

West Kent Volunteer Centre



Volunteering proves to be popular

If you're interested in volunteering you are not alone. According to the Civil Society Almanac produced by the National Council for Voluntary Organisations, 1 in 5 people formally volunteer at least once a month. This represents 12 million people.

There are many different ways to volunteer - e.g. you could help with book conservation, steward at events or in a museum, provide support to witnesses, support refugees or help out with gardening. Take a bit of time to think about what would interest you most. You can browse through lots of opportunities at www.do-it.org.

To talk to someone about volunteering contact our volunteering team on 01892 530330 or email volunteering@imago.community.

We see a world where every person with a disability, condition or complex needs is empowered to realise their potential

Volunteer with us

At Aspens we help children, young people and adults with a range of disabilities, those on the autism spectrum, and those with complex needs.

We want you!

We are always looking for enthusiastic volunteers to help us. Just a few hours of your time each week can make a huge difference to the lives of the people we support.

We have a wide range of opportunities available across Sussex and Kent, both during the day and in the evenings, every day of the week. So whether you are retired or working, a student or a parent, there are lots of ways you can get involved.

For more information please contact:

Kent: Sue at sue.lawrence@aspens.org.uk or

01892 822 168

Sussex: Sarah at sarah.clements@aspens.org.uk or

Support our service users

Fundraise in our charity shops





The Kent Foundation is a charity that supports young people in business. Our mission is “Ensuring young people of Kent get the support they need to be successful in starting and growing a business, so contributing to the overall success of Kent”. Our primary service is our volunteer business mentoring programme which works across Kent providing very practical support and advice to the next generation of entrepreneurs and business owners.

We currently have 2 great volunteering opportunities!

- We would really like someone to get on board as our **Web Content and Social Media Coordinator** to create content for our website and social media channels at our Maidstone HQ to promote our services, publicise events, and keep in touch with our audience. Previous experience will be required for this role. Working hours can be flexible to suit you.
- We are also on the lookout for a much needed **Office Administrator** to support the day to day business at our Maidstone HQ. The role is to provide support for the Director, and the delivery of our Mentoring programme, as well as the other services we provide to meet the needs of our beneficiaries, and volunteers. Working hours can be flexible to suit you.

If you are interested in giving some time to help us make Kent an even greater place for young people in business in either of these roles please don't hesitate to contact us.

If you have any questions or require more information please contact Stuart on either stuart@kentfoundation.org or tel: 03000421163. More information about us can be found at www.kentfoundation.org.





Bradbourne Riding for the Disabled Group operates to give the opportunity of riding or driving to any disabled person who might benefit in their general health and well-being. Working across the spectrum of disabilities, age range, social status and urban and rural environments, our focus is to help each individual to derive a direct therapeutic benefit and to achieve their personal goal.

With the support of Bradbourne's world-class able-bodied carriage driver Sara Howe, our RDA carriage driving section has gone from strength to strength in recent years. We now have an opportunity to expand our RDA driving section still further with an additional session on Tuesday afternoons to complement our existing Wednesday afternoon and Friday morning sessions, but we cannot do this unless we can find more volunteers.

No prior driving experience is necessary, and you do not have to be very 'horsey' - you just need to be confident around horses, enthusiastic and willing to learn. If you are already involved with horses, this is a great opportunity to expand your skills.

If you wish to find out more please visit our website - <http://www.bradbourne-rda.org.uk/>, or email us - contact@bradbourn-rda.org.uk, or why not come along to our driving Le Trec fun day on Wednesday 1st August? We can assure you of a warm welcome and you will have the opportunity to see what we do and chat to some of our driving coaches and volunteers.

We very much look forward to hearing from you.





National
Trust

Volunteer Opportunity - Chartwell Book Conservation

Chartwell was the much-loved Churchill family home and the place from which Sir Winston drew inspiration. One of the things that makes Chartwell so special is the extraordinary collection of Churchill's personal artefacts and mementoes, including almost 900 inscribed books that were gifted to Churchill. Our Book Conservation volunteers help us to ensure these books are conserved for future generations.

By getting involved, you could...

- ◆ Develop your conservation skills, learning how to preserve and conserve items of importance.
- ◆ Work with a nationally important collection in an historical setting gaining a unique insight into Sir Winston Churchill.
- ◆ Help to demonstrate conservation in action as part of a friendly and dedicated team.

What's involved?

