

The Northfield Centre



VOLUNTEER INFORMATION BOOKLET

Including

Building Better Opportunities



LOTTERY FUNDED



all that's missing is U!



WORK ROUTES
Stoke & Staffordshire

Why Volunteer?



People volunteer at different times of their lives for different reasons:

- you might want to give something back to your local community or a particular group which helped you at a difficult time in your life
- you might want to meet new friends
- you may be unemployed/looking for a new career direction/have been made redundant so want to learn new skills and keep yourself active
- you could have experiences and skills you'd like to pass on to others.

It's flexible - you decide how much you want to do and when, taking into account the other commitments you have in your life.

Although you won't be paid, there are other rewards for volunteering:

- building up confidence and self-esteem
- meeting people in similar circumstances
- learning transferable skills
- trying out new experiences
- helping others as well as yourself
- and very often, having a lot of fun!



There are many training opportunities you can access as a volunteer, it shouldn't affect your benefits and we offer out-of-pocket expenses. And it looks good on your CV - many employers look very favourably on volunteering experience.



Who can volunteer?

No previous experience or specific qualifications are required

You need to be:

Able to commit for 6-12 months for an agreed number of hours a week

Aged over 16

Willing to be matched to a project where your help is most needed

Able to provide two suitable references

Work placements - 6 weeks

What do you receive?

Our volunteers receive:

- Subsistence to cover food expenses if you are working more than 5 hours a day
- Support and relevant training
- Induction into your volunteer role
- Health and safety induction
- Certificate and reference

YOUNG PEOPLE
WILL BE BETTER
PREPARED FOR
ADULT LIFE AND
EMPLOYMENT.





Expectations and Behaviour

- For you to execute your volunteer duties to the best of your ability
- To attend to do your volunteer role when you agreed to.
- To uphold the procedures in place these included things like health and safety, equal opportunities, confidentiality and safeguarding
- To wear clothing appropriate to your volunteer role. (these expectations will be explained to you during your induction)
- To maintain a clean and tidy appearance at all times whilst conducting your role.



Your placement: Q & A

- Q. Will I be insured whilst I'm conducting my volunteer duties?
- A. Yes you will be covered by our insurance.
- Q. Will I be expected to do things that I don't know how to do?
- A. As part of your induction into the role we will identify training needs associated with the work you are doing and provide all the necessary support you will need to conduct the work.
- Q. What happens if I am unable to attend on the day and time I agreed?
- A. We are aware that people are poorly from time to time or that things happen that were not expected. All we ask is that you let us know that you won't be able to attend as soon as you can before or on the day.
- Q. If I am worried or nervous about my role will I be able to get support?
- A. Yes you will be supported throughout your time with us and we aim to ensure that volunteering with us helps to build your confidence and skills.





Opportunities within the Northfield Centre and the other partner organisations within the Northfield Village



- Volunteer Events Planner
- Volunteer Activity Worker
- Volunteer Catering Assistant
- Volunteer Administration Assistant
- Volunteer General Assistant
- Volunteer Light Construction
- Volunteer Garden Maintenance
- Volunteer Reception Duties
- Volunteer Marketing Assistant
- Volunteer Co-Ordinator

VOLUNTEER OPPORTUNITIES

Wetton - Volunteer Cleaning /work placements

Choices - Volunteer Befriending
- Volunteer Activity Worker

87%
OF VOLUNTEERS WOULD
RECOMMEND BEING A
VOLUNTEER TO OTHERS





Volunteer Stories



I'm Katrina, I am currently a carer for my son and I am a lone parent.

I got frustrated not working but I am unable to work due to being on call to care for my son. Once things started to calm down at home I decided to put something back to the community and started volunteering at the Longford Centre in Cannock

I love my job and I have gained so many skills and have grown in confidence. I never thought I would be able to run activities for people.

I have now developed to a point that I can run activities on my own with little to no additional support being required.

I am about to take on a new challenge with Support Staffordshire





Studio Volunteer Opportunities



Practical Tasks:

- Sweep floor
- Check mats are hung properly
- Clean mirrors
- Change cloths and buy cloths
- Fill water sprays
- Spray and clean blocks and mats
- Tidy block/strap baskets
- Refill tea lights
- Buy/restock water
- Refill nuts/snacks
- Sort lost property
- Dust shelves
- Re-stock shelves
- Set up classes e.g. chair/mummy and baby yoga

Admin Tasks:

- Print, enter and file new client forms
- Print flyers and posters
- Refill flyers
- Update notice board
- Sign in classes
- Sell water and refill products
- Print handouts or information sheets
- Research and update the Sky Blue Yoga Facebook page



Yoga Related Tasks:

- Help at the Kids Workshops
- Help facilitate/run workshops/events

All necessary training and support will be provided.

Volunteer opportunities are subject to interview with the studio owner.



Volunteer Application

Volunteer Enquiry

Date of Enquiry:

Name:

Contact Number:

Address:.....

.....

.....

What roles are you interested in?

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Any further notes or comments?

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.....

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Thank you for your time and consideration.

Application taken by:

Date of interview:

Please pass this form to Michelle Williams – Community Development Worker



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Magnolia Avenue Stafford ST16 3DU
 ☎ 01785 248733
www.northfieldcentre.co.uk



**NATIONAL
 LOTTERY FUNDED**



European Union
 European
 Social Fund

The project will support participants with multiple barriers to regain their confidence and move closer to the jobs market.

