

Volunteer Centre Rochdale Borough



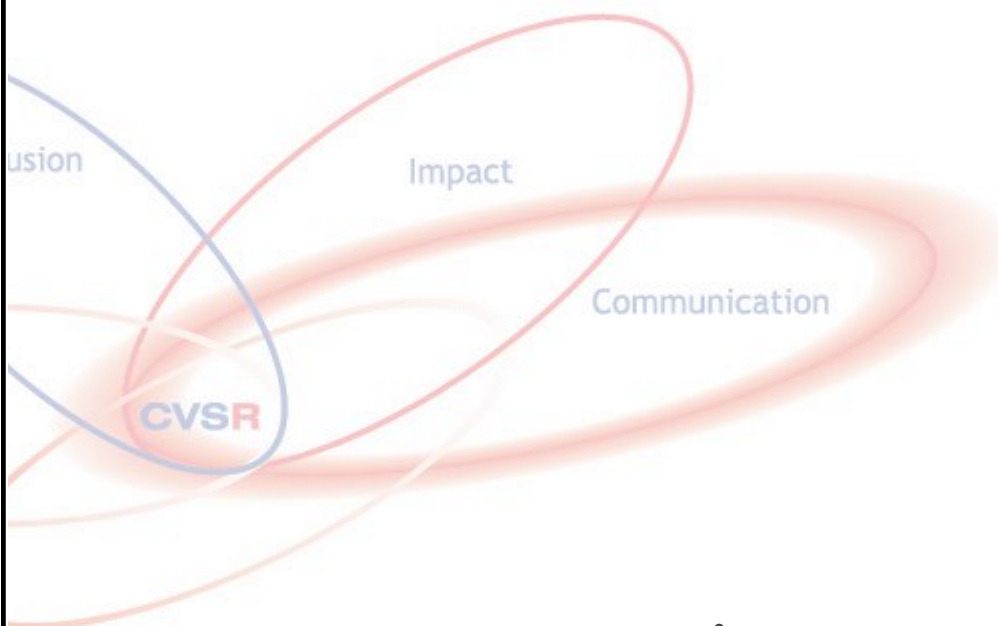
Volunteering

in the Borough of
Rochdale



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Introduction

The aim of this booklet is to highlight the various types of volunteer opportunities which are available from and have been developed by the Volunteer Centre.

We hope it provides inspiration and gives some idea of the different types of volunteering roles available.

What is a volunteer?

A 'volunteer' is defined as someone who commits time and energy for the benefit of others, who does so freely through personal choice and without expectation of financial reward, except for the payment of actual out of pocket expenses.

Why should I volunteer?

People volunteer for lots of reasons. If you are interested in doing something positive for both yourself and your community, volunteering will help you to:

- Improve your self confidence
- Gain new skills and experiences
- Benefit from training opportunities
- Gain references for future employers
- Improve your employment prospects
- Make new friends

How can I become a volunteer?

Contact the Volunteer Centre Rochdale Borough and they will arrange for you to come in and have a chat with an advisor, they will talk to you about any skills you have to offer and help to find the right voluntary opportunity for you.

Reasons for registering with the Rochdale Borough Volunteer Centre

- You will have access to training
- You will have access to advice, guidance and support on all aspects of volunteering
- The Rochdale Borough Volunteer Centre will represent & campaign about volunteer interests at local, regional and national level
- You will receive up to date information about current issues or policies which affect volunteering

The Volunteer Centre

The Volunteer Centre Rochdale Borough is nationally accredited by Volunteering England and is a service provided by The Council for Voluntary Services Rochdale.

The Volunteer Centre Rochdale Borough has five core functions in accordance with the guidelines set by NCVO/Volunteering England.

