

# Group & Employee volunteering opportunities

# a Sheffield Guide

- One-off group events to build team morale and motivation
- Regular-ongoing options for individual staff development
- Real benefits
   to Sheffield communities

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## Introduction

If you are part of a group or an employer in Sheffield, looking for organisations where your members or staff can volunteer, this guide is for you.

You'll find national charities, local organisations and small community groups all keen to get groups of volunteers involved. They greatly appreciate & benefit from the skills, experience and energy that groups of volunteers bring.

We provide contact details for each organisation so you can contact them directly to discuss how you might get involved and make arrangements.

Before you decide which volunteer roles might be right for you and your staff, you might find it useful to read the guide to *Setting Up Your Own Employee Volunteering Programme* on the Sheffield Volunteer Centre website:

www.sheffieldvolunteercentre.org.uk/setting\_up

# **Employee Volunteering – the benefits**

Organisations that have run Employer Supported Volunteering (ESV) programmes (or Employee Volunteering) for their staff have found:

- employees say they are proud to work for them
- employees gain new skills and motivation
- the organisation's reputation is enhanced
- partners want to work with them
- investors want to invest in them.

#### ESV can also bring:

- greater understanding and respect between co-workers
- personal development including the realisation of new things one is capable of
- creative approaches to problem solving.

For more info on why it makes real sense to support your staff to volunteer, visit: www.sheffieldvolunteercentre.org.uk/employee\_volunteering

"Volunteering was a fantastically motivational experience which enhanced a team spirit at work."

Civil servant (Department of Business, Innovation & Skills)

# Tips on Arranging your Employee Volunteering

#### 1. Think it through: what do you want to get out of your employee volunteering programme?

You may be developing an employee volunteering programme for altruistic reasons, or you may be taking a more tactical approach (for example, Encouraging staff volunteering to contribute to a wider Corporate Social Responsibility remit). Whatever your motivation, you will need to make sure the volunteering programme is properly managed to ensure your desired outcomes are achieved.

Have you the senior level capacity to manage the process or would you be better to use the services of an external broker (see page 42)? Brokers such as Business in the Community can ensure that your volunteering activity also contributes to city-wide and regional priorities.

What do you hope to achieve?

- Improved staff skills and leadership? Then longer term skills-based volunteering will work best, where volunteering is tailored to an individual employee's specific skills and is developmental (for example being a trustee for a charity).
  - Improved team working & staff morale?

Then a team project or one-off team challenge day will probably work best. Team projects involve longer planning and organisation (for example planning and delivering a major fundraising activity for an organisation). One-off team challenges take place within one day (for example painting a room or tidying up a community garden).

• Enhanced reputation?
Then consider the ideals that are important to your organisation, including what ideals would be important to your customers or service users, and identify the types of organisations that further these ideals.

#### 2. What can you offer?

- Identify the skills and experience your employees can offer
- Confirm how much time they will have available (time to do a one-off day or time to do more regular volunteering and if so how regular/ how much time?)

#### 3. What kind of volunteering?

It can be helpful to think about what your employees would most benefit from, or have most interest in, before identifying partner organisations. Some staff may want to offer their time in the same capacity as their paid work (e.g. accountancy or legal advice). On the other hand, they may like to try something completely different! See the list over the page for ideas.

#### 4. Making the match

Contact the groups on your short list to gauge levels of interest and to make the best match. The main question to have in your mind is: will this employee volunteering initiative benefit everyone involved?

Also bear in mind that in many charities, volunteer coordinators are part time, so they may not be able to return your call immediately.

#### 5. Making the arrangements

Once you have a match, clarify:

- Realistic timescales
- Who will be responsible for expenses arising from the volunteering (e.g. tools and paint) for team challenge events
- Who will take responsibility for health & safety and insurance
- How often will your staff volunteer and for how long on each occasion
- How will your employees volunteering efforts be recorded (e.g. on a timesheet)

Keep in close contact with your volunteer involving partner organisation before, during, and after the volunteering takes place. This ensures that everything runs smoothly and can lead to a valuable, long-lasting relationship between the two organisations

#### 6. Evaluating & celebrating

Documenting your employee volunteering programme will help ensure you get what you set out to gain.

It may help if you set clear and measurable objectives at the beginning, such as helping five children to improve their literacy or donating 500 hours of staff time.

You can do this through:

- Personal development plans, for the staff who are volunteering to develop new skills
- Photographs for record keeping and external publicity
- Congratulatory notices within internal newsletters / intranet notice-boards to boost team morale!

Volunteering England has further excellent advice and resources its website: www.volunteering.org.uk

#### Some ideas for matching:

Desired skills / experience	Suitable Volunteer Role
Conflict resolution	School governor
Creative thinking	Event organiser
Knowledge of issues affecting young people	Youth helpline volunteer
Leadership skills	Charity trustee
Listening skills	Crisis helpline volunteer
Mentoring / communication skills	School mentor
Negotiation skills	Team project coordinator
Networking	Fundraiser
Presentation skills	Youth & schools speaker
Project Management	Delivery of a team volunteering project / Management Committee member
Relationship building	Befriender
Risk management	Sports events volunteer
Team-working	Team challenge event

# Organisations in Sheffield needing your help

You will see from the listing below that a wide range of organisations in Sheffield are looking to involve employee volunteers, either in groups or as individuals, and either for long-term volunteering and/or for one-off events.

To get more information on any of the organisations listed or to find out more about their opportunities, please contact the organisation directly – there are contact details where each opportunity is described in more detail on the next few pages.