- ◆ Receive free training from a specialist conservator (in preparation for the work). Please note this is a compulsory element and is scheduled for Thursday 30th Aug 2018.
- ◆ Condition checking books from the collection, recording findings and updating records whilst working on site at Chartwell in front of the public.
- ◆ Making sure things run as smoothly and safely as possible – this includes getting to know health and safety and evacuation procedures and staying up to date with the rest of the team.

This role will suit you if you are ...

- ◆ Interested in historic collections and keen to develop skills in conservation
- ◆ Able to handle books with extreme care and have a level of physical fitness suitable for carrying occasional heavy loads
- ◆ Able to work on methodical and meticulous projects with constant attention to detail.
- ◆ Comfortable using IT.
- ◆ Able to work as part of a team
- ◆ Self-motivated and reliable
- ◆ Comfortable working in public and in view of visitors to Chartwell
- ◆ Can commit to 14 shifts between September and December 2018.

Find out more

Contact Ann Frances Luther on 01732 861 189 or at ann-frances.luther@nationaltrust.org.uk, or visit www.nationaltrust.org.uk/chartwell/lists/volunteer-at-the-home-of-sir-winston-churchill.



Volunteers, unite against dementia

Without volunteers we can't raise
the funds needed to beat dementia.
Let's take on dementia together at
a Memory Walk near you this autumn.

Sign up to volunteer at your nearest walk
memorywalk.org.uk

Location: **Moet Park Maidstone Kent
ME15 7RN**

Date: **Saturday 8 September 2018**

Time: **Between 08:30-13:30**



Alzheimer's Society operates in England,
Wales and Northern Ireland. Registered
charity number 296645.



Volunteer In-Memoriam Secretary Role - Sevenoaks Area

Could you help the BHF beat heartbreak forever?

We currently have a volunteer role for an In-Memoriam Secretary in the Sevenoaks area. This interesting role involves building relationships with local funeral directors, acknowledging donations received, thanking donors and families, banking and administration of the donations received

Research has given us machines that can restart hearts, the ability to fix arteries in tiny babies, devices to correct heartbeats, the power to give someone a heart they weren't born with, and so much more.

At the BHF we've helped transform survival rates but heart and circulatory diseases still kill 1 in 4 people in the UK, they cause heartbreak on every street. And our work is urgent and vital as ever. Our research, is the promise to protect the people we love. Our parents. Our brothers. Our sisters. Our grandparents. Our closest friends. We fund over £100 million of research each year into all heart and circulatory diseases and the things that cause them. Heart diseases, stroke, vascular dementia, diabetes. They're all connected, and they're all under our microscope.

Skills Required:

- Ability to work independently
- Good people skills
- Excellent attention to detail
- Confident personality
- IT skills and use of computer and email

Other Information:

- Full training, support and resources provided for the role
- Information and updates on the BHF to support your role
- Full support of your local BHF fundraising manager
- Working from home this role requires between one and two hours per week

For more information or just an informal chat please call or email; Kim Brophy, Fundraising Manager.
E:brophyk@bhf.org.uk M: 07860 954235



Volunteer Opportunity

Paddock Wood Community Advice Centre are currently seeking Volunteer Advisers who can commit to at least one day per week (9.30am-1.30pm) for a minimum of six months. No experience is necessary however it would be beneficial if you have a customer service, advisory or legal background. Law students wishing to gain experience and apply their skills in practice are welcome to apply and encouraged to do so.

About us

We are a registered company with charity status and all of our advisers and caseworkers are volunteers. We are a member of Advice UK, the UK's largest support network for free, independent advice centres and we are also registered with the Money Advice Trust and National Homelessness Advice Centre for additional support.

What service do we provide?

We offer a full, free, confidential and impartial advice service for Paddock Wood and the surrounding areas. All our advisers can provide generalist advice in a wide range of areas, including benefits, consumer matters, employment, family, housing, money advice and relationship breakdown. We also have specialist debt and welfare rights advisers who can help clients manage their finances when things become overwhelming and represent clients at benefit tribunals to challenge Department of Work and Pensions' decisions.

Volunteer Adviser role:

- Interview clients face to face or by telephone to identify the nature of their issue(s)
- Provide advice and signposting to empower clients to resolve their own issue(s) where possible, making referrals to external agencies if appropriate
- Provide guidance on filling in forms, making telephone calls and completing online applications
- Act on behalf of clients where necessary by making telephone calls, drafting letters or negotiating with third parties such as creditors, the Local Authority, the Department of Work and Pensions or Housing Associations
- Maintain accurate, confidential client and case records using the AdvicePro case management system
- Attend team meetings and training sessions as required and keep up to date with relevant developments and new information concerning client issues
- Comply with all internal policies and procedures

To apply:

For more information and/or to apply for the role, please call 01892 838619 or email your CV to

info@pwadvice.org together with your availability.