1. Strategic development of volunteering
2. Good Practice Development
3. Development of volunteering opportunities
4. Voice of Volunteering
5. Brokerage

Information and Support

We provide information and support to voluntary organisations and community groups on the following:-

- Developing volunteer policies and procedures
- Identifying and developing appropriate volunteer roles for your organisation
- Recruitment and selection of volunteers
- Induction, training and support of volunteers
- Problem solving
- Volunteers and the law

The Rights & Responsibilities of Volunteers

The Rights of Volunteers

We encourage all local organisations to respect the rights of volunteers. These include the right to:

- Be recruited and selected fairly
- Receive training and supervision
- Work in a safe environment
- Be consulted about the tasks you undertake
- Be treated as a team member
- Receive an induction into the organisation
- Receive actual out of pocket expenses

The Responsibilities of Volunteers

Volunteers will be expected to:

- Support the organisation's aims and objectives
- Reliably turn up at the times agreed
- Attend relevant training courses
- Comply with the organisation's policies and procedures
- Add value to the work of the organisation
- Keep hold of receipts to claim back expenses
- Respect the organisation's need for confidentiality

Volunteer Opportunities

The following pages show examples of some of the things you can do as a volunteer. We may have other things available too. Please note that although most of our volunteer opportunities are in Rochdale Borough, some are in other adjoining towns. All our opportunities can be found at: www.do-it.org

Please contact us about any opportunity you are interested in.

You can also follow us at www.facebook.com/CVS Rochdale or Twitter @CVS_Rochdale

Volunteer Opportunities

Administration

Description:

General administration: Using a computer, writing letters, photocopying, answering the telephone, dealing with the post.

Receptionists: Meet and greet people, be the first point of contact, direct people to where they need to go, some organisations also sell small items at the reception desk, so some money handling is involved.

You need excellent communication skills, be able to use a computer and preferably have some admin. experience; have a good manner and be a good meeter and greeter. Some organisations need people to take minutes at meetings too.

Advice, Information and Support

Description:

Some organisations require volunteers to give advice and information to the general public and in some cases their clients. Training is usually given as specialist areas need specialist knowledge.

Advocacy

Description:

To act as an advocate for a person by speaking out with them or on their behalf. An advocate helps the person they are partnered with to have their views, opinions and concerns heard by others. They can work on a wide range of issues, from helping someone to get involved in activities in their local community to attending meetings with them to help them ask questions. This is an opportunity to make a real difference to another person's quality of life.

You would need a concern for human rights and a respect for the rights of people to be treated as equals in our society. The ability to listen and learn with the tenacity and patience to support a person with complex issues.

Volunteer Opportunities

Animals

Description:

These opportunities are very popular and are not always available. People are needed to walk dogs, foster pets for elderly people, or take pets to the vets when elderly people can't manage to get there. Foster pets while children are in hospital, puppy walkers for Guide Dogs for the Blind - but remember you have to give them back! Help with riding for the disabled - leading the ponies, helping the riders mount and dismount etc. Help at a cat rescue centre or horse and pony sanctuary. A love of animals is essential, experience of owning pets is useful too.

Art and Culture

Description:

You can support people with extra support needs to take part in various art and crafts activities. You could help at a community theatre or radio station. Volunteers are often needed to help staff at a heritage centre which offers space for exhibitions and meetings and acts as a local information centre.

Befriending

Description:

A befriender is a trained volunteer who offers their friendship, within agreed limits or boundaries, to someone who is isolated or lonely.

This involves being matched with a person and going out together on social activities. The activity depends on what the person you befriend wants to do. It can also include visiting people in their own homes. Training is provided specific to the client group.

The different groups can include:

- People with mental health issues.
- Children.
- Children in care.
- Children with disabilities.
- Adults with disabilities.
- Women at risk of domestic violence.
- People with alcohol/drug problems.
- Single homeless people with support needs.
- Older people.

All our opportunities can be found at:
www.do-it.org

Volunteer Opportunities

Catering

Description:

There are various community cafes in the Borough where you can get hands on experience of catering - from making tea and coffee to food preparation and serving meals; volunteering in catering usually also involves cleaning the kitchen and cafe areas and keeping them tidy and of course washing up.

You can volunteer to support people with extra support needs to volunteer in cafes too. Training is usually given.

Children

Description:

A variety of opportunities are available, these include supporting children with their reading, befriending, mentoring, volunteering in play groups and youth groups, scout groups, supporting children on group holidays, visiting children who are in care.

Computers, Technology and Website Design

Description:

You could support people to use computers in community settings, showing them how to use the basic programs, access the internet and emails.

Organisations sometimes need people to design and set up websites. Contact us to see what is available.

Driving

Description:

If you enjoy driving and have a clean driving license there are opportunities for you to indulge your pleasure through volunteering.