If you cannot see an opportunity to suit yourself or your employees, feel free to suggest your own ideas for ways in which your organisation could offer help to or support a particular charity or community organisation. Maybe you or your colleagues have special talents they can offer.

#### Please Note:

- These opportunities have not been vetted by Voluntary Action Sheffield and no recommendation is given or implied by providing this listing. Whilst every effort is made to ensure accuracy, we cannot accept responsibility for any errors or omissions.
- We can offer no guarantee that insurance is in place to cover employees volunteering
   please check with any organisation you approach about insurance cover.

The most important thing, when selecting an organisation, is to make sure you have a good match between what you or your organisation wants from volunteering and what the organisation you are choosing wants to gain by involving employee volunteers. If you are frank about this you are much more likely to find a good fit.

# **Organisations listed**

These organisations can accommodate groups of volunteers – they are listed alphabetically and each listing includes their contact details.

The listing starts on page 10.

Activity Sheffield Blind Veterans UK British Red Cross Broomhall Centre Chance to Dance

Children and Young People's

Empowerment Disability Sheffield

Endeavour

Friends of High Hazels Park Friends of the Peak District

Girlguiding Sheffield Green Estate Ltd Grow Sheffield

Heeley Advice Centre

Hillside Harvest

Home-Start Sheffield

JC's Community Spirit

**Leonard Cheshire Disability** 

Missing People

NYAS PDSA

Reading Matters
Roundabout
SAFE@LAST

SAGE Greenfingers Sheffield M.E. Group

Sheffield Mencap and Gateway

Sheffield Mind St Luke's Hospice

St Mary's Community Centre

St Mary's Timebuilders

Well Child

Yorkshire Cancer Research

## **Further Support**

# **Employee Volunteering Brokerage Services**

If you would like professional help to develop a volunteering programme for your staff you can contact:

#### **Business in the Community**

www.bitc.org.uk

Offers bespoke team and individual employee volunteering, arranged to ensure influence on key social and environmental issues in the most disadvantaged of Sheffield's communities. Also brokers opportunities to offer free professional advice and support to local groups and voluntary organisations. This includes one-off projects, advice surgeries and workshops. For more information and details of charges contact:

Sarah Shaw, Business Coordinator

Sarah.Shaw@bitc.org.uk
0114 201 3307

# South Yorkshire's Community Foundation

www.sycf.org.uk

South Yorkshire's Community Foundation provides a personal service to help individuals, families and businesses invest their money, time and skills in the local communities of South Yorkshire. SYCF can sometimes help provide team challenge days and other opportunities to offer time and skills to local community groups.

Contact: Ruth Willis

Email: Ruth.willis@sycf.org.uk

Tel: 0114 242 9009

# General Volunteering Information

for individual employees looking for a volunteer role:

#### **Sheffield Volunteer Centre**

Speak to people who volunteer themselves, who can help decide what you might be interested in and put you in touch with opportunities.

Drop-in service: 10am-4pm Monday -Wednesday), call or email and they'll help you find a volunteering opportunity you will hopefully like.

0114 253 6649, vc@vas.org.uk www.sheffieldvolunteercentre.org.uk

Hallam Volunteering: For students at the Sheffield Hallam University: http://hallamunion.org/volunteering Sheffield Volunteering: For students at

the University of Sheffield:

www.shef.ac.uk/union/activitiesandvolunteering

# **Activity Sheffield**

www.sheffield.gov.uk/activitysheffield

Activity Sheffield is Sheffield City Council's sport and leisure department.

Our goal is to lead the City to a more active, healthier and sporting future. We offer a range of activity, sport and play sessions across the city. Our volunteers help in lots of different ways and can bring additional experience, skills and knowledge to the Activity Sheffield service.

We have a range of opportunities for volunteers which include assistant sports coaches in various sports. We have one-off event volunteers for marshalling and stewarding duties, we have opportunities in Disability Sport, Play, Older People's Projects and admin roles too. Experience not essential, enthusiastic volunteers will be most welcome!

One-Off G Yes	roup Events?		Regular Opportunities? Yes
Group Size 1-5 16-20	6-10 20-25	11-15 26 plus	Regular commitment options: Once a week Most of our regular volunteer opportunities are weekly sessions at the same time/venue for a set timeframe
Little Olym	e Olympics lympiad lay Day ni & Great Yorks npics Swimming ournament		Activities available: Administration Befriending & Buddying Events - local, national and international First Aid Fundraising Sports Development Teaching, Training & Coaching Youth Work
<b>Costs</b> None			Beneficiaries: Children Disability Elderly Health, Hospitals & Hospices Sport & Outdoor Activities Women's Groups Young people
working w coaching q	Skills ng roles, experie ith young peopl rualification or le t not essential.	e and	Contact Gemma Marson 0114 2735016 Gemma.marson@sheffield.gov.uk

# **Blind Veterans UK**

www.blindveterans.org.uk

We help blind ex-Service men and women lead independent and fulfilling lives by supporting them with our in-depth expertise, experience and full range of services.

We give veterans much-needed support to adjust to sight loss, overcome the challenges of blindness and enjoy daily life. Our charity has been offering physical and emotional support to vision impaired veterans since 1915.

