



Volunteering Opportunities

(Some will require DBS Clearance)

Role Title	Summary of Duties)	Day/ Time/Location
Swanscombe office administrator	<p>Office duties:</p> <ul style="list-style-type: none">• Dealing with incoming post- internal and external – opening post where necessary and distributing around the office.• Franking outgoing post.• Checking stocks of milk and ordering supplies as necessary.• Checking stationary stocks.• Make sure that notice boards are kept up to date and tidy.• Check water stocks and order supplies as necessary.• Administrative duties to assist the departments based on site ie filing, envelope addressing and filling etc <p>Retail specific tasks (if IT skills permit):</p> <ul style="list-style-type: none">• Incident inputting on INFOFLEX – 1 or 2 per week (1 hour)	<p>Based in Swanscombe.</p> <p>Various shifts, cover required daily for 3-4 hours per day, between 11:00 and 15:00 negotiable</p>

	<ul style="list-style-type: none"> • Gift aid management on CRS audit checks finance department requires – TBC with finance, weekly review (1 hour) • Gift aid claim form preparation – every 6 months (2 days) • Updating new staff onto CRS - Intermittent 	
Admin Assistant (HR)	Duties: Scanning, photocopying, data entry, answering calls, computer skills required	Based in Swanscombe Office Required AM or PM Monday, Thursday or Friday
Swanscombe Office Administrator (PL)	Dealing with post, franking letters etc, other admin duties	Friday Morning 10-12
Community Team Admin Assistant (AH)	<p>Deal with incoming calls from patients, carers, families and health professionals. Ensure calls are transferred to the appropriate person. Request information and on receipt log the information using in-house database. Assist with the day-to-day tasks e.g filing photocopying, faxing and scanning documents</p> <p>You must be able to commit to regular and long term volunteering, be confident and have a good telephone manner and able to deal with a variety of people, have basic computer skills, training will be given for in-house packages.</p>	<p>Days available are:</p> <p>Monday afternoon</p> <p>Wednesday afternoon</p> <p>Friday afternoon</p>
Admin Assistant (DM)	Duties: Scanning, photocopying, data entry, taking calls, computer	Day Therapy Unit – Gravesend, Required AM

	skills essential	or PM for 2 hours during week
Ward Administrator (KH)	Administrator	Based at Gravesend – Weekend pm 1pm - 5pm General Admin work, including scanning, filing etc
Minibus Driver (DM)	You will collect patients from their home using the ellenor minibus and transporting them to the hospice and back home. You will need a KCC minibus licence which involves a one day training course in Maidstone (expenses will be covered)	Based at the Hospice in Northfleet - You will need to be able to commit to one day per week Times – 09.00 – 10.30 and 14.30 – 16.00 Monday – Thursday urgently required
Arts & Crafts Volunteer	We are interested to hear from anybody who can work with clay, card-making, painting, drawing, or indeed any creative art-based work with materials for classes for patients and carers.	Gravesend – half day per week
Day Therapy Volunteer (DTU)	Preparing refreshments and serving lunches, helping those less mobile to get around, escorting patients to some of our Wellbeing classes, preparing activities for patients.	Gravesend – half day per week or 10am-3pm
Welfare and Benefits Volunteers	Help complete applications forms for benefits for Attendance and carers allowance, blue badge and PIP. No experience	Gravesend – Half day per week.

	required. Training will be provided. Good literacy skills required	
Beautician (RH)	Working with patients and carers in our look good feel better programme	Gravesend – Half day per week
Yoga Teacher (RH)	Once weekly class of gentle yoga with patients and carers	Gravesend – 2 hours per week
Hairdresser (RH)	Offering hairdressing appointments in our purpose built studio	Gravesend – Half day per week
Complementary Therapist (RH)	To manage a case load triaged by the senior complementary therapist or physiotherapist. To assess, plan, deliver and evaluate complementary therapy treatments that are appropriate for patients with advanced disease, taking into account physical and psychological issues. You must have a recognised complementary therapy qualification at diploma level in one or more complementary therapies, and have post-qualification experience and membership of an appropriate professional body.	See 3 clients per week and commit to a minimum of 1 year. Northfleet Centre
Shop Assistants (GT)	Shop floor volunteers, customer service and till use. Also back of shop volunteers preparing stock for the shop floor, pricing and selecting from customer donations	Based in Westerham Shop – Any hours Mon - Sat
Shop Assistants (GT)	Volunteer supervisors required, part time midweek and weekends	Based in Swanley Shop