This includes driving children and their carers to hospital appointments, community transport schemes, driving older people to appointments, Meals on Wheels driver, collecting and delivery of furniture/ materials for community organisations. You will need a clean full driving licence, some schemes need you to have your own car.

Volunteer Opportunities

Disability

Description:

This can be supporting people with disabilities at social clubs or events, supporting members to take part in activities, get drinks or food from the bar or cafe, supporting them on and off transport. You can support people on days out to places of interest, theme parks, bowling or the cinema. Volunteers can also support people to go on holidays. You can befriend someone with disabilities and support them to pursue their interests, visit them at home, go shopping with them and generally be a friend.

The disabilities include, people with physical disabilities, learning disabilities, hearing and sight impaired. This type of volunteering can give you the experience you need to go into social care.

Drugs and Addictions

Description:

You can volunteer as a Befriender with people who have or have had an addiction, this involves social activities and supporting people to access services, such as doctors, housing etc.

Education and Literacy

Description:

You can volunteer in an adult learning centre that delivers various subjects to adults who have missed out on education, support children with their reading, mentor a child in school or support young children in play groups to learn through play. You can also help individuals with their literacy.

Elderly

Description:

Volunteering with older people can be a very rewarding experience, both for the volunteer and the older person. Opportunities can include, befriending, home visiting, Meals on Wheels, dog walking, supporting people at a luncheon club and social events, driving and supporting people to use computers. Volunteering with older people is very popular, so the opportunities soon get filled however, some organisations do keep a waiting list of volunteers.

Volunteer Opportunities

Environmental Volunteer

Description:

To join other volunteers in a variety of activities in Rochdale and the wider area of Greater Manchester, to improve the environment. You could help to improve urban woodlands, footpaths, wildlife corridors and canals.

All are welcome, tools and equipment are provided. No previous experience is necessary. Training and guidance on tool and equipment use is given on site.

First Aid

Description:

Volunteers can give first aid at public events, assessing the patients needs, dealing with injuries and bleeding, dealing with unconscious patients and dealing with patients who have stopped breathing. You would receive the training needed and have your skills updated at regular intervals.

Fundraising

Description:

You can fundraise for a variety of organisations, including, animal charities, disability or health related charities. It can involve joining a fundraising team or delivering and collecting collection boxes from shops or places of work. You can carry out collections in supermarkets and street collections.

Gardening

Description:

General gardening, preparing the ground, planting, and cropping fruit and vegetables. It could be on a community allotment or garden, the garden of a community centre, or a park.

Health and Hospitals

Description:

Volunteering in this area is really popular so sometimes the organisations have enough volunteers and stop recruiting for a while. When we do have opportunities in the local hospitals, it includes helping on the wards as patient befrienders, helping in the tea bars and the trolley services.

You can also volunteer to take children and their carers to hospital appointments or be an escort to people leaving hospital. Please contact us to see what is available.

Volunteer Opportunities

Local Events

Description:

These are usually one off events, they are often public events and can involve meeting and greeting people, signing people in, giving out information packs and directing them to where they need to go. It can also involve setting up tables and seats and clearing away afterwards.

Management and Trustees

Description:

Voluntary groups and organisations have Trustee Boards, executive committees or management committees that run the organisation.

Trustees are the people responsible for ensuring that a charity or community organisation has a clear strategy, that it remains true to its original vision and that it complies with all necessary rules and legal obligations. Collectively, trustees are known as the board and they have a number of formal roles and responsibilities. This can be a very interesting though demanding role, you can have a real input into the development of an organisation.

Marketing and Publicity

Description:

Some organisations require help with raising the profile of their work, designing publicity materials, this can include posters and leaflets and press releases. Sometimes this can be done at home and emailed to the organisation.

Mentoring

Description:

Mentoring is a one-to-one, non-judgemental relationship in which a volunteer gives time to support and encourage someone else. This is usually at a time when the person who is being mentored has some sort of problem in their life.

Mentors are people who help others achieve their potential. They are many things - a positive role model, an adviser, an experienced friend; somebody from outside a person's immediate circle. Taking a special interest can make an enormous difference.

Mentors are often needed to volunteer with children and young people, ex-offenders, people living with mental health needs, people with drug and/or alcohol addictions, people with disabilities.

