



Be a
volunteer!
December 2025
Bulletin & Trustee Bulletin

Volunteer to:

- ✓ Gain skills and experience
- ✓ Make a difference in your community
- ✓ Help others
- ✓ Meet new people and have fun!

Explore the latest opportunities in this bulletin.



You can also search and apply online for volunteering opportunities: Click here/scan the QR code to search and apply for hundreds of roles in Sheffield, with new roles being added all the time:

search.sheffieldvolunteercentre.org.uk/volunteers/search

sheffieldvolunteercentre.org.uk



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What is the Volunteer Centre?

We are part of Voluntary Action Sheffield (VAS) and we help people wanting to volunteer and organisations offering voluntary roles to find one another. You can find out more about volunteering by contacting us:

- **Website:** sheffieldvolunteercentre.org.uk Click on 'Start volunteering' and you will be able to search through all the volunteer roles currently advertised with us and register/apply online.
- **Email:** vc@vas.org.uk
- **Telephone:** 0114 253 6649
- **Facebook:** @SheffieldVolunteerCentre
- **Instagram:** @sheffieldvolunteercentre
- **Twitter:** @VolunteerSheff
- **Face-to-face:** Come to our drop-in on a Tuesday – details below

Volunteer Centre drop-in

Come and see us anytime between 10am and 4pm on a Tuesday and have a chat with an advisor about volunteering. Our volunteer advisors are friendly, knowledgeable and experienced in helping people to find volunteer opportunities and can answer any questions you may have.

No need to book, just turn up!

You'll find us at: The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

Are you an asylum seeker or refugee in Sheffield looking for:

- Education and training?
 - Volunteering?
- Support to get a job?
 - Social activities?

The New Beginnings project can help you to access information and advice on Education, Employment and Volunteering. We offer 1-2-1 appointments, a drop-in Jobs club and IT classes. We run social activities and work with groups in the city to run sports, games, walks and events.

Contact us: (0114) 253 6655 / 0774 392 4615 / refugee@vas.org.uk



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CHRISTMAS CLOSURE

The Volunteer Centre Drop-in will be closed on the following dates for the Christmas holidays:

Tuesday 23rd December

Tuesday 30th December

The drop-in will reopen on

Tuesday 6th January

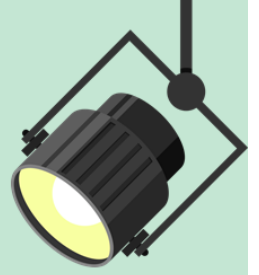
We hope to see you there!



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Just Logistics is part of the Archer Project social enterprise group, helping to support vulnerable adults who have experienced homelessness through our supported employment programme.

At Just Logistics we are working closely with SYMCA and Baby Basics to deliver cots and beds to families throughout Sheffield and South Yorkshire as part of the Beds for Babies, Safe Space to Sleep programme.

We are looking for a volunteer driver to join our team!

You will be working alongside a member of our supported team to help fulfil our deliveries, we will provide full training and DBS checks will be paid for by us.

Amanda; "It started out as a great way to use my charity time giving with work and to give back to the local community. Now I'm part of making a difference with people I know and have bonded with. Small actions mean the most to people."

Vicky; "Working with the project and PBU has changed my perception of vulnerable people in our community. I feel honoured to help others develop their abilities and make a difference on a local level - I feel like I'm part of a positive change"

Stevie; "It feels great that I can put the training I've received into such good use. I think we probably take it for granted but seeing the difference it can make by sharing it is so rewarding. I genuinely feel like you're like second family now"

Must be able to drive a small electric van

**3.5 hour & 7 hour shifts needed between
9:30am - 5:00pm Monday to Wednesday**

Will need to be comfortable assembling flat pack furniture

Click to find out more or email sian@archerproject.org.uk



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Arts in the Right Place

Opportunity to get involved with a new art centre in Sheffield.

Raccoon Studios is home to *Arts in the Right Place* — a DIY community arts space where creativity, inclusion, and collaboration come together. It's a place for artists, makers, and dreamers of all kinds to share ideas, spark connections, and build something beautiful together.

Inside, you'll find a performance and events space, exhibition walls, individual studios, a friendly café that hosts drop-in craft sessions and specialist workshops, as well as a small makers' shop full of local creations. It's all run with love, care, and a belief that art belongs to everyone.

