



VOLUNTEER CENTRE NEWCASTLE

VOLUNTEERING OPPORTUNITIES

Trustees' Week: 12-16 November 2018

What are trustees?

Trustees are the people in charge of a charity. They help to make the UK the **sixth most giving country in the world**.

They play a vital role, volunteering their time and working together to make important decisions about the charity's work.

Trustees' Week is an annual event to showcase the great work that trustees do and highlight opportunities for people from all walks of life to get involved and make a difference.

CARING HANDS

Caring Hands Charity has been established in the (Shieldfield) community for over twenty years. We aim to improve or maintain the quality of life and independence of older people and people with physical difficulties living in Newcastle. The need for the support of older people has never been greater as that segment of our population increases.

We are waiting to hear from individuals, who have the same passion and drive about our beneficiaries that our current team have and help us to develop as an organisation in responding to the challenges we currently face.

We are looking for people who could benefit our development by bringing on board skills in the following areas:

- Marketing
- Fundraising
- Strategic Planning
- Charity Accounts
- Able to "look outside of the box" - re problem solving

It would be helpful in the broader sense, to have Involvement with or knowledge of, either now or in the past:

- CCG's strategies
- NHS procurement
- NHS strategy, changes,
- Funding

Dawn contact@caringhandscharity.org.uk

SUCCESS4ALL

Success4All is an educational charity, established in 2006, that fights educational inequality by giving access to tutoring, learning resources, clubs and summer schools to those in less affluent areas. Our aim at Success4All is to engage, equip and empower children, young people and their families, so that they can build a successful future for themselves and others.

The marketing, communications and PR Trustee acts as a Trustee of the charity, with the additional role of assisting in developing and implementing an integrated strategic marketing and communications plan to improve brand identity of Success4All. Currently, all of Success4All's marketing, communications and PR are carried out in-house by staff, however, this is done on an ad-hoc basis. Success4All are seeking a new Trustee to help us to help broaden awareness of the charity's values and priorities, as well as helping to increase visibility across a wider audience.

Essential

- Marketing and PR/Communication expertise
- Demonstrated leadership and management, communication and presentation skills

- Experience of business, commerce or industry
- Experience of the strategic use of social media as effective communication to support services and activities
- Application of marketing strategy to charitable/not for profit organisations

Desirable

- Actively participate as a key member of the Fundraising and Publicity Sub-Committee of the Board
- Experience of working within the charity, voluntary and public sector

Our Trustees meet 4-6 times during each academic year; this includes our annual general meeting, which will be held on the last Saturday in June 2018. Trustee meetings last approx. 2-2.5 hours and are usually on a Thursday afternoon/evening at our office in Benwell.

If you wish to apply for this role, please email over a recent CV and covering letter to Busola Afolabi, Operations Manager, busola@s4a.org.uk

YMCA Newcastle

Trustee vacancy – Manufacturing and Retail Social Enterprise – Urban Mushrooms

YMCA Newcastle provides unconditional support to around 2,000 young people annually from a number sites in the city.

Young people tell us that having a job is very important to them yet youth unemployment in Newcastle is around 25%. To address this we have set up a social enterprise to create employment for young people; we grow speciality mushrooms on coffee grounds we collect from cafes, sell fresh mushrooms to local restaurants, sell mushroom stalks to vegan food manufacturers and grow at home kits to enthusiasts and as gifts.

Visit here for more details;

<https://www.ymcaneewcastle.com/Pages/Category/urban-mushrooms-listing-page>

We have 2 trustee vacancies for individuals with skills, experience and knowledge in manufacturing and retailing to become a member of Board. You will support the Treasurer and Chief Executive Officer and Business Manager to achieve our ambitious growth plan to scale up of our business nationally.

We require you to give up around 4 hours of your time each month to attend the subcommittee and Board meetings and use your professional knowledge and skills to enable the operational team to provide our much needed jobs for young people. We are not able to provide remuneration for your time but do reimburse reasonable travel expenses.

Please email the Chief Executive Officer jeff.hurst@newcastleymca.com for more details.