	Join our team in Swanley and get the training required to run one of our shops and gain valuable management experience along the way.	
Assistant Week day/weekend Shop Manager	Key holder- opening and closing the shop as required Cash handling and Banking (where applicable) Volunteer recruitment Stock sorting, pricing Maintaining general standards of displays and shop tidiness	Crayford shop – various days/times
Shop Assistant (GT)	To provide good levels of customer service, and to take pride in the appearance of the shop. To assist in ensuring all donated stock is steamed/cleaned, priced in such a way to maximise income for ellenor. All goods to be priced and displayed attractively. To assist with maintaining extraordinary levels of tidiness on the shop floor and in other shop areas. Maintain a safe working environment by following Health and Safety procedures and undergoing training as required. Assist with opening and closing of the shop, ensuring that all banking procedures are followed. No previous experience required as training will be given.	All ellenor shops, Bexley, Bexleyheath, Blackfen, Crayford, Dartford High Street, Dartford priory, Gravesend Kings Street, New Road, Northfleet, Perry Street, Darent Valley hospital, Swanley, Swanscombe, Tunbridge Wells, Welling, Westerham. Minimum 2 hour shifts
Shop Assistant (GT)		For Gravesend Shop

	Volunteer supervisor required, midweek and weekend. Get experience managing a shop after training	GRAVESEND SHOP
Van Driver & Driver Mates (GT)	<p>Deliver and collection van driver volunteers required, work as part of a team supporting the van drivers meet the customers expectations. House clearances, furniture delivery evry day is different</p> <p>Work as part of team on our furniture hot line, house clearances and furniture deliveries, every day is different and rewarding</p>	<p>DRIVERS – Based Gravesend</p> <p>DRIVERS MATES – Based Gravesend Work as part of team on our furniture hot line, house clearances and furniture deliveries, every day is different and rewarding</p>
Housekeeping Assistant (LT)	To do ironing and light cleaning	Weekends 10am -2pm
Fundraising (KB)	<p>Collection Pot & Leaflet Distribution Volunteer</p> <p>This role may include:</p> <ul style="list-style-type: none"> - Collecting replacement collection pots from designated location - Swapping collection pots held by organisations in the community, issuing receipts to supporters. - Returning full collection pots to designated location - Helping fundraising team to find new locations for collection 	<p>Collection Pot & Leaflet Distribution Volunteer</p> <p>To cover designated area which may include: Gravesham, Dartford, Bexley, Swanley, Maidstone, Tonbridge, Sevenoaks, Tunbridge Wells.</p>

pots

Bucket Collections Volunteer

This role may include:

- Representing **ellenor** at bucket collections
- Speaking to the public about **ellenor**
- Supporting the fundraising team with booking bucket collections

Glorious Garden Volunteer

This role may include:

- Setting up before the event and dismantling post event
- Serving refreshments
- Welcoming guests and taking tickets
- Running a stall
- Supporting the fundraising team with signing up new gardens

Quiz Night Volunteer

This role may include:

- Quizmaster
- Welcoming guests and ensuring everyone is seated within their teams

Bucket Collections Volunteer

Location and time dependent on collection.

Area may include: Gravesham, Dartford, Bexley, Swanley, Maidstone, Tonbridge, Sevenoaks, Tunbridge Wells.

Glorious Garden Volunteer

Location and time dependent on event.

Locations may include: Gravesham, Dartford, Bexley, Swanley, Maidstone, Tonbridge, Sevenoaks, Tunbridge Wells.

Quiz Night Volunteer

Third Wednesday of every month from 7pm-9.30pm.