Our vision is to create a truly inclusive arts community — one where disabled and non-disabled artists work side by side, LGBTQ+ voices and neurodivergent perspectives are celebrated, and people from all backgrounds can feel at home and inspired.

We see Raccoon Studios like a living, growing piece of community art itself — built by everyone who takes part. If you'd like to be part of creating this magical space with us, we'd love to have you involved. Whether you're an organiser, a maker, or just someone who believes in the power of creativity to bring people together, you're welcome here.

Eleanor Rands, 07444363400, Volunteerraccoons@gmail.com

Broomhill Community Library

Volunteer Library Assistant

Do you love books and talking to the public? We are looking for people who can support Broomhill Community Library. We are a very busy library in S10, run completely by volunteers, who have number of vacancies in the children's library for people willing to commit 4 hours a week on a regular basis.

We are passionate about encouraging young readers from tots to teens. It's more than just lending and shelving books. We read, we recommend, and we introduce children and their parents to books they may not have considered before. We offer craft activities, reading groups, family fun and games, baby and toddler time stories.

We are open Monday to Saturday and closed on Thursday and Sunday. We have openings for morning and afternoon sessions- morning sessions run from 9.30 to 13.30 and afternoon sessions run from 13.30-17.30.

Lindsey Beagles, 0114 2734276, volunteer@broomhill-library.org.uk

CGL, The Corner

Young Persons Diversity & Engagement Volunteer - Please apply directly through CGL's website

We're looking for a friendly and approachable **Young Persons Diversity & Engagement Volunteer** to join our welcoming and supportive team at The Corner. We work with young people under 18 across Sheffield, offering support and treatment for issues related to drugs and alcohol. This is a fantastic opportunity to make a real difference in young people's lives and be part of a team that's committed to helping them thrive.

Key activities of the role –

- Support us to build positive relationships with diverse communities (BAME, LGBTQIA+ etc), individuals, families, and partner agencies to promote inclusivity and break down barriers for young people seeking support
- Support in signposting and advocating for young people and families to access our support, and other services
- Attend team meetings/forums/events where appropriate



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- Support with updating social media platforms to drive impactful campaigns, such as Black History Month, Pride, and other EDI-focused initiatives
- Support to identify ways to remove barriers and find solutions to help engage diverse communities.

Where: Sheffield city centre, at the office and operational sites in the local community.

When: We will work with you to be as flexible as possible, whether you can donate one day a week of your time or 3days+. The core activity of this role occurs during the day (8:00am – 5:00pm). If you'd like to discuss this in more detail before you apply, please email Gemma.

To apply click on the link below:

[Young Persons Diversity & Engagement Volunteer in Sheffield, South Yorkshire | Careers at B0025 - Sheffield - Division Street](#)

Gemma Kershaw, 01142752051, thecorner.sheffield@cgl.org.uk

Hope at Home

Volunteer Hosts required to offer a safe and welcoming space for survivors of modern slavery

Do you have a spare bedroom and want to meet and welcome people from different walks of life? We train and support hosts across the UK who have a spare bedroom and the goodwill to welcome a survivor into their homes for a fixed period of time. Our hosts are couples, families with children and single people who care about the marginalised in society and want to see individuals find freedom.

We are currently looking for more hosts across Sheffield and South Yorkshire, due to the number of referrals we are dealing with. We place people who are recognised as survivors of modern slavery by the Home Office but who are often facing homelessness, are at high risk of re-exploitation and need a safe place to stay for anywhere between about 4 weeks and 6 months. Many survivors referred to us are also seeking asylum or have been granted refugee status.

During placements, you will be required to be around for online monthly placement reviews. You may wish to share a meal once a week with a guest, it is entirely up to you. Some people host all year round, others host once a year. Guests will appreciate having a warm home whilst they rebuild their lives through finding work, study or access other opportunities depending on their situation. Don't just take it from us, hear from our current and past hosts! <https://vimeo.com/1016085312>

Isabelle, 07512316862, isabelle@hopeathome.org.uk

Just Logistics

Volunteer Driver post at Just Logistics!

We're looking for Volunteer Drivers!

Got 3.5 to 7 hours a week to spare? Want to build experience in logistics while supporting a social enterprise that puts people and purpose first?