Trustee vacancy – Nursery Service

YMCA Newcastle provides unconditional support to around 2,000 young people annually from a number sites in the city, we are in the process of acquiring and established day care nursery.

We have 2 trustee vacancies for individuals with skills, experience and knowledge in Nursery provision to become members of Board. You will support the Treasurer and Chief Executive Officer and Nursery Manager in the transfer of ownership, establishing a continuous improvement plan, improving the infrastructure and completing the next Ofsted inspection.

We require you to give up around 4 hours of your time each month to attend the subcommittee and Board meetings and use your professional knowledge and skills to enable the operational team to provide our much needed services to the city's young people. We are not able to provide remuneration for your time but do reimburse reasonable travel expenses.

Please email the Chief Executive Officer jeff.hurst@newcastleymca.com for more details.

TYNESIDE OUTDOORS

Tyneside Outdoors aims to help people living in disadvantaged areas of Tyneside to access the outdoors and to use it for their health, learning and enjoyment. We currently provide youth work activities in East and West Newcastle and South Shields.

As a new organisation we're looking to grow and develop so more people can enjoy our great outdoors and so young people can have a great growing up outdoors. To do this we need support to develop our business plans and the different models of

working, we need marketing and comm's people to help get our message out there and of course we need those people who can create fundraising opportunities that get people engaged in supporting TO. If you have all of these skills, you're a trustee in the making, we'd love to hear from you!

We're keen to have people with a proven track record in any related field. However, we're also really keen to get younger people involved who might want to develop new knowledge, skills and experience, as well as playing a valuable role in supporting our work.

- Good team worker - working with staff and volunteers is essential
- Good Communicator - things always work best when everyone knows what everyone else is doing and we need to tell others what we do too!
- Marketing and comm's experience - it's not everyone's cup of tea, but we need to promote our work well in order to get more people outdoors
- Business skills - Finance, admin, business planning, contracts, etc., - we need to develop our business and keep ourselves on the right track
- Fundraising - we need to motivate people, charities and businesses to support our work on Tyneside

Face to face meetings are fairly infrequent, however, work is always ongoing, particular our online and social media presence. You can expect to be asked for approx 2hrs per week, on average, however, events and other activities can sometime last longer.

A role description can be provided on request from Gerard New, Youth and Community Worker by emailing info@tynesideoutdoors.org.uk

Further information can also be requested and a telephone, email or video call conversation can also be arranged to discuss roles further.

NEWCASTLE CARERS

Newcastle Carers is an independent charity supporting adults, children and young people who **care for someone living in Newcastle upon Tyne**. Our service is free, confidential and non-judgemental.

What role/s are you looking to recruit?

Through a competitive process we have been awarded the Newcastle City Council and Newcastle Gateshead Clinical Commissioning Group contract for an integrated

carers service. This means for the first time Newcastle Carers will now be supporting young carers (5-18 years).

This contract is up to 5 years so it's a really exciting and challenging time for the organisation.

Therefore, we are looking for a person with specialist knowledge who can support and guide on issues relating to children and young people.

What skills or experience do you need them to have?

We would like you to have a proven track record of working with children and young people particularly regarding statutory services duties.

We need you to understand the issues the VCS face in delivering statutory service contracts

Time commitment

We meet bi-monthly on a Monday at 4pm for approx. 2.5 hours. Board members hold specialist portfolios taking approx. ½ day per month.

Application method

A role description and short paperwork can be requested from Katie@newcastlecarers.org.uk. You can visit our [website](#) for more information about Newcastle Carers. You can call to speak to Katie informally on (0191) 2755060.

Suitable candidates will be invited to meet Katie Dodd, CEO and another Board member.

THE ABBEYFIELD NEWCASTLE SOCIETY

The Abbeyfield Newcastle Society is dedicated to enhance the lives of older people to allow them to play an important and unique role in the wider community. We give a high priority to the medical, physical, mental, emotional and spiritual needs of older people to both develop a sense of community and companionship and reduce any potential feelings of isolation. Through caring, openness, honesty and respect, we enhance the quality of life for older people in our care.