Volunteer Opportunities

Mental Health

Description:

There are opportunities to volunteer and support people within mental health charities. You could befriend someone, support people with mental health needs at a social group or dementia café, or support people to work and gain skills in a community café.

Police, Crime and Justice

Description:

Do you want to make your community safer? There are various ways you can help. You may want to support the victims of crime or witnesses who have to go to court to give evidence.

You may want to help by working with offenders, perhaps helping them address issues which causes them to get involved in crime.

You could Support ex-offenders on release from prison as they re-settle into the Greater Manchester area. Or mentor ex-offenders to aid the client to overcome their specific barriers and move them toward training and employment opportunities.

Practical Work/DIY

Description:

If you have good DIY skills you can put them to good use by offering your skills to fit basic security equipment or do small DIY tasks around the home, i.e. replacing light bulbs/fuses, fitting smoke alarms, draft excluders and other small tasks. Sometimes organisations are looking for people with specific skills to help refurbish their premises or to pass on skills to their clients and occasionally they need someone as a handy man.

Race, Ethnicity and Refugees

Description:

Your support can be a lifeline for someone who has left everyone they know and everything they had behind.

You can support people by helping them access essential services, by delivering basic food supplies, and toiletries to asylum-seekers who have no other means of support, by interpreting, or by volunteering your skills as a driver, or befriender.

Volunteer Opportunities

Retail and Charity Shops

Description:

Many people volunteer in charity shops to get experience in retail. Others get involved to help raise funds for their favourite charity or simply to meet people.

There are many different tasks to do in a charity shop and many shops across the Borough that need your help. You can also volunteer at a Fair Trade stall in Rochdale market.

Sports & Events

Link4Life is the trading name of the Rochdale Boroughwide Cultural Trust. It is an independent company limited by guarantee and a registered charity. Sporting opportunities offered through link4Life along with some of our opportunities can be found at www.greatersport.co.uk/vip

Youth

Description:

There are different opportunities where you can volunteer to help young people. You may be thinking of a career in youth work so volunteering as a youth worker would be a good way to gain important experience. You may just want to help young people and give them the positive experiences of growing up that you had. The arrangements are usually very flexible and you could get a lot out of the experience as well; training is usually provided.

All our opportunities can be found at:
www.do-it.org

what Volunteers Say

Here are some comments from volunteers who the Volunteer Centre have referred into volunteering opportunities.

“I enjoy volunteering. It gives me experience while I am looking for a job.”

“I enjoy working as part of a team and making new friends.”

“I get to meet new people and make new friends”.

“I love helping people and it is fun to do. I meet hundreds of people and love the interaction of meeting new people.”

“I like my role, I enjoy working with customers, the interaction with other people and I am helping charity. I’m really happy to be here, it is better than staying at home.”

“I enjoy every minute of it that is why I have been volunteering here so long.”

“I enjoy volunteering, it gets me out of the house, a home from home, the people are so friendly, I love the family atmosphere”

Volunteering & State Benefits

There is sometimes confusion as to whether people who are claiming state benefits can volunteer. This confusion is not helped by advisors giving incorrect advice. Generally you **can** volunteer and claim state benefit.

Volunteering shouldn't affect your right to benefits, as long as the only money you receive is to cover your volunteering expenses. For example, expenses to cover travel from home to the volunteering location.

There are no limits on the amount of time you can volunteer for, nor any restrictions on the types of organisation you can volunteer for. The only requirement is that you continue to meet the conditions of the benefit or tax credit you are receiving.

For example, if you receive Jobseekers Allowance, you can volunteer full time as long as you are still actively seeking employment. Also, you must be able to attend job interviews at 48 hours notice and be available to take up paid work at one week's notice.

In terms of benefits and tax credits, you will be considered as being a volunteer if you:

- Do not receive any money for the work you do (this does not include expenses)
- Are not legally obliged to volunteer
- Volunteer for a charity, public-sector organisation or other voluntary organisation or helping your community and must not be simply helping out a family member.
- You must inform your benefit advisor that you are volunteering and who you are volunteering for.

Previously there were rules governing the amount of hours you could volunteer for in any given week but these no longer apply.

Generally, your Jobcentre advisor will encourage you to volunteer, as volunteering can improve your CV and skills and can therefore hugely increase the chances of you getting paid employment.