CURRENT VOLUNTEER VACANCIES

Day Hospital, Edenbridge War Memorial Hospital, Mill Hill, Edenbridge, Kent TN8 5DA

The service currently is open between 10am and 3pm Monday to Wednesday. The role will involve interacting with those people (older adults) attending the day centre. It will include encouraging attendees to take part in a variety of activities including arts and crafts, puzzles, discussing papers, listening to music and gardening. The role also involves helping attendees during lunchtime and engaging in conversation and group activities. We are keen to hear from those wishing to use their personal skills and expertise for the benefit of those attending the day hospital; this can include providing entertainment or social activities for the group.

Tea bar and shop volunteers – Sevenoaks Hospital, Sittingbourne Memorial Hospital, Sheppey Community Hospital and Victoria Hospital Deal

We have various vacancies at Sevenoaks Community Hospital and Victoria Hospital Deal on week days Monday to Friday. Sittingbourne Memorial Hospital and Sheppey Community Hospital have various shifts available. The role will include customer service, cash handling, stock control and stock rotation. At Sevenoaks, Sheppey, Sittingbourne and Deal Hospitals this will include making hot drinks.

Meet and greet volunteer – Podiatry Department, East Cross Clinic, Recreation Ground Road, Tenterden, TN30 6RA

We need someone for two hours per session on a Monday, Tuesday, Thursday and Friday am or pm. The volunteer will need to meet and greet clients and their carers/relatives when they attend the clinic for their appointment.

Meet and greet, reception, Coxheath Centre, Coxheath, Maidstone, ME17 4AH

To provide a positive meet and greet facility for clients and their carers/relatives when attending a clinic appointment at the centre. To oversee the patient satisfaction survey following the clinic appointment using an iPad or advising the patient as to other forms of accessing this (provide cards to identify online access or complete on paper with the client).

Please contact Maria S Swaby, Voluntary Services Manager,

Tel: 01474 360508 or email kchft.volunteerservices@nhs.net or maria.swaby@nhs.net



Circuit of Kent Volunteers needed Sunday 9th September 2018

Sevenoaks Amherst Rotary Club are organising The Circuit of Kent Cyclo Sportive on Sunday 9th September 2018. The event raises money for Macmillan Care and Hospice in the Weald. The event involves three circuits of varying lengths (40km, 80km & 130km) and has attracted up to 600 riders from across the South East in the past from all cycling backgrounds. The new 40k route is designed for families, and proved popular last year. To help with the event, volunteers are needed to either marshal the car parks, routes in the west of Kent, or assist with the refreshment. Further information about the event can be viewed on their website:

<http://www.kentcyclosportive.co.uk/>

1. Car Park Marshal

You will be based at Sevenoaks Prep School, Godden Green, near Sevenoaks TN15 0JU. There are two car park entrances handling traffic arriving to the event from roads to the North and South. Over 450 vehicles are expected. It is an early start and a briefing and hi-vis jacket will be provided on site at 06:20. Volunteers are needed from 06:15 to no later than 10:00. Main arrival time of participants is between 07:00 to 08:30.

2. Route Marshal

Required at a number of locations to the East of Sevenoaks including Ivy Hatch, Shipbourne, Dunks Green and Crouch etc.

3. Refreshments

Working within a team to assist in the final preparation and then the serving to returning cyclists who have prepaid, soup, filled rolls, fruit, drinks & tea etc. Various shifts will be available.

This promises to be a great event for all involved with cyclists of all ages and abilities and crowds cheering them on. This is a great way to spend Sunday morning. Plus you will be helping to raise funds for two very worthwhile charities - Hospice in the Weald and Macmillan Care. Go Coach will be providing free lifts into and return from, Knole for the House and Parkland, and town shopping centre throughout the day leaving on the hour from 09:00 until 14:00.

For more information on the above roles please contact Graham Moat via email at graham.k.moat@btinternet.com.





Family Fun Days in Sevenoaks

Imago are again delivering 20 Family Fun Days across the Sevenoaks District this summer from 30th July - 24th August. The fun days are a great way for communities to get together with hundreds of families attending some venues. We are looking for volunteers to support the Imago staff team. There's plenty for everyone to do and activities include badge making, arts & crafts, games and sports. You don't need any special skills, just energy and enthusiasm!