Our new sister social enterprise, Just Logistics, part of Archer Project Enterprises, is on the lookout for volunteers to help deliver beds for babies across South Yorkshire. You'll be working alongside a brilliant team, including people with lived experience of homelessness, and helping to grow a service rooted in social impact, not profit.

- You'll gain hands-on experience in driving, delivery, and furniture assembly
- Training provided, plus support every step of the way
- Make a real difference in your community

We're currently recruiting 3 drivers, Enhanced DBS checks and full training included.

Interested? Drop us an email at sian@archerproject.org.uk with a bit about you and why you'd like to get involved!

Sian, 07494784472, sian@archerproject.org.uk



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Life After Crisis Global Organisation.

Volunteer Opportunity at Life After Crisis: General Support & Admin Assistant

Organisation: Life After Crisis

Commitment: Around 2 hours per week (flexible)

Location: Hybrid / Community-based (Sheffield)

About Us

Life After Crisis is a community-led charity dedicated to helping individuals and families rebuild their lives after hardship. From community meetups and outreach events to food drives and empowerment programmes, we exist to bring hope, support, and practical help where it's needed most.

The Role

We are looking for an enthusiastic and reliable volunteer to support our day-to-day activities and help our team keep things running smoothly. This is a hands-on, varied role — perfect for someone who enjoys working with people and wants to make a tangible difference in their community.

Tasks may include:

- Providing admin and logistical support before and during community sessions
- Assisting with setup and coordination at events, workshops, or outreach days
- Helping to manage sign-in sheets, registration, and attendance lists
- Supporting food bank activities — such as sorting, packing, and distribution
- Maintaining simple records or stock lists of supplies and donations
- Communicating with community members and other volunteers
- Assisting with general office or coordination duties as needed

What You'll Gain

- A meaningful opportunity to contribute to your community
- Practical experience in administration, event coordination, and community support
- A friendly and inclusive environment where your help makes a real impact
- A reference and certificate of appreciation after your volunteering period

Time & Commitment

Around 2 hours per week, with flexibility depending on events and activities. Occasional evening or weekend sessions may take place when community events are scheduled.

How to Apply

If you'd like to get involved, please email lifeftercrisis1250@gmail.com with a short introduction about yourself and why you'd like to volunteer.

Beatrice Uwadiale-Odigie, 07482742514, lifeftercrisis1250@gmail.com

Life After Crisis Global Organisation.

Volunteer Opportunity: Social Media & IT Support

Organisation: Life After Crisis

Commitment: As needed

Location: Hybrid / Remote

About Us

Life After Crisis is a community-led organisation supporting people to rebuild and recover after difficult life experiences. We help individuals find purpose, confidence, and connection again.

The Role

We are looking for a creative and tech-savvy Social Media Volunteer to support our online presence. If you're passionate about digital communication and community impact, this is a great opportunity to make a difference while gaining valuable experience.

Tasks include:

- Helping to manage and update our social media platforms (Instagram, Facebook, LinkedIn etc.)



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- Creating and scheduling posts that share our message and inspire engagement
- Supporting with simple graphics, short videos, or updates on our website
- Assisting the team with basic IT or digital admin tasks when needed

What You'll Gain

- Hands-on experience in social media and digital communications for a charitable cause
- The opportunity to grow your portfolio and receive a reference for your contribution
- Flexible hours that fit around your other commitments
- A supportive, friendly team that values your input

How to Apply

If you'd like to join our team, please email lifeftercrisis1250@gmail.com with a short message telling us about yourself and why you'd like to volunteer.

Beatrice Uwadiale-Odigie, 07482742514, lifeftercrisis1250@gmail.com

No Panic

Community Fundraiser

Overview

No Panic is a national charity, supporting people with a variety of anxiety issues, including panic attacks, OCD, agoraphobia and health anxiety. We provide self-help advice over our helpline and additional services including CBT-Focused Mentoring, Extra Listening and Anxiety Support Chat.

If you are a keen fundraiser, willing to volunteer to raise money for No Panic in your community, we would like to hear from you.

Activities

- Seeking out opportunities to collect money for No Panic and making the necessary arrangements.
- Organising the stall and collectors.
- Providing records to No Panic of the fundraising activities and achievements.
- Transferring funds.

The amount of time spent on these activities will vary, it is anticipated it will be 3-4 hours per week.

Desired Skills

- Proactive and confident
- Committed and reliable
- Good at communicating
- Good at working as part of a team
- Familiarity with tools such as Google Sheets

A reference will be required.