Frequently asked questions

How much time do I need to give?

This is really up to you. There are voluntary opportunities that only take up to 3 hours a month or opportunities where the requirement is 3 days a week. You can volunteer in the evenings, at weekends or during the day. It really depends on the type of voluntary work you would like to do.

Can I leave if I don't like it?

Yes, of course you can. You are under no obligation to keep volunteering. If there is any problem we would encourage you first of all to talk to the person who is responsible for volunteers at the organisation you are placed with, if this doesn't help or work we can either help you to resolve it or find you another placement.

Do I get paid?

No. The only money that you will receive will be actual out of pocket expenses if the organisation is in a position to fund these e.g. You volunteer for a full working day and you buy yourself lunch, keep hold of the receipt and then claim it back from the organisation. This applies to travel expenses also. When you start your voluntary placement you will be told if and how you can claim back expenses.

Do I need any qualifications?

Usually you don't. Some very skilled volunteering may require a qualifications, but usually organisations offer training to enable you to carry out the work.

Can I get a qualification?

It's becoming more common for organisations to offer volunteers qualifications such as an NVQ depending on the volunteer opportunity. You may well learn some valuable skills and gain experience, and also a reference for future employment.

Will I be interviewed?

Many organisations will not formally interview you but they will want to have a chat with you before you start. This gives you and the organisation, a chance to assess each other and gives you an opportunity to ask questions.

Frequently asked questions

A typical interviewer may ask:

- Why are you interested in volunteering?
- What sort of volunteering are you interested in?
- What skills do you have?
- Are there any skills you would like to learn?
- How much time do you have to offer?

You may want to ask:

- Will I receive training?
- How do I claim back my expenses?
- Will there be a variety in the work?
- How will I be supported/supervised?

An interview can also give you the opportunity to look at where you will be volunteering and meet staff and other volunteers.

I work full time. Will I still be able to volunteer?

Yes, don't be put off volunteering because you work full time. Many organisations would love to find volunteers who are available evenings and weekends. You will need to work out how much time you can commit before coming along to the Volunteer Centre.

What can I do?

Almost anything you can think of, but you need to bear in mind that we only work with Voluntary and Community Sector Organisations/Groups and other not for profit organisations. There are organisations out there you can join that cater for every interest imaginable.

Frequently asked questions

Can only UK citizens volunteer?

Anyone from an EU or EEA country and refugees are allowed to volunteer. People from outside the EU or EEA can volunteer if their visa allows it and there are restrictions on Asylum seekers, these can be discussed during your appointment.

Can people with criminal convictions volunteer with children and vulnerable adults?

Very few people are barred from employment or volunteering. Only certain convictions will stop someone from volunteering with children and vulnerable adults. As with any volunteer, a DBS check should only be made if the role meets the DBS eligibility criteria .

Can I only volunteer for sixteen hours a week if I receive state benefits?

Your volunteering hours are not limited, as long as you continue to meet the conditions of your benefit(s).

Courses for Volunteers

Confidence Building and Self Esteem

Course summary: The course will look at existing attitudes and behaviours, identify problem areas and find mechanisms for change.

Who is the course for: This course is aimed at new or existing volunteers.

The course will cover:-

- Self esteem assessment
- What is confidence
- Why we lose confidence
- Identifying problems affecting confidence
- Improving confidence
- Negative and positive thinking
- Cycle of change

Beginning Assertiveness

Course summary : The course will look at exploring assertiveness and understanding the balance between passive, aggression and assertive behaviour. As well as encouraging participants to build and maintain their self - image with confidence.

Who is the course for: This course is aimed at new or existing volunteers.