Contact hello@imago.community or 01892 530330 for more information or to register to volunteer.

Monday 30 July Swanley 10am-2pm	Tuesday 31 July Dunton Green 10am-2pm	Wednesday 1 Aug Four Elms 10am-2pm	Thursday 2 Aug Seal 10am-2pm	Friday 3 Aug Leigh 2pm to 5pm
Monday 6 Aug Knockholt 10am-2pm	Tuesday 7 August New Ash Green 10am-2pm	Wednesday 8 August Otford 10am-2pm	Thursday 9 August Hextable 10am-2pm	Friday 10 August Chiddingstone 2pm to 5pm
Monday 13 August Westerham 10am-2pm	Tuesday 14 August Hartley 10am-2pm	Wednesday 15 August Sevenoaks 10am-2pm	Thursday 16 August Halstead 10am-2pm	Friday 17 August Chevening 10.30-1.30
Monday 20 August Eynsford 10am-2pm	Tuesday 21 August Shoreham 10am-2pm	Wednesday 22 August Hever 10am-2pm	Thursday 23 August Crockenhill 10am-2pm	Friday 24 August Penshurst 2pm to 5pm

Wisdom Hospice



The hospice is run by Medway Community Healthcare (MCH) who provide a wide range of high quality community health services on behalf of the NHS.

Tuesday afternoon **Reception Desk Volunteer** role (also require ad hoc volunteers to cover various days and times) from 1-5pm to assist with the meeting and greeting of visitors to the Hospice and in the event of the telephonist being absent from the switchboard to be confident in answering a call or taking a message. The key tasks of the role are to welcome all visitors, request them to sign in, check with the Ward staff if a patient is able to receive visitors, advise staff members of their visitors attending for clinic/therapy sessions, provide refreshments and assist with admin tasks if appropriate.

Monday morning **Ward Helper Volunteer** role (also require ad hoc volunteers to cover daytime hours) from 9-1pm and an alternate Friday morning from 9-1pm to assist the catering staff in serving refreshments to patients/visitors. The key tasks are to assist with menu choice, wash and refill water jugs, prepare and serve hot drinks from the trolley, assist with preparation of food trays, serving meals to patients and collecting trays after meals.

Early morning **Ward Helper Volunteers** as above but hours are 7.30-9am. Vacant shifts Monday, Tuesday, Thursday.

Additionally, we always welcome **Complementary Therapists** to assist in our Wellbeing and Therapies Centre during the hours of 10-3pm Monday to Friday, flexible days or times to fit and **Volunteer Drivers** to transport our patients to the Wellbeing Centre or to clinic appointments during weekdays.

Debra Gaskin, Volunteer Services Manager, Medway Community Healthcare, Wisdom Hospice, High Bank, Rochester, Kent ME1 2NU

t: 01634 830456

e: debragaskin@nhs.net

www.medwaycommunityhealthcare.nhs.uk



Come and Join in!

Volunteer

Come and help the Eden Valley Museum,

A local history centre where
there's something for
everyone

We are almost entirely volunteer run and depend on people like you to keep going.

We have a variety of volunteer roles available which include: museum stewards, collections management, cataloguing, exhibition research, guides for historic town walks, outreach, admin and membership, talks, museum guides and publicity.

Contact us if you can help!

01732 868102
72 Church House
High Street, Edenbridge
www.evmt.org.uk

Email us:

curator@evmt.org.uk

Witness Service

The Witness Service is a volunteer-led service offering support to witnesses giving evidence in court. We also offer specialist support to Vulnerable and Intimidated Witnesses via our Outreach programme, and we're currently looking for new volunteers across Kent to provide this service.

Outreach volunteers are supported by a dedicated Team Leader, and work alongside other volunteers to help prepare and support vulnerable witnesses, including children and those with learning difficulties, as well as victims of domestic or sexual violence. Volunteers meet with witnesses prior to the trial date, and take them into court for a familiarisation visit in advance. They also support witnesses when they give evidence in court or via video link, and meet them again after the trial.

We are looking for caring, committed and non-judgmental people with good communication skills to join us. For more information, please contact Emma Manwaring, Team Leader (Volunteer Development) on 07584 489 294 or email emma.manwaring@citizensadvice.org.uk.

To access the full role description for an Outreach Volunteer, or to apply for a role, please use the following link: <https://www.citizensadvice.org.uk/about-us/citizens-advice-witness-service/>



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Fancy Joining In On A Range of Volunteering Opportunities?