Support

Community fundraisers are supported by the Community Fundraising Team Co-ordinator. We can provide promotional materials free of charge.

Sandra Seal, 07890 061016, volunteering@nopanic.org.uk

Read Easy Sheffield

Literacy Specialist - Read Easy Sheffield

Are you an enthusiastic volunteer looking for a new role where you'll be able to use your skills to really make a difference? Are you passionate about helping others? Could you use your literacy knowledge to support volunteers and readers?

Read Easy Sheffield is a successful local charity that provides free, confidential, one to-one reading coaching for adults who struggle with reading, affiliated to national charity Read Easy UK. We are currently looking to expand our work and for this we need some more volunteers to join our friendly management team, and we excited to be seeking a new Literacy Specialist.



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The Literacy Specialist is a vital and interesting role within the Read Easy Sheffield Management Team to make sure that all readers get the support they need during their reading journey. You'll provide literacy support to the volunteer coaches and give advice on specific challenges they may be facing. This voluntary position would be fantastic for someone who has experience with literacy and education, and can be patient and flexible. You will receive training and support from Read Easy UK to develop your skills, and get to work alongside an enthusiastic Management Team. You will play an instrumental part in making sure our group continues to thrive!

What will you be doing?

- Providing literacy support to the Coordinators and Reading Coaches.
- Visiting reading pairs to advise on specific situations and challenges that Readers and Coaches may be facing.
- Contributing to the content, delivery and organisation of coach meetings.
- Finding or creating useful activities and resources that Coaches can use to support and extend their Readers' learning.
- Attending monthly Management Team meetings.

The role is flexible so you can choose your own hours – you might expect to spend 2 to 3 hours a week on this. To get the most from the role, we expect all Management Team members to support Read Easy Sheffield for at least one year.

Renee Turner, 07764565684, sheffieldrecruiter@readeasy.org.uk

Read Easy Sheffield

Resource Manager - Read Easy Sheffield

Are you an enthusiastic volunteer looking for a new role where your work will really make a difference? Are you a systematic person who likes to have a place for everything? Could you use your talent for organisation and pragmatic problem-solving to support your community?

Read Easy Sheffield is a successful local charity that provides free, confidential, one to-one reading coaching for adults who struggle with reading, affiliated to national charity Read Easy UK. We are currently looking to expand our work and for this we need some more volunteers to join our friendly management team, and we excited to be seeking a new Resource Manager.

The Resource Manager is an indispensable role within the Read Easy Sheffield Management Team to make sure that all readers and coaches can access the books and resources they need for their sessions. As our work has expanded, we now have a large stock of manuals and books, which need distributing around the city as the readers progress through the stages of the programme. You will play an instrumental part in making sure our group continues to thrive!

What will you be doing?

- Setting up a system to manage the distribution of resources as efficiently as possible.
- Maintaining an overview of the stocks in our two core Resource Boxes (at Central Library and Manor Library)
- Liaising with the team to make sure we have resources in all the right places, being aware of when a coach and reader will be progressing to the next manual.
- Advising our Treasurer and Fundraiser on the stocks available and making them aware when we need to purchase new resources.
- Taking resources to venues or other volunteers, and liaising with venue staff, building good relationships with them.
- Attending monthly Management Team meetings.

You will work as part of a dynamic and engaged team and you will meet with the Coordinators regularly to make sure things are working smoothly.

The role is flexible so you can choose your own hours – you might expect to spend 2 hours a week on this. To get the most from the role, we expect all Management Team members to support Read Easy Sheffield for at least one year.

Renee Turner, 07764565684, sheffieldrecruiter@readeasy.org.uk



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Sheffield General Cemetery Trust

Maintenance/Buildings Team Volunteer

To help Sheffield General Cemetery Trust maintain and improve their buildings and services by undertaking general maintenance tasks. Please note it is a listed landscape and all the buildings are Grade II*, so this role will be of interest to people who would like to learn or understand more about working on heritage buildings. You could be involved with a wide range of building/maintenance tasks including building storage solutions, general plumbing and electrical work, planned preventative maintenance, decorating

Tracey Harrison-Marr, 07825088086, volunteering@gencem.org

St Mary's Church

Lunch Club Volunteers at St.Mary's Community Centre

If you're looking for a friendly and fast paced environment that offers excellent experience working in a professional kitchen then this is a great opportunity for you. Come and work with our fantastic chef and team of volunteers to prep food, cook and clean up after meals. You also have the chance to offer front of house hospitality, meet and greet diners.

