takes place. You can choose one or more, of three time-slots between 10.00am and 4.00pm.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning	10.00am	10.00am	10.00am	10.00am	10.00am		
Afternoon	to 4.00pm	to 4.00pm	to 4.00pm	to 4.00pm	to 4.00pm		
Evening						10.00am- 2.00pm	10.00am- 2.00pm

Entitlements: A free meal from the kitchen at meal time when volunteering.
Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Conservation Project Volunteer

We are looking to recruit volunteers who can support our staff with groups involved in a conservation project, in partnership with Nottinghamshire Wildlife Trust, for 6-8 weeks starting 4th June 2015. Time 1.20pm – 3.30pm.

Main responsibility

To accompany members of staff and Visitors (service users) to and from the project and Emmanuel House and assist with project activities associated with gardening.

Tasks

- Encourage Visitors to engage in allotment activities
- Listening and befriending Visitors involved in the project
- Digging, weeding, planting and harvesting.
- Support staff in in the case of an emergency.

Disposition

- Have a calm empathetic manner
- Be non-judgemental

Times the activity takes place – between March and November on Thursday afternoons.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing, which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Data Volunteer

We are looking for volunteers who can support the inputting and processing of data in Emmanuel House

Main responsibility

To assist with in-putting of data.

Tasks

The tasks that you might be asked to help with are:

- Inputting data
- Editing a database
- Creating reports
- Printing reports

Time when the activity takes place. Any time during office hours.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing, which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Kitchen Volunteer

We are looking for volunteers who can support the daily running of the kitchen.

Main responsibility

To assist with the daily running of the kitchen, serving meals and refreshments.

Tasks

The tasks that you might be asked to help with are:

- Basic preparation of food
- Serving meals and refreshments to service users
- Using the till
- Cleaning surfaces
- Washing cooking utensils, cutlery and plates etc.

Time when the activity takes place. You can choose one or more, of three time-slots between 8.00am and 1.30pm.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning	8.30am	8.30am	8.30am	8.30am	8.30am		
	–	–	–	–	–		
	2.00pm	2.00pm	10.45pm	2.00pm	2.00pm		
Afternoon							
Evening						**	

** See Saturday evening role description

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing, which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Listening / Befriending Volunteer

Ethos: Volunteering in Emmanuel House compliments and enhances services for the benefit of Visitors.

Main responsibility

To undertake a listening and befriending role with Visitors in the Floor area of Emmanuel House

Tasks

- Make contact with and maintain relationships with Visitors
- Engage in conversations with Visitors on their own terms
- Enable Visitors to reflect, helping them gain better understanding
- Through conversation encourage Visitors accomplish personal change
- Encourage Visitors who are isolated to engage in conversation
- Encourage Visitors to take up other services in Emmanuel House as appropriate
- Communicate with staff about any risk issues concerning Visitors
- Communicate with staff about general issues regarding service improvement
- Adhere principles and practices relating to good practice including confidentiality, safeguarding, equality and diversity

Time when the activity takes place.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing, which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Marketing Volunteer

We are looking for volunteers who can support the marketing of our appeals and the marketing team at Emmanuel House.

Main responsibility

To assist with the marketing and promotion of Emmanuel House

Tasks

The tasks that you might be asked to help with are:

- Social media updates
- Database management
- Mail merges for appeals
- Creating content for the website
- Checking emails
- Creating designs for appeals, newsletters etc.

Time when the activity takes place. Office hours and in consultation with the Marketing Officer

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Saturday Evening Volunteer

We are looking for volunteers who can be part of a team to provide a welcoming and supportive environment to people who are homeless and vulnerable.

Main responsibility

To assist with the running of the Saturday evening service

Tasks

The tasks that you might be asked to help with are:

- Meet and greet Visitors (service users)
- Help prepare and serve hot drinks
- Serve food
- Wash up and help keep the kitchen clean and tidy
- Enable Visitors to get services in Emmanuel House that they need
- Spend time listening and befriending Visitors
- Communicate with staff about any issues or concerns arising for your being alongside Visitors

Time when the activity takes place. Wednesday evenings from 6.00pm – 9.15pm.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing, which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Volunteer Driver

We are looking for volunteer drivers who can support Emmanuel House with the delivery of a variety of services.

Main responsibility

Transporting service users and staff together and transporting items such as donations.

The tasks that you might be asked to help with are:

- Taking people to and from appointments
- Collecting items such as harvest donations and taking them to Emmanuel House

Requirements;

- Own personal vehicle
- Appropriate vehicle insurance and valid MOT certificate

Time of activity – as and when required but especially from October to December.

Entitlements: Travel expenses. A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed. Details about expenses will be discussed with you upon enquiring about the role.

Please note that liability for any accidents or damage would be to the Driver's personal insurance.

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.

At Emmanuel House we aim to match volunteering roles as closely as possible to a task you are interested in doing which will benefit the service. If a role is not precisely what you are looking for please contact us to discuss your ideas.

Wednesday Evening Volunteer

We are looking for volunteers who can be part of a team to provide a welcoming and supportive environment to people who are homeless and vulnerable. This service is provided by the Nottingham Christian Centre in partnership with Emmanuel House. Click <http://www.christiancentre.org/church-life/> for more information about the organization.

Main responsibility

To assist with the running of the Wednesday evening service

Tasks

The tasks that you might be asked to help with are:

- Meet and greet Visitors (service users)
- Help prepare and serve hot drinks
- Serve food
- Wash up and help keep the kitchen clean and tidy
- Enable Visitors to get services in Emmanuel House that they need
- Spend time listening and befriending Visitors
- Communicate with staff about any issues or concerns arising for your being alongside Visitors

Time when the activity takes place. Wednesday evenings from 6.00pm – 9.15pm.

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Morning							
Afternoon							
Evening							

Entitlements: A free meal from the kitchen at meal time when volunteering. Reasonable travel costs are reimbursed.