Would you like to spend a few hours volunteering for your local hospice?

Our volunteers carry out a vital role in our organisation, in every area of our work. We are in need of volunteers to support the running of our Twilight Walk in Gravesend, however, there are other opportunities available.

Not all of our volunteers work directly alongside patients and families; many carry out roles in a supportive setting e.g. fundraising, shop assistant or in our offices. If you are looking for a long term volunteer opportunity then have a look on our website for more details, as there a wide range of opportunities suiting all ages and all skills sets.

If you would like to talk to a representative about volunteering then please contact us on 01474320007 or



Club Leader Position

We have a lovely, but small, club in Sevenoaks which has been going for more than 70 years and we are looking for a new club leader for the group as ours moved away a couple of years ago.

It is a small club, which is well supported with volunteers, we are looking for someone who is interested in helping with the group and in particular arranging a plan of activities/entertainment throughout the year (there is a budget for entertainment). They meet for two hours, one afternoon a month.

'I just would like a friend'

To most of us to have no friends seems impossible. However, this is what someone said to me only a couple of days ago. For visually impaired people daily life is a struggle not being able to see clearly to carry out simple tasks for a normal life. However, for many, isolation is their biggest problem.

Kent Association for the Blind provides a befriending service where we match a visually impaired person with a volunteer who visits them at their home on a regular basis, we recommend every 2 to 3 weeks, and a visit usually lasts an hour or so. If you have a couple of hours' a month you can spare then please get in touch.

If you would like to help, but are unable to commit to a regular visit, then we are looking for volunteers to become telephone befrienders where you would phone someone for a chat on a regular basis.

For more information please contact Jo Wilkinson at KAB on 01622 691357 or email jo.wilkinson@kab.org.uk.



Well-being volunteers needed

SUPPORT OUR CLIENTS IN OUR LIVE WELL KENT SERVICE

We need people who are passionate about well-being to help our clients improve their mental health. You'll support clients on a one-to-one or group basis. The roles are flexible and we offer full training and support. Plus you get a great insight into how a mental health service works. Get in touch today to find out more!

CALL 0300 247 2222 OR EMAIL VOLUNTEERS@SHAW-TRUST.ORG.UK



Creating brighter futures
www.shaw-trust.org.uk

 @shawtrust

 facebook.com/shawtrust



The logo for Rural Age Concern Darent Valley features the words 'RURAL AGE CONCERN' in a bold, purple, sans-serif font. A stylized green leaf with three leaves is positioned above the word 'AGE'. Below 'RURAL AGE CONCERN' is a horizontal green line. Underneath this line, the words 'DARENT VALLEY' are written in a smaller, grey, sans-serif font. The entire logo is set against a dark blue background that transitions to a lighter blue gradient towards the bottom of the page.

**RURAL
AGE CONCERN**
DARENT VALLEY

Are you looking for Volunteering Work?

We are currently looking for:

Gardener at our cottage day centre (approx. 2-4 hours a week).

Retail Assistants in our shop in Swanley

Activity co-ordinator for our day centre in Fawkham

If you are interested in any of the above positions then please contact:

Bev Saville 01322 668106

Rural Age Concern Darent Valley (RACDV) is an independent registered charity providing a day centre and hot meals, lunch clubs, activities, transport and shopping trips for elderly residents in the rural communities between Sevenoaks, Dartford and Gravesend.

36 Shopping Centre, Swanley, BR8 7TL

Charity no 265562



Admin Volunteer – Tunbridge Wells

Imago Young Carers supports Young Carers aged 5-18. The Hub is the first point of contact for referrers, families and organisations wishing to find out more or make a referral to the service. Based at our Hub in Tunbridge Wells during the week the role can be flexible to suit. Morning 9am-12noon or afternoon 1pm-4pm.

The role

- Open incoming post and sort, handing to the appropriate person or scanning in if documents about the Young Carers.
- Saving the scanned documents into the database and updating the Young Carers profile page to reflect the new information.
- Adding new referrals to the database.
- Updating the database to ensure it is up to date and all information is present.

Skills

- Computer literate
- Accurate data entry
- Attention to detail

Practical Considerations

The opportunity is based up two flights of stairs, so volunteers need to be able to manage the stairs.

To find out more or for an application form please contact volunteering@imago.community with the reference: HubVol.

To find out more about volunteering in your local community,
please get in touch

Tonbridge, Sevenoaks, Tunbridge Wells



@Volunteering_WK



VolunteeringWK

volunteering@imago.community

01892 530330

www.imago.community