One-Off Group Events Yes	?	Regular Opportunities? Yes
Group Size Welcomed 1-5 6-10 16-20 20-25 ALL	: 11-15 26 plus	Regular commitment options: Can be regular commitment or on an ad hoc basis Raising fundraising awareness Tin collections and drop offs
Examples of Events: Fun runs 100k walk Fetes Bike rides Cake Bakes Music Concerts		Activities available: Arranging your own fundraising team with BVUK fundraising support Office support Support fundraising activities and events Speakers to promote the work of BVUK Teaching, Training & Coaching
Costs  Certain expenditure ca	n be covered	Beneficiaries:  Members of BVUK  Local Community
Desirable Skills Organisational skills Time management Desire to help promote	e BVUK	Contact Andrea Hudson andrea.hudson@blindveterans.org 0114 267 2557 07808 202473

#### **British Red Cross**

www.redcross.org.uk

The British Red Cross helps people in crisis, whoever and wherever they are. We are part of a global voluntary network, responding to conflicts, natural disasters and individual emergencies. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

Our work includes: Independent Living Services, Adult Education, International Family Tracing, Refugee Support, Fundraising, and Fire and Emergency Support Service. Volunteers are trained in the necessary skills to become part of a skilled and committed team prepared to respond to emergency, and to willingly give up their time to make a real difference to other people's lives.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed 6-10	Regular commitment options: Once a week
Examples of Events  An example of one-off volunteering could be spending a one off day or a few hours or days assisting the fundraising team in the office and with collections. This could include at our exciting fundraising events — for example Red Cross Week	Activities available: Administration Driving Events – local Everyday First Aid Fundraising Languages Charity Shops Youth Work  A longer term commitment could be offering hand, arm and shoulder massage at a regular weekday placement or with community referrals on a weekend (training provided); or occasional help as an Everyday First Aid tutor.  We occasionally advertise for short term internships requiring specific skills and bringing a range of benefits to the intern.
Costs  Donation of volunteer travel and kit Expenses appreciated!	Beneficiaries: Children, Elderly, Health, Hospitals & Hospices International Aid Mental Health Race, Ethnicity & Refugees Young people
Desirable Skills -	Contact Alison McNicoll 0113 2015241 yorkshirevolunteers@redcross.org.uk

## **Chance to Dance**

Chancetodance.org

Are you interested in cultural events? Good with people? Ready to be part of a unique dance festival in Sheffield city centre?

We need volunteers to be part of our events team on Saturday the 1st of July 2017, to help the Chance to Dance festival run smoothly. You could meet and greet dancers, talk to the public, staff a stall, give out flyers, or take photos/videos of the performances.

One-Off Group Events? -Yes	Regular Opportunities? No-single day event each summer
Group Size Welcomed -Up to 25	Regular commitment options: No
Examples of Events -Free festival of dance in Sheffield city centre, designed to get people dancing and having fun.	Activities available:  Event steward: introducing dance groups, giving out information leaflets, speaking to the public, taking photos, social media publicity.
Costs None	Beneficiaries: Any and everyone. Themes are health and wellbeing, exercise, culture and the arts.
<b>Desirable Skills</b> None	Contact Liz Searle/Nisha Lall Sheffield.chancetodance@gmail.com 07800 851055/07719 149352

# **Children and Young People's Empowerment Project (Chilypep)**

www.chilypep.org.uk

Our aim is to empower young people from disadvantaged and marginalised communities to make a positive contribution to their communities and influence the decisions that affect their lives. We support them through active participation to identify issues and develop their own projects and activities. We bring them together with adults in communities, decision makers and service providers to voice their views and opinions. This helps them develop skills and self esteem, providing them with learning and volunteering opportunities, and raising their aspirations to succeed and improving employability.

One-Off Group Events?	<b>Regular Opportunities?</b> Yes
Group Size Welcomed -	Regular commitment options: Once a week, Once a fortnight Bi-monthly (for trustee meetings)
Examples of Events -	Activities available: Fundraising Marketing, PR & Media IT & Website Design  Youth Work Teaching, Training & Coaching  The main support we need is help with fundraising and marketing for our organisation, and help with our website, including our online newsletter. We are also organising a 10 year celebration event this year to take place in October and would like some help with organising it
<b>Costs</b> None	Beneficiaries: Disability, Mental Health, GLBT (Gay, Lesbian, Bisexual & Transexual), Race, Ethnicity & Refugees, Young people
<b>Desirable Skills</b> None	Contact Lesley Pollard 0114 234 8846 lesley.pollard@chilypep.org.uk

# **Disability Sheffield**

www.disabilitysheffield.org.uk

Promotes independent living, promotes disabled people's human and legal rights, is peer support based covers all local disabled people, carers and other people who use support either directly or establishing links with other local organisations and networks. General activities include: Information and Advice, advocacy, peer support, young disabled peoples project.

One-Off Group Events? Yes	Regular Opportunities? Yes
<b>Group Size Welcomed</b> 1-5	Regular commitment options: Ad-hoc
Examples of Events Groups could possibly help with our AGM in October and we would like to do something in December for the International Day of Disabled People.	Activities available: Administration Advice Information and Support Events – Local Finance Work Fundraising Marketing, PR and Media Trustee and Committee Work Volunteers could help us support consultation events with disabled people, preparing publicity materials or facilitating on the day (e.g. acting as scribe or helping disabled people engage).
Costs None	Beneficiaries: Disability, Human and Civil Rights
Desirable Skills  As we are a small organisation we would need someone with some relevant skills. For example we are without a Treasurer and it would be useful if a volunteer has some skills and experience to bring to a role like that.  Also it would be useful to learn about best practice in other specialist fields such as accountancy, and to learn whether volunteers have ideas about how we could improve how we run our service.	Contact Anastasia Kelly 0114 253 6750 anastasiakelly@inclusivesheffield.org.uk

#### **Endeavour**

www.endeavour.org.uk

Endeavour is a small charity working with young people (between the ages of 13–25 years) who are disadvantaged and/or disengaged from society. We offer personal development programmes to ensure our beneficiaries can improve their lives, including outdoor challenge activities, creative activities, classroom based learning and experiential learning.