St.Mary's is one of Sheffield's leading not-for-profit community organisations. Our values are based on the three pillars of support, well being and growth. Volunteers are the life force of St.Mary's and our services are run by the community, for the community. We are currently running community meals and would need volunteers for community lunches on Mondays and Thursdays.

Core tasks (we provide training on all core tasks):

- Prepare vegetables, help with cooking meals, baking desserts
- Serving food either canteen style or at a table
- Cleaning working areas, equipment and pot washing
- Kitchen health and safety checks for example checking fridge temperature.

Sharon, 01142230223, admin@stmarys-church.co.uk



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Be a Trustee!

Explore the latest
Trustee and
Management
Committee roles in
Sheffield

Why should I become a trustee?

- **Becoming a trustee could boost your career**

Trustees are exposed to a wide range of skills needed to oversee a charity: strategy and business planning, governance, HR, finance, marketing, fundraising, evaluation, property law and more. It can be an effective way to build your skills and your CV.

- **Become a trustee and give back to your community**

As a trustee, you can donate your skills, time and attention to a cause you love.

Trustees are often drawn to a charity because they're passionate about a particular cause, whether that's something they're interested in or something they've experienced themselves.

- **Become a trustee and share your skills, knowledge and experience**

Everyone has something unique to offer a charity.

What about the time commitment? Because charities are all so different, the time commitment can vary hugely – from around five hours per week to 30 hours per year - so it's vital you find a role that fits the time you can give.

Every trustee needs to:

- Make time to prepare for and attend meetings – sometimes once a month, but often 4 to 6 times a year; meetings vary from 1 to 2 hours to a full day each, depending on the charity and how often meetings are held.
- Be ready to support the charity between meetings or with other activities for example:
 - Considering issues over email or discussing matters over the phone with staff, other trustees, or the charity's external advisers
 - Helping organise a fundraising event or developing a fundraising strategy
 - Doing the bookkeeping for the charity
 - Acting as an ambassador for the charity
 - Sitting on a committee that looks in more detail at a specific aspect of the charity's work, such as finance, HR or safeguarding.

Taken from the Getting on Board 'How to be a Trustee' free guide. You can download this for free from the Getting on Board website: www.gettingonboard.org/how-to-become-a-trustee-free-guide>

**If you would like to talk about the general responsibilities of a trustee or committee member,
please contact vc@vas.org.uk**



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Bluebell Wood Children's Hospice

Trustee

Do you want to use your skills to make a real difference for local babies, children, young people and their families?

We're on the lookout for passionate people to join our Board of Trustees and help guide the future of Bluebell Wood Children's Hospice. You'll be part of an inspiring team helping to shape our strategy and ensure every family we support gets the best possible care.

We'd especially love to hear from people with experience in:

Finance

Investments

Clinical care – especially children's or palliative care

Income generation – an understanding of charity fundraising is a bonus!

Marketing - we can't wait for your insight, whatever your marketing background!

As a trustee, you'll help shape our strategy and governance, bringing your knowledge and experience to support our vision: to make every day the best it can be for the children and families in our care. We believe that a diverse Board is essential to delivering on our mission. We seek and welcome trustees from a wide range of backgrounds, so that we can better understand and respond to the needs of the people and communities we support.

You'll play a vital role in helping us deliver our Mission. You'll be part of a dedicated Board that:

- Sets our strategic direction and ensures we stay true to our values and purpose.
- Oversees our finances and governance, making sure we use our resources wisely and legally.
- Supports and constructively challenges our leadership team to help us grow and improve.
- Acts as an ambassador for Bluebell Wood, championing our work in the community and beyond.

Trustees are appointed for a three-year term, with the opportunity to stay for a maximum of nine years. Our trustees attend four Board meetings annually and typically a day or two half days where we look at strategy and development. Currently our Board meetings are held at the hospice on the second Tuesday evening in August, November, February and May, and run for around two and a half hours. You will also be expected to sit on one of our committees, aligned with your skills and experience, which meet quarterly. The trustee role is voluntary, and we are happy to reimburse reasonable expenses incurred in the course of your duties. We greatly value your time and aim to be respectful of it. However, given the nature and scale of our charity, there may be occasions when trustees are invited to contribute beyond Board and committee meetings; for example, by participating in working groups or offering ad hoc support to the Strategic Leadership Team, where appropriate and agreed.