- Taking payments
- Running raffle
- Collating scores

Challenge Events Volunteer

This role may include:

- Welcoming and signing in guests,
- Preparing equipment before event
- Clearing away equipment after event
- Serving refreshments
- Preparing goody bags
- Marshalling

Events may include:

- Twilight Walk
- Walkathon
- Tower Run
- Chilli Dip
- Fire Walk

Research and Administration Volunteer

This role may include:

- Research potential supporters
- Filing

Challenge Events Volunteer

Location and time dependent on event.

Locations may include: Gravesham, Dartford, Bexley, Swanley, Maidstone, Tonbridge, Sevenoaks, Tunbridge Wells, London.

Research and Administration Volunteer

Can be home-based or at our office in Dartford. Time and duties will be discussed with a member of fundraising team.

	<ul style="list-style-type: none"> - Taking phone messages - Data entry <p>-----</p> <p>Ambassador</p> <p>This role may include:</p> <ul style="list-style-type: none"> - Giving talks and presentations - Representing ellenor at cheque presentations - Attending supporter events to represent ellenor - Attending networking events to promote Ellenor - Act as a champion for ellenor in the community 	<p>-----</p> <p>Ambassador</p> <p>Times and locations will depend on activity. Ambassadors may cover a particular geographical area and support us in a variety of ways. This will be discussed in an initial meeting with a member of the fundraising team.</p>
Bank Receptionist (DF)	<p>Meet and greet visitors, take incoming calls and pass to the relevant department, record accurately any messages received and pass to the relevant staff member.</p> <p>Assist with ad-hoc administration duties</p> <p>You must have an excellent telephone manner and be able to deal with difficult situations and the ability to stay calm under pressure.</p>	<p>Various shifts (9-1, 1-5, 5-7 7-9:30 Monday to Sunday) Based at Gravesend Bank volunteer receptionists to cover shifts</p>
Ward (KH)	Ward Volunteers	Based at Northfleet - Shifts Available 10am-2pm, 3pm-7pm, 7 days a week.

		<p>This role will involve coming into direct contact with patients and families:-</p> <ul style="list-style-type: none"> Entering each patient area, taking dinner and lunch orders. Laying patient trays. Replace and replenish water jugs. Wipe down bedside tables before and after food. Clearing dirty utensils and operating the dishwasher. Generally keeping the ward kitchen area clean, tidy and replenished. Communicating any relevant issues with nursing staff in relation to patients and visitors. Serving the patients meals, with kitchen staff. Assist patients to eat if required and report any changes, or poor dietary intake to the nursing staff. Regular drinks rounds
<p>Catering Team Kitchen Assistant</p>	<p>Help with baking and general preparation of food. Assisting in the cleaning of kitchen work surfaces, equipment. Taking</p>	<p>Based at Northfleet Centre</p>

	<p>delivery of kitchen supplies.</p> <p>You have the ability to work within a team and on your own, be flexible, have good communication skills and be aware of good food hygiene practice.</p> <p>On-going training will be provided and you will have the opportunity to participate and assist with social and fundraising events.</p>	<p>Morning and Afternoons shifts are available.</p>
<p>Café Shop Assistant</p>	<p>Serve refreshments to patients, visitors and staff, be responsible for taking payment for food and drink and help in the general smooth running of Café Verde.</p> <p>You will need to be flexible, have a friendly manner and have an understanding of good food hygiene practice.</p> <p>On-going training will be provided and you will have the opportunity to participate and assist with social and</p>	<p>Based at Northfleet Centre</p> <p>Tuesday PM Wednesday Am</p> <p>Other times may also be available.</p>

	fundraising events.	
Kitchen Porter	Helping with dishwasher duties during lunch time service. Putting away clean dishes. No food handling involved. Basic understanding of working kitchen required. Guidance will be provided	Based in Hospice Gravesend -Required any weekday 12-2pm

For more information about any of these opportunities please contact the Volunteer Co-ordinator on 01474 320007 ext 1216 or email hr@ellenor.org.