We currently operate 2 Registered Care Homes and 1 Supported Living House

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organizations' aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

LEGAL ISSUES

Main Responsibilities

- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to make sure the organisation is properly insured against all reasonable liabilities

To ensure that Abbeyfield complies with and pursues its objects as defined within its Memorandum and Articles (governing document)

- To ensure that Abbeyfield complies with charity law, company law and any other relevant legislation or regulations that affect its operation

Trustee Person Specification

- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Some understanding of company and charity law

FINANCIAL MANAGEMENT

Trustee Role Description

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organizations' aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main Responsibilities

- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.

- Monitor the financial standing of the charity and reports to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets

Trustee Person Specification

- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.

If interested please apply in the first instant with a full CV to:

Mrs Vee Wilkinson

Chair of the Executive Committee

The Abbeyfield Newcastle upon Tyne Society Limited

40 The Grove

Gosforth

Newcastle upon Tyne

NE3 1NH

Or by e-mail to : v.wilkinson@abbeyfieldnewcastle.org.uk

OTHER ROLES

CITIZENS ADVICE (NORTH SHIELDS)

Are you looking for work or wanting to enhance your CV?

Do you want to learn new skills?

Would you like to give something back to your community?

North Tyneside Citizens Advice is looking for volunteer Advisers and Receptionists to help provide our services.

What does Citizens Advice do?

Citizens Advice provides **free, impartial, confidential** and **independent** advice to help people overcome their problems.

We help local residents with issues including Benefits, Debt, Employment, Housing, and Consumer rights.

Volunteer Roles

You can make a real difference to peoples' lives by joining our team of volunteers in any of the following ways:

- As an **Adviser**, you will be one of our main members of staff helping the public with their problems, whether you do it face-to-face or through telephone or digital channels.
- As a **Receptionist**, you will be the first faces that our clients see when they arrive, and part of the vital support structure that keeps our service going.

We will provide you with **free and comprehensive training**, and give you the supervision and support you need to develop the skills to help our clients.

How do I apply?

- Call us on **0191 270 4490**
- Email volunteer@ntcab.org.uk

ST OSWALD HOSPICE

Retail volunteering opportunity of the month: Collection Line Volunteers

Our Warehouse in Kingston Park has some exciting vacancies for Collection Line volunteers which urgently need to be filled.

The role is vital in supporting our busy Collection Line team in organising for the collection and distribution of donated stock.

Could you be part of the team which helps support our entire retail sector? Do you have good I.T and Microsoft Office skills as well as a professional telephone manner? If you want to work in a fast paced environment, learning new skills and making new friends please get in touch. We'd love to hear from you.

Shifts are available from Monday to Friday with negotiable hours.

To find out more about St Oswald's retail volunteering opportunities, please contact the retail helpdesk via retailhelpdesk@stoswaldsuk.org, call 0191 246 9071 or pop into any shop and speak to the manager. For specific shop contact details, please visit www.stoswaldsuk.org/shop.

PEER TALK

We are recruiting volunteer facilitators for our two peer support groups for anyone living with depression in Whitley Bay and Whickham. Could this be advertised through your organisation?

We offer training and ongoing support. The training will take place over 3 Tuesday evenings: 13, 20 and 27 November, 7.30-9.00pm at Brunswick Methodist Church in Newcastle city centre.

Details of the volunteer role can be seen at <http://www.peertalk.org.uk/index.php/volunteer> and people can apply online at <http://www.peertalk.org.uk/index.php/application>

FARESHARE UK

FareShare UK are working with Tesco to arrange one of the largest food collections in the UK.

Our three day food collection event will take place on Thursday 29 November, Friday 30 November and Saturday 1 December.

We are looking for people to sign up for three hour shifts over the three days. This will involve standing in the store handing out FareShare shopping lists with suggested donations and collecting donations when they are made.

With 8.4million people currently living in food poverty in the UK, someone can help us make a big difference by donating three hours of their time, we have estimated that in three hours alone someone could help us collect enough food for 600 meals.