Closing date: 30 November 2025

Interviews: 17 December 2025

If this sounds like you, send your CV and cover letter to Heidi at heidi.hawkins@bluebellwood.org.

Volunteering Team, 01909 517360, volunteering@bluebellwood.org

Citizen's Advice Rotherham

Trustee

Complete an introduction for your role

Maintain an awareness of how the local Citizens Advice is operating



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Read papers for board meetings and attend a number of meetings per year
Work on specific projects with other trustees or staff within the local Citizens Advice to further the strategic objectives of the local Citizens Advice
Take an active discussion during board meetings and work with other trustees to:

Set policy and strategy direction, set targets and evaluate the performance of the local Citizens Advice
Monitor the financial position of the local Citizens Advice ensuring that it operates within its means and objectives, ensuring that there are clear
Ensure that all the finances and supporting financial control systems of the local Citizens Advice are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources
Monitor the financial position of the local Citizens Advice ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day to day financial management
Seek the views of all sections of the community and monitor how well the service meets the needs of the local community
Ensure that the service plans for the recruitment and turnover of staff and volunteers
Review its own work and how effectively it operates including action for improvement

Gemma Fells, 07857916935, Gemma.fells@citizensadviceotherham.org.uk

Dronfield Heritage Trust

We have a vacancy for a Finance & Risk trustee to join the Board of this award-winning heritage-focussed organisation

Dronfield Heritage Trust is looking for an experienced finance professional to guide and advise the charity in developing and implementing a realistic Finance strategy as well as overseeing its risk management.

Responsible to: Chair, Dronfield Heritage Trust

Purpose: To manage the development and implementation of a finance and risk strategy to ensure DHT financial sustainability and security for the future.

Hours: Approximately 6-8 hours a month. Initially serving for a 3-year period.

Salary: This is a voluntary role.

Expenses: Travel and other reasonable expenses will be paid by prior agreement.

EDI Statement: DHT is committed to fostering equality of opportunity for anyone interested in working with us. We are also committed to developing an inclusive and diverse community in which everyone can thrive.

The legal obligations of Trustees can be found at www.charitycommission.co.uk. Please read the publication CC3, The Essential Trustee.

Closing date for applications: Friday 28th August 2025

INTERESTED?

Please email either Liz Snape or Louise Third (between 13 – 26 August) for the full details and application procedure. If you wish to have an informal chat with the Chair of Trustees, please email Louise to arrange a time.

Office: Liz Snape / **Chair of Trustees:** Louise Third

Email: admin@dronfieldhallbarn.org / louise@louisethird.com

Louise Third, admin@dronfieldhallbarn.org

Golddigger Trust

Treasurer (Trustee) for Golddigger Trust. Use your financial skills to make a real difference.

Purpose of the Role

Support the governance and financial oversight of Golddigger Trust, a Christian-motivated charity focused on the education and development of children and young people to enhance their physical, emotional, and spiritual well-being.



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Core Trustee Responsibilities

- Uphold the charity's mission and ensure alignment of activities with its public benefit purpose.
- Comply with legal and regulatory obligations.
- Act collectively in the charity's best interests, avoiding conflicts of interest.
- Use sound judgement, safeguard assets, and manage risk.
- Provide strategic advice and oversight to the Senior Leadership Team.
- Ensure statutory accounting and reporting requirements are met.

Specific Treasurer Responsibilities

- Monitor financial standing, budgets, reserves, and reporting in collaboration with leadership.
- Maintain robust accounting practices and oversee financial controls and risk registers.
- Approve transactions (e.g., payroll, expenses), liaise with banks and auditors, and ensure timely submissions to regulators.
- Ensure strategic financial planning and stewardship of resources.

Richard Turner, 01143271191, richard.turner@golddiggertrust.co.uk

Green City Action

Trustee

We are looking for enthusiastic and committed people to join our board of trustees at Green City Action. Green City Action is a long-established community organisation, working with the local community, connecting people with others and with nature. We have three strands of work - Community Allotment; Environmental Improvement and Developing a local Share Economy. We are at an exciting time in our organisation, developing a 5 year plan, recruiting new staff and consolidating our work in the community.