Our headquarters is an old Victorian school building with plenty of opportunities for large groups to come and paint areas or help with simple maintenance tasks. We also have gardens which need upkeep. There are always ways to keep teams busy at Endeavour, whatever their size.

Teams who prefer to volunteer using their business skills would be welcome to get involved in employability skills or visits to your company for our young people. We would like our learners to meet people from local companies and learn about the kind of careers available in Sheffield, the skills needed and what you like about your jobs.

We also have our flagship fundraising event The Endeavour in May 2017. This is a team triathlon challenge aimed at corporates and we welcome teams of all abilities.

One-Off Group Events? Yes	<b>Regular Opportunities?</b> Yes
<b>Group Size Welcomed:</b> 1-5 6-10 11-15 16-20 20-25 26 plus	Regular commitment options: Fortnightly / monthly for mentoring young people
Examples of Events: Team Triathlon Challenge (20 May 2017)	Activities available: Practical:  Painting and simple maintenance Gardening Skills-based: Career Insight Visits Employability Skills Careers talks Mentoring / reading partners Financial literacy skills
Costs  Depends on activity. For practical team events, we would like volunteers to cover costs incurred by us, but we will always have opportunities for those with no budgets.  For skills opportunities there is no cost.	Beneficiaries: Young People Children missing from education Young adults with learning difficulties NEETs
Desirable Skills  An ability to relate to young people is needed for skills opportunities	Contact Graham Booth 07793 488871 graham.booth@endeavour.org.uk

# **Friends of High Hazels Park**

We work with Sheffield City Council to improve and maintain High Hazels Park for recreation, play and other leisure-time activities for the benefit of the residents of Darnall and surrounding districts.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed 6-10	Regular commitment options: Once a month
Examples of Events  We have one-off opportunities for park clean-ups, maintenance and helping out at events such as Darnall Carnival.	Activities available: Administration Campaigning & Lobbying Events - local Finance Work Fundraising Gardening Languages Marketing, PR & Media Practical Work & DIY Trusteeship & Committee Work  Regular opportunities also include book-keeping and historical research.
<b>Costs</b> None	Beneficiaries: Children Elderly Environment Families Heritage Sport & Outdoor Activities Young people
<b>Desirable Skills</b> Bookkeeping and administration would require a certain level of expertise.	Contact Paul Campbell 0114 2656900 paul.campbell2@virgin.net

# **Friends of the Peak District**

www.friendsofthepeak.org.uk

Friends of the Peak District is a small, local independent charity that works to protect and enhance the landscapes of the Peak District National Park and surrounding area. We are the only charity dedicated to doing this. We've been going for almost 90 years and have a huge track record of successful campaigns.

Despite its national park status, the Peak District's countryside is fragile and remains vulnerable to a wide range of threats. We support and work with local communities to challenge and campaign and protect the Peak District's beauty and tranquillity. We want thriving rural communities and recognise that the Peak District is a living, working place.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed 15-20 volunteers	Regular commitment options: Once a week
Examples of Events  Each year we do a large mailing to homes in the Peak District and surrounding area highlighting our work and campaigns and asking people to support us and become members of our charity. This year we mailed 13,000 homes in the Peak District. It is really effective way for us to tell people about our work and we get lots of new members from it which brings vital funds for the charity, but using Royal Mail or a commercial company to do this is very expensive.  So we would love to get a group of volunteer approx 15 -25 spending one day helping us to pulling our mailing together (stuffing envelopes etc) at our office in Sheffield and then a day spent out and about delivering them to homes in and around the beautiful Peak District and surrounding area.	Activities available: Fundraising Marketing Event organising
Costs  Donation of volunteer travel and expenses appreciated!	Beneficiaries: Peak District and surrounding countryside Rural communities Local environment
Desirable Skills	Contact 0114 2792655 julie@friendsofthepeak.org.uk

# **Girlguiding Sheffield**

www.sheffieldguides.org.uk

A worldwide organisation for girls and young women aged 5-25, running a structured programme to help girls realise their potential, emphasising teamwork and decision making,

We run a varied and relevant programme focusing on outdoor skills, service to others, international links and fun games and activities. Organised by trained women volunteers (although men may work as helpers) from the age of 14 (young leaders).

One-Off Group Events? Yes	<b>Regular Opportunities?</b> Yes
Group Size Welcomed 1-5 6-10	Regular commitment options: Once a week Once a fortnight Once a month
Examples of Events Possible sponsored walk/fun run at Don valley stadium in the Autumn.  Citywide events from time to time that can accommodate "one off" volunteers.  There is also a need for volunteers to help with practical work at the camp site at Whiteley woods and more.	Activities available: Administration, Catering, Driving Events – local, Finance Work, First Aid Fundraising Gardening, Marketing, PR & Media, Practical Work & DIY, Youth Work.  Most units meet weekly or fortnightly but many operate with a leader team so attendance can be less frequent. Help also required with admin and finance.
Costs None	Beneficiaries: Children Environment Sport & Outdoor Activities Women's Groups Young people
Desirable Skills	Contact Wendy Peak 0114 2661054 oac@sheffieldguides.org.uk

### **Green Estate**

www.greenestate.org

We are part of the family of third sector organisations that operate from the Manor and Castle areas in South Sheffield. Our story started in 1998 with a simple idea - if the relationship between the land and people were made to work again, then we could bring life back to the waste lands and make the green environment a valued and productive asset.