To sign up please visit <https://fareshare.org.uk/tescofoodcollection/> it takes two minutes to do and once you have booked on you will receive an email confirmation with a handy information booklet.

We would really appreciate if you could share this amongst your colleagues and contacts and encourage them to help us where possible. Details are also on our Facebook page <https://www.facebook.com/FareShareNorthEast> so feel free to share the post.

ACTION HOSTING

Action Hosting supports destitute asylum seekers who have no recourse to public funds and are therefore entirely reliant on the support of charities to survive. Through our hosting scheme we match volunteer hosts offering a spare room in their home with a destitute asylum seeker for short-term placements

We are holding open evenings for anyone who is interested in joining our scheme or who simply wants to learn more about it. You will have the opportunity to hear from current hosts and speak with the project co-ordinator and manager.

Tuesday 20 November 5.30-6.30pm at The CastleGate, Melbourne Street, Newcastle upon Tyne Book
Now <http://bit.ly/HostingOpenEveNewcastle>

AKT (Albert Kennedy Trust) INFORMATION DROP IN EVENINGS

Volunteer Information Evenings:

Tuesday 13th November (Outreach Ambassadors and Mentors) 6-8pm at Revolucion de Cuba 1-3 Cloth Market NE1 1EE – we have an exciting new volunteering opportunity here at AKT where we're looking for volunteers to assist with our outreach work to reach more young people who may be in need of our support. This could include staffing an information stall at an event, delivering a presentation about our work at a school, college or university or using your own existing networks to spread the word. Come along to find out more about this great new opportunity. We will also be speaking about our mentor volunteer role in which a volunteer is matched to work 1-1 with an LGBTQ+ young person to work on specific issues they may be experiencing. See more on our website

at www.akt.org.uk/mentor. Please note mentors must be 25+. Refreshments will be provided on the evening.

Tuesday 4th December 6-7.30pm Room 2, Good Space, Floor 2, Commercial Union House, 39 Pilgrim Street, NE1 6QE – are you passionate about supporting LGBTQ+ homeless young people? Do you have a spare room and are based in the North East? Our host programme is one of the ways which we can offer support to a young person who has no safe place to live. Come along to find out how you could become a host for AKT – loads of info on our website at <https://www.akt.org.uk/host-programme>. Please note hosts must be 25+. Refreshments will be provided on the evening.

For more information and to secure a place please email Kate Deamon, Volunteer Coordinator at kate@akt.org.uk

ATE

Summer Camp Volunteers Wanted!

Phone: 01684 562400

E-mail: zoe@ate.org.uk

We are looking for enthusiastic and hard-working volunteers to work directly with the children on our camps, as part of a larger team of volunteers.

ATE runs UK-based residential camps for children, called Superweeks. You will receive practical training to become a "monitor"; which will provide you with the resources and skills required to successfully lead a group of children.

For more information, visit www.superweeks.co.uk/supertraining

The Role of a Monitor

As a Monitor you will lead a group of about 8 children, taking part in all of their activities: you will eat at their table, join in their games, put them to bed in the evening, and wake up with them in the morning.

Monitors are responsible for keeping their group happy, safe and cared for. You will get to know the children really well and will become an older brother or sister figure to them. For many children, the relationship they develop with you will be the highlight of their holiday.

Each holiday will have around six to nine Monitors along with a Director and Assistant Director, who will plan the week and deliver larger activities. There will also be a Matron, a Caterer, and a small team of Domestic Staff.

Who We Are

Our Superweek holidays are jam-packed week-long adventures for children aged 8-16. We've been running them for over 50 years, and our staff are bursting full of activities and imaginative games which means that each Superweek is always totally unique.

We also sponsor a third of our places to go to children from disadvantaged backgrounds, as we believe that all children should have the opportunity to experience a summer camp.

Go

to https://docs.google.com/forms/d/1kebz7WBR0EwNaW_ZOM0oyCVRPwPdEfAaWs7IN0dAAms/edit to apply.

If you would like to speak to a member of our staff, email Zoe with any questions or to chat about whether you are suited to this role