Trustees have overall control of the organisation and are responsible for making sure it's doing what it was set up to do. Trustees are the people who lead the charity and decide how it is run. Trustees use their skills and experience to support GCA to achieve our aims. You will also learn new skills during your time on the board. Being a Trustee means making decisions that will impact on people's lives; you will be making a difference to the local environment and our community.

Jenny Tibbles, 07751038221, volunteering@greencityaction.org.uk

Grimm & Co

Chair of Trustees

We are looking for a chair of Trustees who will lead our Board with integrity, compassion and creativity. This is an opportunity to guide a much-loved charity into its next exciting chapter – strengthening our community impact, ensuring good governance, and nurturing an organisation that places inclusion, kindness and ethical practice at its heart.

Insight into commercial, visitor attraction, fund-generating environments would be advantageous but not essential.

As our inspirational Chair you will have:

- A strong belief in the Grimm & Co's values, vision and mission in changing lives one story at a time.
- An understanding and commitment to Equity, Diversity and Inclusion.
- Experience and understanding of charity governance and the role of board member/trustee.
- Experience of leading successful organisational development and growth.
- Experience of leadership at a senior strategic level in a relevant environment that could further strengthen the charity.
- Previous experience at board level of an organization.



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- Be prepared to represent, advocate for, and champion Grimm & Co.
- An ethical stance that is in tune with the charity's values, beliefs and core principals of operation.
- Savvy diplomatic skills and a natural affinity for cultivating relationships.

Amanda Barnes - People Manager, 01709829750, amanda.barnes@grimmandco.co.uk

GROW

Individuals required to become Trustees

We are seeking new Trustees to join the Board of GROW -a small, but growing charity in South Yorkshire, providing bespoke support to women and girls. We have a skilled and dedicated team, with plans to expand and aims to continue to develop effective needs-led services. We need Trustees who can help guide and support us as we continue to develop and expand our range of specialist services.

Commitments

GROW's board currently meets approximately 6 times per year, quarterly, with occasional half/full days for service and strategy development.

Your role as a Trustee would include:

- Ensuring GROW maintains its strong values and continues to deliver public and social benefit
- Supporting high standards of governance
- Overseeing the development of policies
- Working within the law, GROW's governing document and organisational values
- Participating in decision making, seeking specialist advice where necessary
- Willingness to give the necessary time and effort to undertake the duties of a trustee

Emma Smith, 01709 511171, info@grow-women.org.uk

Heeley Trust

Heeley Trust is seeking to recruit some new trustees

Heeley Trust is a Community Anchor; a successful charity founded 27 years ago to deliver community regeneration in and around Heeley and Sheffield.
Charity number: 1067567

This is an opportunity to bring your knowledge and expertise to our friendly, inclusive board of trustees, to contribute to the direction of our organisation and help in the board's decision-making. It's also a great opportunity to gain experience at board level, enhance your CV and for your personal / professional development.

If you have skills and knowledge that you would like to bring to Heeley Trust, if you maintain the highest levels of integrity and are passionate about regenerating our communities, and if you are keen to be part of an organisation that works for the common good, then we look forward to hearing from you.

Heeley Trust is the neighborhood's Community Anchor, working to regenerate land, assets and prospects for our community, providing services that genuinely improve local lives and prospects. We are based around a beautiful and well-loved community park in the heart of Heeley that we designed, and which we now continually develop and manage. Today, our projects and our impact have grown to support a network of community led projects across South Yorkshire, generating an annual turnover of £1.4 million.

We run a thriving specialist bicycle shop and workshop that supports a wide range of community active-travel schemes.



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We deliver community services across Heeley and Gleadless Valley including social prescribing. We have restored one of three beautiful Grade II-listed Victorian School Board buildings, which won several architectural awards and is now let as managed office spaces. Funding is being sought to transform the other buildings into a dynamic mix of arts, business and community spaces.

Some founder members of the Trust have remained active and committed since 1996, while some new Trustees have joined the board over the years. We are now seeking to recruit some new trustees, and to replace retiring board members. We are particularly interested in recruiting board members:

- with experience in managing heritage buildings
- with HR experience, particularly in the charity sector
- representative of our diverse local community.