Today we are a social enterprise not-for-profit organisation, offering volunteer work in admin, education, events, parks and landscape work. We weave competitive commercial services together with many other landscape, cultural and social initiatives. Together they are designed to make a difference to people's lives in our neighbourhood.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed 11-15	Regular commitment options: Once a month
Examples of Events Food fests and education events	Activities available: Administration Architecture & Building Work Business, Marketing & Research Catering Events - local Fundraising Gardening T & Website Design Practical Work & DIY Teaching, Training & Coaching
Costs None	Beneficiaries: Animals Children Environment Heritage Mental Health
Desirable Skills	Contact Sue Rose 07799 195960 s.rose@greenestate.org

# **Hillside Harvest**

www.hillsideharvest.org.uk

Hillside Harvest is a local food-growing co-operative, whose members are drawn from the Rivelin Valley area (with the only limit set on this being how far people are prepared to travel) and who work together to grow nutritious and sustainable food, as part of a transition to a low carbon lifestyle.

In addition, we actively encourage others in the community to work with us on the land - building their skills, confidence and relationships and opportunities for people in difficulties to move to more constructive lives.

We manage 6 allotment plots in the Rivelin Valley.

One-Off Group Events? Yes	<b>Regular Opportunities?</b> Yes	
Group Size Welcomed: 1-5 6-10 11-15 16-20 20-25	Regular commitment options: We welcome new members to the cooperative who share the costs and work as well as the produce.	
Examples of Events:  Monthly Open Working Day - when groups can come & volunteer/work with us, sharing a meal.  Team-build events for Sheffield employers.  Uniformed groups, with or without parents, either visiting & learning about the different things we grow or spending a few hours working with us.  Special projects – eg. Local school film-making group, 16/17 year olds taking on a practical challenge to design & build something we need as part of engineering/design/horticulture course.  Groups of students spending the day working with us.  Training/demonstration events on particular themes.	Activities available: These are seasonal and would need to be agreed for specific events. Activities can include: - Potting, planting out, tending plants including watering - Construction of new items such as raised beds, paths, fruit cages - Clearing new land, weeding and working with our composting system - Harvesting - Investigating how things grow and what common food looks like as it grows including some of the science – about what plants need Creating wildlife habitats, pond dipping	
Costs None.	Beneficiaries: Children and young people Retired Those looking to do more of their own food growing, or possibly take on an allotment of their own. Those who would benefit from positive, outdoor activities in a supportive sociable environment.	
<b>Desirable Skills</b> None – but willingness to do what you can and learn from others.	Contact Nick Rousseau info@hillsideharvest.org.uk Sheffield 2301 406.	

#### **Home-Start Sheffield**

www.hssheffield.org.uk

Home-Start Sheffield is a charity supporting vulnerable families who have at least one child aged under five. We offer a unique service, recruiting and training volunteers who are usually parents themselves, to visit families at home to offer informal, friendly and confidential support. Home-Start helps give children the best possible start in life, by supporting parents to grow in confidence, develop and strengthen their relationship with their children and widen their links with the local community.

Children need a happy and secure childhood and parents play the key role in giving their children a good start in life and helping them achieve their full potential.

One-Off Group Events?	Regular Opportunities? Yes
Group Size Welcomed -	Regular commitment options: Once a week Once a month  Home-visiting volunteers providing support to vulnerable families, visit one morning or afternoon a week.
Examples of Events -	Activities available: Advice, Information & Support Befriending & Buddying Fundraising Marketing, PR & Media
Costs None	Beneficiaries: Children Families
Desirable Skills Experience of parenting/caring for children under five.	Contact Ellen Summers 0114 2788377

# JC's Community Spirit

We raise funds and awareness around cancer issues in young people (0 - 25 years) and commemorate the lives of three young people who lived in Sheffield 8 and died of cancer related illnesses.

One-Off Group Events? Yes	Regular Opportunities? Yes
<b>Group Size Welcomed</b> 6-10	Regular commitment options: Once a week
Examples of Events DIY and maintenance.	Activities available: Architecture & Building Work Fundraising Gardening Retail & Charity Shops Youth Work
Costs Cost of insuring your staff while they volunteer with us.	Beneficiaries: Health, Hospitals & Hospices
Desirable Skills	Contact Jean Housley 0777 649 2980

# **Leonard Cheshire Disability**

www.lcdisability.org

We exist to change attitudes to disability and to serve disabled people around the world. Our principal activity in the UK is the provision of services in support of disabled people in the widest context. These services include care homes, supported living, domiciliary support, day services, resource centres, rehabilitation, respite care, personal support and training and assistance for those looking for work.

Mickley Hall in Sheffield supports 38 physically disabled people to live their lives to the full. The home provides expert nursing care as well as practical help and emotional support.

One-Off Group Events? Yes	<b>Regular Opportunities?</b> Yes
Group Size Welcomed 1-5, 6-10, 11-15, 16-20	Regular commitment options: Once a week, Once a fortnight Once a month, Less often  (less than once a month applies to volunteers to support our fundraising events such as our seasonal fairs)
Examples of Events Summer fair Family fun day Cooking event Ongoing gardening and DIY National event in June	Activities available: Campaigning & Lobbying Catering Driving Entertainment Events - local, national & international Fundraising Gardening Marketing, PR & Media Music Practical Work & DIY
Costs In most cases it would be helpful but not for all events.	Beneficiaries: Disability
Desirable Skills	Contact David Tagg 0114 236 9952

# **Missing People**

www.missingpeople.org.uk

Each year more than 250,000 people go missing in the UK. The families that are left behind face unbearable heartache and confusion. Missing People is a lifeline and somewhere to turn when the worst happens. The charity works across the UK to support families of missing people, to find missing children and to support vulnerable adults when they go missing.