The course will cover:-

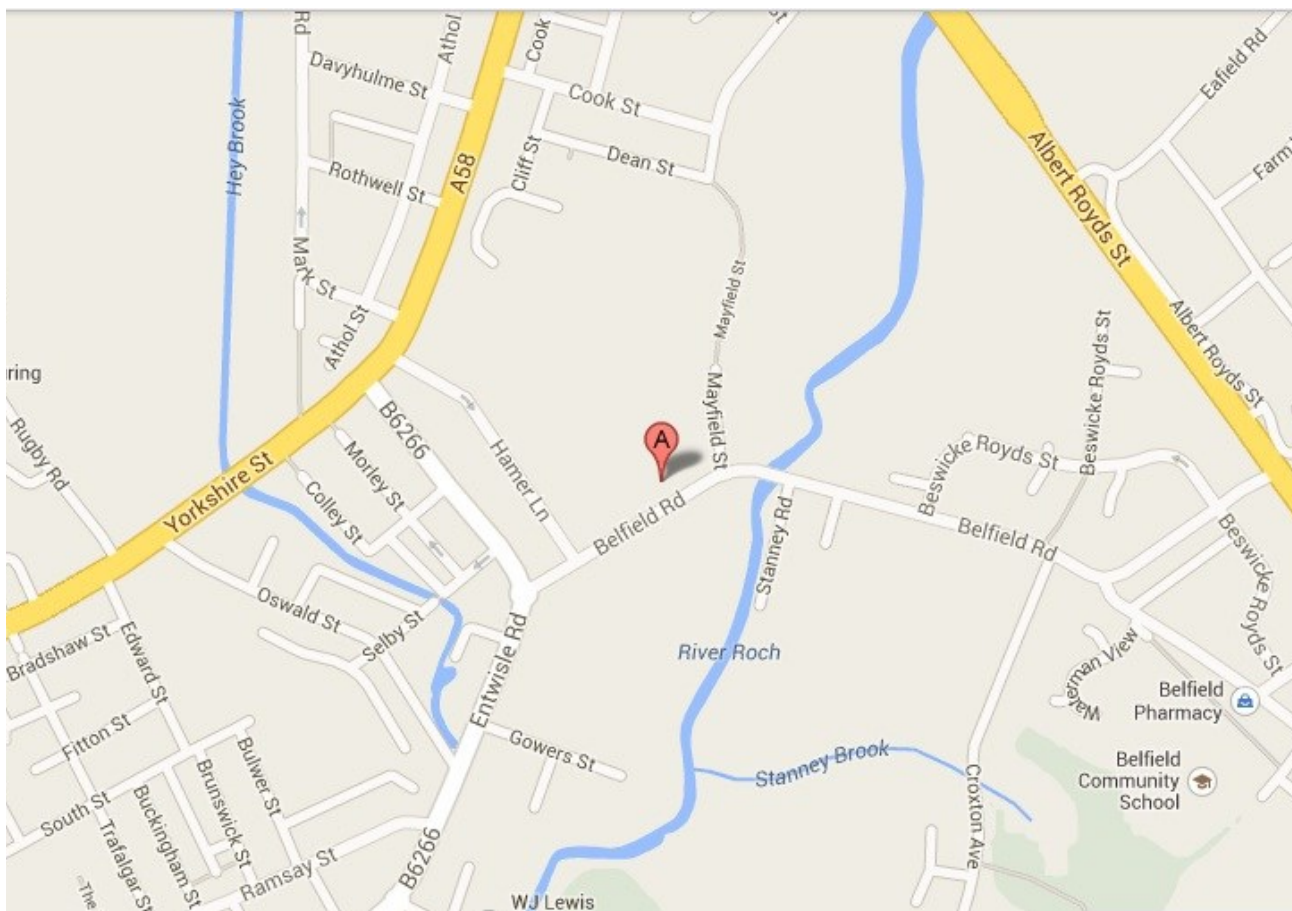
- What is assertiveness?
- Explore the difference between passive, aggressive and assertive behaviour
- Benefits and barriers of being assertive
- Practice being assertive

To find out when the next course is to be held, please contact us the Volunteer Centre at :

Tel: 01706 631 291

E-mail: vc.admin@cvsr.org.uk

How to find the Volunteer Centre



Above is a map showing our location. There is limited disabled parking on site for disabled drivers using the Blue Badge Scheme and we have disabled access. Please note that there is no on street parking available. Bus route 434 (Belfield Rd), 454 (Entwisle Rd) or any Bus along Halifax Rd alighting at Rochdale Fire Station, walking down Hamer Lane onto Belfield Road.

Address:

Volunteer Centre, CVS Rochdale
Floor 3
Unique Enterprise Centre
Belfield Road
Rochdale, OL16 2UP

Tel: 01706 631 291
Email: vc.admin@cvsr.org.uk
Or visit www.do-it.org

Opening Times:

**Monday to Friday
9.00am to 4.00pm**