This project is funded by Big Lottery Fund and the European Union through European Social Fund

Fuse can support anyone who is:

- 16 years and over
- Unemployed (cannot be in part time work or on 0 hours contract)
- Economically Inactive (including those not working who are claiming benefits)
- Has complex needs/multiple barriers which are impacting on being able to enter paid employment
- Requires support to fully and independently engage in existing services

SERVICES

FUSE can help you with any of the following, get in touch to find out more

Volunteer opportunities in the following:

- Administration
- Reception Duties
- Events co-ordination
- General Assisting
- Activity work i.e. family activities non term time only
- Catering – awaiting confirmation
- Garden Maintenance - awaiting confirmation

And.....

- Employment skills
- Confidence and Motivation skills
- Access to healthy living workshops
- Access to exercise classes
- Access to IT / IT support

Building Better Opportunities



Building Better Opportunities



Building Better Opportunities

Date of Enquiry:

Are you 16 years and over? Yes No Date of birth

Are you able to provide evidence that you can live / work in UK? Yes
No
(See acceptable evidence over the page)

Tick one or more below that you feel best describes your current situation.

- Unemployed (cannot be in part time work or on 0 hours contract)
- Economically inactive (including those not working who are claiming benefits or not currently looking for work for some reason)
- Have complex needs/multiple barriers which are impacting on being able to enter paid employment
- Requires support to fully and independently engage in existing services

Name:

Contact Number:

Email Address:

Address:

.....

.....

If you are considering a volunteer position which roles are you interested in?

.....

.....

Thank you for your time and consideration.

Please pass this form to Michelle Williams – Community Development Worker
Official use only

Application taken by:

Eligibility Criteria met? Yes No Entered on to spreadsheet? Yes No
Enrolled to programme Yes No Date enrolled

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Initial Participant Enquiry





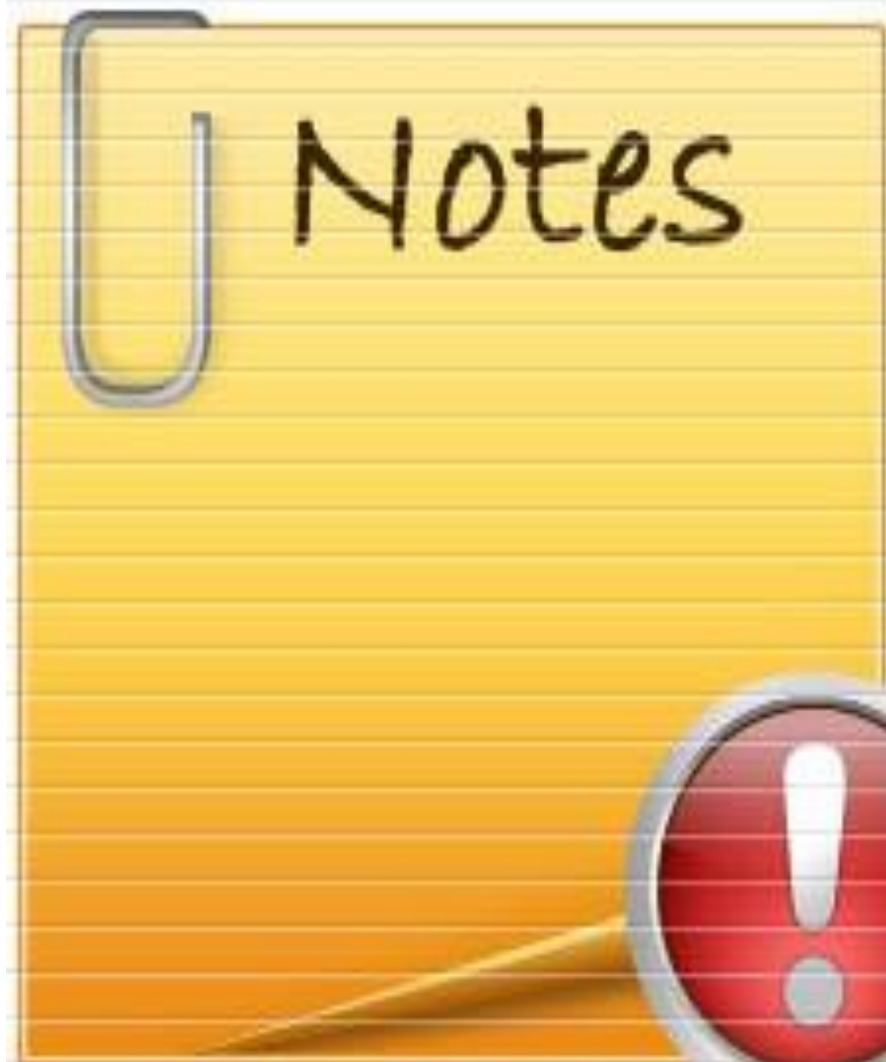
You will only need to provide one of the listed items below.

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent national insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent national insurance number and their name issued by a Government agency or a previous employer.

By 'European Economic Area', we mean all EU states plus Iceland, Liechtenstein, Norway and Switzerland.

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Grounds maintenance trainee

We need practically minded and physically fit people for a variety of roles.



- ◆ Ground maintenance trainees
- ◆ van drivers and van buddies

www.cleancutservices.co.uk



Sometimes we have work placements or volunteering opportunities to carry out tasks including...

- ◆ Filing
- ◆ Writing emails
- ◆ Research
- ◆ Answering Phones
- ◆ Taking bookings
- ◆ Marketing



We are very flexible with hours - Mornings, afternoons or evening /weekend shifts are available for many of our opportunities.

You could also be given the opportunity to gain qualifications plus support with employability skills to help you find work

www.fuseenterprise.co.uk



Northfield Centre
Magnolia Avenue
Stafford
Staffordshire
ST16 3DU
☎ 01785 248733



Development

Gain skills

Volunteers

Support

Knowledge

Rewarding

Confidence

Give hope

Get Involved

Inspire

Experience

Create opportunities

Fulfilment

Help

Worthwhile

www.northfieldcentre.co.uk