We are looking for help and opportunities to publicise the cases of missing people locally so that more people have the option to be safely reconnected. Your group will help raise awareness of our cases and our services by encouraging local businesses to join the search.

Local Join the Search teams work with the Yorkshire Local Coordinator to build awareness for our services and our cases. This might involve organizing an event, getting sponsored to do something, building up local search partners for cases or campaigning.

Your local co-ordinator will work with your group to assign tasks and deadlines that are appropriate to the size and experience of the group. You will have a Facebook group for your specific area which means you can discuss projects and tasks online and there is easy communication between yours and other Join the Search local teams. As specific projects and opportunities come up, your Local Co-ordinator will work with the team to make a difference in the local community: whether that is through Join the Search Days, making children at events safer through our wristband project, lobbying local politicians or by presenting the charity to local community groups. You will also be working closely with the 'Research' Volunteer in your area who is developing relationships with potential partners and supporters in the area.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed: 1-5 6-10	Regular commitment options: We ask that our volunteers commit to their role for a minimum of one year where possible.
Examples of Events: Join the search days	Activities available:
Costs -	Beneficiaries:
Desirable Skills:  No specific experience required, however skills we are looking for include: Good communication skills, both verbal and written Strong organisational skills and good time management A mature outlook Competence using computers, Microsoft Office, internet, e-mail The ability to inspire and motivate others and be passionate about supporting missing people and their families.	Contact Telephone: 07872 601681 Email: regional@missingpeople.org.uk

#### **NYAS**

www.nyas.net

#### Organisation activities and mission:

NYAS is a UK charity providing socio-legal services. We offer information, advice, advocacy and legal representation to children, young people and vulnerable adults through a network of dedicated paid workers and volunteers throughout England and Wales.

#### Could you befriend a young person in care and make a difference to their lives?

We need male and female volunteers to offer 1-1 support to young people by visiting every month to share a fun activity, from football, fishing, a visit to the farm, to getting nails painted and everything in between!

You don't need any special qualifications, but patience and a good sense of humour are an advantage.

One-Off G	iroup Events?		Regular Opportunities? Yes / No
1-5	e Welcomed: 6-10 11- 20-25 26	-15 plus	Regular commitment options: After training and induction, volunteers will give their time once a month.
Examples	of Events		Activities available: Any – you are matched with a child that shares some of your hobbies and interests
Costs – N	one, expenses are prov	vided	Beneficiaries: Children In Care
Desirable A sense o			Contact Ruth Archer. ruth.archer@nyas.net 07810791427

# **PDSA**

www.pdsa.org.uk

PDSA was formed in 1917 and is now the UK's leading veterinary charity. We care for the pets of people in need by providing free veterinary services to their sick and injured pets and promoting responsible pet ownership. We do this through 51 Pet hospitals situated through the UK funded by income from our charity shops and fundraising.

One-Off Group Events? Yes	Regular Opportunities? Yes
<b>Group Size Welcomed</b> 6-10	Regular commitment options: Once a week, Once a fortnight Once a month
Examples of Events  None arranged but there would be scope for a team of volunteers to organise a fundraising event for us.	Activities available: Administration Business Marketing and Research Driving Events- Local Fundraising Gardening Practical Work and DIY Retail and Charity Shops Teaching Training and Coaching
Costs None	Beneficiaries: Animals
Desirable Skills  We have opportunities available that are skills-based and for the good of the community.  Contact Kit Lendon for further details.	Contact Volunteering Team 01962 868883 volunteers@pdsa.org.uk

# **Reading Matters**

www.readingmatters.org.uk

Reading Matters delivers a volunteer reading mentor support network and a range of training programmes to support pupils who are struggling with their reading skills and confidence. We recruit reading mentors to work with pupils one-to-one and offer Family Literacy Training to enable parents and carers to support children of all ages with their literacy, developing their own skills and help build an inclusive school community.

Participants in all of these programmes can gain a Level 2 accreditation with the Open College Network.

One-Off Group Events?	Regular Opportunities? Yes
Group Size Welcomed -	Regular commitment options: Once a week
Examples of Events -	Activities available: Befriending and Buddying Mentoring Teaching, Training and Coaching Youth Work
Costs Ideally the employer would help us cover the costs of the volunteering support (training, accreditation, admin etc) we provide which we usually charge schools for.	Beneficiaries: Education and Literacy, Mental Health, Young People
Desirable Skills -	Contact Reading Matters Western House, Western Way Halifax Road Bradford BD6 2SZ  01274 692219 info@readingmatters.org.uk www.readingmatters.org.uk

# SAFE@LAST

#### www.safeatlast.org.uk

SAFE@LAST is a registered charity working with and on behalf of young people at risk through running away. We are based at Dinnington near Sheffield and were established in response to an acute need for services for the 1 in 9 children under the age of 16 in South Yorkshire who are affected.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed all	Regular commitment options: Once a week, Once a fortnight Less often
Examples of Events  We have a range of one off events that employees could get involved with on an individual or team basis, such as sponsored walks, bucket collections.	Activities available: Advice Information and Support Catering Entertainment Events – local Fundraising Marketing, PR and Media Mentoring Music Youth Work Employees could take up training to become a regular helpline volunteer (weekly/fortnightly) or help deliver our prevention project to children as part of the Crucial Crew project.
Costs None	Beneficiaries: Children, Young People, Families
Desirable Skills -	Contact Mark Smith (Director of Operations & Retail) 01909 566977 m.smith@safeatlast.org.uk

# **SAGE Greenfingers**

www.sagesheffield.org.uk

We promote the mental and physical well-being of adults going through mental health problems by providing creative therapeutic activities for service users. Our largest project is SAGE Greenfingers, a horticultural therapy project based at Grimesthorpe allotments, Burngreave, in inner-city Sheffield. From time-to-time, we also run other therapeutic projects such as singing workshops, art & craft workshops and cook & eat sessions.

We offer support to men or women over 18 whose life is troubled by mental health issues. These might range from mild to severe and enduring and include diagnoses such as anxiety, depression, bipolar disorder, panic attacks, phobias, schizophrenia, psychosis and post traumatic stress disorder. We can also accommodate adults who have a dual diagnosis of learning disability and/or physical disability.

SAGE stands for Support Arts Gardening Education.

One-Off Group Events? Yes	Regular Opportunities? Yes, apply to Louisa Bruce, Service Manager, to discuss requirements.
Group Size Welcomed: 1-5 6-10	Regular commitment options: Individual volunteers welcomed (vacancies permitting) to support our Therapeutic horticulture group sessions – sessions available Mondays – Thursdays 11 – 2pm (6 month commitment, minimum).  Or, join 'Friends of SAGE' group for occasional opportunities e.g. workday, fundraising Support to occasional series of singing workshops
Examples of Events: Annual Open Day Various local community fairs Gardening workdays Fundraising events e.g. ceilidh	Activities available: Gardening Cooking DIY Fundraising Befriending Arts & crafts Singing
Costs Volunteer travel costs reimbursed	Beneficiaries: Adults in Sheffield with mental health issues
Desirable Skills  No specific qualifications are necessary. It's much more important that you are open-minded, non-judgemental and a good listener. It helps if you have a good level of spoken English.  An ability to speak other languages is useful, particularly French, Farsi or Urdu. It also helps if you have experience of supporting people with mental health issues or some gardening skills, but neither of these is essential.	Contact Emma Msigiti – volunteer coordinator 0114 274 3651 for individual volunteering; Louisa Bruce – service manager for group volunteering days, or email, enquiries@sagesheffield.org.uk  Address: SAGE Greenfingers, Minna House 30 Minna Road, Sheffield, S3 9AZ

## **Sheffield Mencap and Gateway**

www.sheffieldmencap.org.uk

Our mission at Sheffield Mencap and Gateway's is to initiate, develop, provide and support activities and services which improve the quality of life for people with learning disabilities and their families.

Working towards ensuring full and meaningful lives, Sheffield Mencap and Gateway's services are available to anyone in Sheffield with a learning disability and to their families. It is for women, men, young and old, wealthy or poor, people of any religious faith or of none. We have lots of different projects, and need help with daytime projects that are educational and learning based, and with evening groups that are more about the social clubs.

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed 1-5 6-10	Regular commitment options: Once a week Once a month Opportunities every day and evening
Examples of Events Although we do prefer to have regular volunteers, to help build up rapport with the members, we do have occasional opportunities to help with one off projects.	Activities available: Administration Art Caring Fundraising Music Teaching, Training & Coaching Youth Work  You could help in a variety of roles, including befriending our service users (taking them to activities such as the cinema or bowling), helping in a classroom environment, helping group activities such as cooking and painting with children's art and theatre groups or with administration.
Costs Travel expenses paid	Beneficiaries: Art & Culture Children Disability Education & Literacy
Desirable Skills A commitment to working in a people centred way, but mainly, committed, empathic, enthusiastic and fun!	Contact Jonathan Raimondi (Volunteer Coordinator) 0114 2767757 volunteering@sheffieldmencap.org.uk

## **Sheffield Parent Carer Forum**

www.sheffieldparentcarerforum.org.uk

We are a group of parents and carers of children and young people (aged 0-25 years) with disabilities and special educational needs. Our main aim is to ensure the needs of our children are met. We bring together parent carers from across Sheffield to provide mutual support, exchange information, and influence policy and practice. We have over 1,200 members.

One-Off Group Events Yes	Regular Opportunities? No
<b>Group Size Welcomed:</b> 6-10 11-15 16-20	Regular commitment options: n/a
Examples of Events: Family Fun Day on 21 August 2015, 10am-3pm, at Hillsborough Sports Arena (helping to set up, stewarding, supervising children's activities, helping to pack away)	Activities available: Family events such as Family Fun Days, pantos and plays, inclusive cinema screenings at Christmas
Costs None	Beneficiaries: Children and young people with special educational needs and disabilities (0-25), and their parents and siblings
Desirable Skills You just need to enjoy engaging with children and be friendly, outgoing and helpful. We'll run a training/briefing session for your group where we'll give you a few pointers about the best way to support our children.	Contact Eva Juusola, Development Worker Tel 0300 321 4721 Email eva.juusola@sheffieldparentcarerforum.org.uk

# St Luke's Hospice

www.stlukeshospice.org.uk

We care for people of all ages 18 and upwards throughout Sheffield who have incurable illnesses.

Our aim is to control their symptoms, alleviate their pain, and give them the best possible quality of life – all free of charge.

We have a wide range of opportunities for volunteers including long and short term roles and projects for both individuals and groups. If you are part of an organisation and want to get involved in volunteering with us as a group please get in touch and join our volunteering army!

One-Off Group Events? Yes	Regular Opportunities? Yes
Group Size Welcomed: 1-5 6-10 11-15 16-20	Regular commitment options: Ad hoc
Examples of Events: Nighstrider Festival of Light Meadowhall Cyclone Games Football Match Collections Buskathons Supermarket Collections/bag packs throughout the year	Activities available: Event Assistant Bucket Collector Collection Tin Coordinator
Costs None	Beneficiaries: Patients, their families and loved ones
Desirable Skills  For most roles you need to be confident, outgoing and friendly.	Contact Rebecca Levesley 0114 2357 548 r.levesley@hospicesheffield.co.uk

### WellChild

www.wellchild.org.uk

We are the national charity for sick children, providing practical help and support to children, young people and their families as they deal with the consequences of serious illness and complex conditions.

One of the ways we help is to arrange and undertake *Helping Hands* projects. We manage teams of volunteers completing one off home improvement projects, such as garden or bedroom makeovers, in the homes of children and young people, over one or two days.

Caring for a seriously ill child is challenging and time consuming. Decorating and gardening projects often get pushed to the bottom of the 'to do' list as there aren't enough hours in the day. Volunteer partners provide the manpower and enthusiasm to get the job done.

One-Off Group Events? Yes	Regular Opportunities?  No – although some companies we have worked with have done more than one project.
Group Size Welcomed: 6-10 11-15 16-20 20-25 Depending on the type of project.	Regular commitment options: No
Examples of Events: Community focused projects providing garden and bedroom makeovers for children and young people with complex care needs. Projects mainly take place in family homes.	Activities available: Activities include gardening and simple construction, painting and furniture assembly, depending on the project. All projects have a Helping Hands Manager to guide volunteers. Risk assessments, project plans, materials and specialist skills are arranged by WellChild.
Costs We ask for a contribution towards the cost of materials needed to complete the project. As a guide, bedrooms are approximately £1000 and gardens approximately £2000.	Beneficiaries: Children Young people Disability
Desirable Skills Practical Team Work Listening & Communication Physically fit	Contact Lee Trunks – Helping Hands Programme Manager helpinghands@wellchild.org.uk 01242 530007

### **Yorkshire Cancer Research**

http://yorkshirecancerresearch.org.uk/

We are Yorkshire's very own cancer charity, helping the people of Yorkshire avoid, survive and cope with cancer. We are funded entirely by our donors and we have supported vital projects across Yorkshire for 90 years.

We are committed to working in partnership with researchers, scientists and clinicians, the NHS, Public Health bodies and other charities to make life-changing improvements to cancer outcomes in Yorkshire.

We have lots of volunteering opportunities to offer, from one-offs to long term commitments, including marshalling at events, bucket collections, fundraising projects and work placements. If you'd like to learn more about being a volunteer for Yorkshire Cancer Research please contact Ellie Hill, Regional Fundraising Officer for South Yorkshire or visit our website <a href="http://yorkshirecancerresearch.org.uk/">http://yorkshirecancerresearch.org.uk/</a>.

Our Regional Fundraisers are happy to deliver presentations to staff to share more information about the charities work in the local area and the fundraising activities on offer.

One-Off Group Events? Yes	Regular Opportunities? Yes – some
Group Size Welcomed  Any size can be accommodated – dependent on activity	Regular commitment options:  Most of our regular volunteer opportunities are on a one-off basis but events can be as regularly as desired
Examples of Events Festive Friday Yorkshire Tea Party Cake Sales Street Collections Office Raffles/Prize Draw Running, Cycling & Waking Events Triathlon Fun Runs Create-Your-Own Events	Activities available: Administration Community Engagement Befriending & Buddying Events - local, national and international Fundraising Sports & Fitness Health Awareness Events Planning
Costs Event Dependent	Beneficiaries: Elderly Sports Groups Health, Hospitals & Hospices Outdoor Activities Groups Women's Groups Men's Groups Young People/Students

#### **Further Support**

# **Employee Volunteering Brokerage Services**

If you would like further support in arranging some volunteering for you and your colleagues, the following organisations can help.

#### **Business in the Community**

www.bitc.org.uk

Offers bespoke team and individual employee volunteering, arranged to ensure influence on key social and environmental issues in the most disadvantaged of Sheffield's communities. Also works in primary and secondary education.

Can also broker opportunities to offer free professional advice and support to local groups and voluntary organisations. This includes one-off projects, advice surgeries and workshops.

For more information and details of charges contact: michelle.dickinsin@bitc.org.uk

0114 2134691

#### **South Yorkshire Community Foundation**

www.sycf.org.uk

SYCF connects organisations/businesses with local charities for financial donations and team challenge days. Also, provides access to a Volunteer Fund for materials.

For more information and details of charges contact: Ruth Willis

Ruth.willis@sycf.org.uk

0114 242 9009

#### **General Volunteering Information**

For information on volunteering in general, try the following places:

#### **Sheffield Volunteer Centre**

Come to our drop-in and speak to our Advisors (themselves volunteers) who can help you find an opportunity that you might like. No appointments are necessary, just **drop-in**: 10am-4pm Monday – Wednesday.

You can also e-mail us and ask us to send you an electronic copy of our monthly listing of *latest* volunteering opportunities, or sign up on our website.

#### Contact:

0114 253 6649, vc@vas.org.uk www.sheffieldvolunteercentre.org.uk

#### **New Beginnings**

Based at the Volunteer Centre, this is the project for asylum seekers and refugees wishing to volunteer

0114 253 6655, refugee@vas.org.uk

#### **Hallam Volunteering**

For students at the Sheffield Hallam University
Contact via <a href="https://www.hallamstudentsunion.com/get\_involved/volunteering/">https://www.hallamstudentsunion.com/get\_involved/volunteering/</a>

#### **Sheffield Volunteering**

For students at the University of Sheffield
Contact via <a href="http://su.sheffield.ac.uk/sheffield-volunteering">http://su.sheffield.ac.uk/sheffield-volunteering</a>