If you would be interested in becoming a trustee, and/or in taking on one of the key roles on the board, please email us at recruitment@heeleytrust.com with the subject line 'Trustee recruitment'. You can ask for an informal conversation with a trustee or with a member of staff of the trust, before making a formal application by sending your summary CV and a covering letter based on the role description, stating why you wish to be a trustee and what you could bring to the role. All personal data will be protected in accordance with the Data Protection Act (GDPR 2018) and the Privacy and Electronic Communications Regulation (PECR).

We will send you a pack of information including the Trust's latest accounts and business plan, and the Charity Commission's summary guidance 'The Essential Trustee'.

You may then be invited to meet the Trust Manager and one of two of the trustees for an informal discussion about the role, either in person or online. This discussion will focus on how your experience and skills meet the role description.

Heeley Trust will:

- Provide induction and opportunities for training and development to enable Trustees to carry out their role as effectively as possible;
- Give adequate notice of relevant dates and events;
- Provide reports and papers in advance of meetings;
- Respond to information requests and Governance queries.

More details concerning the role and expectations of Trustees can be found in the Trustees' Handbook, which will be provided to all new Trustees on successful election.

Trustees with specific roles:

Chair

The Chair of Trustees is the key external contact for the Trust, and has oversight of the Trust's activities, through liaison with the Trust manager. The chair requires a sound understanding of governance, and the ability to lead a team in a constructive way, conducive to good working relations in a cohesive board, and with considered collective decision-making.

The chair provides leadership to the board with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture and has trustees and senior staff who are able to govern well and add value to the charity.

The Trust recommends the Association of Chairs' chair's compass' for guidance:
<https://associationofchairs.org.uk/resources/chairs-compass/>

Honorary Treasurer

The board of Trustees of Heeley Trust requires an Honorary Treasurer to monitor the financial administration of the charity and report



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to the Board of trustees at regular intervals on its state of financial health, in line with best current practice, and in compliance with the Trust's governing document and legal requirements. This includes financial commitments to various grant bodies.

The Trust works with a wide range of funders and contracting organisations, each of whom has their own reporting and contracting demands. The Trust also runs a specialist bike retail business, meaning that the finances are varied and relatively complex. If you have experience of finance in the charity sector, that would be a distinct advantage.

The Honorary Treasurer will work closely with the Trust's Finance Director, and will be involved in the appointment of any new Finance staff of the Trust.

Secretary to the Board of Trustees

The secretary supports the Chair of the board by calling meetings, distributing the agenda, and taking and correcting minutes of meetings. The secretary should attend all meetings or arrange for another board member to deputise if they are unavoidably absent.

Heeley Trust, 0114 399 1070, jim.m@heeleydevtrust.com

Irise International

Chair of the Board

Irise International is at a pivotal and exciting moment in our journey to achieve menstrual justice.

We are a small but globally respected charity based in Sheffield, working across the UK and East Africa to end menstrual injustice by shifting power to young activists and grassroots leaders. Our work is bold, inclusive, and grounded in lived experience. From launching youth-led policy tools in UK schools to co-hosting pan-African feminist gatherings, we amplify the voices of people who menstruate in spaces they've historically been excluded from.

We've just launched our 2025-2030 strategy and are entering a crucial phase of development. We're building new income streams, deepening youth leadership, and evolving into a post-founder organisation under new leadership. We're also piloting exciting collaborations; with councils, universities, and feminist businesses; while supporting our small team with the structure they need to thrive.

Our current Chair will step down in 2025, and we're seeking someone to work alongside them and our CEO over the next 6–12 months to support a smooth and values-led transition.

This is a unique opportunity to step into a hands-on, relational governance role where your voice will help shape the next chapter of an ambitious and radically hopeful organisation.

We're looking for someone who can:

- Lead with empathy, integrity, and a commitment to equity
- Champion inclusive, youth-led governance that centres marginalised voices
- Act as a sounding board and strategic partner to the CEO
- Facilitate a collaborative and engaged board culture
- Support fundraising, advocacy, and strategic partnerships where appropriate

We particularly welcome interest from individuals with lived or professional experience in menstrual health, youth-led activism, gender equity, or anti-oppressive practice. We value non-traditional leadership journeys and want this role to be accessible and sustainable for the right person.

As Chair, your responsibilities will include:



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- Supporting the CEO between board meetings and leading their annual appraisal
- Chairing quarterly, inclusive board meetings
- Supporting board recruitment and mentoring
- Supporting strategic reflection on partnerships, funding, and risk
- Upholding Irise's values and accountability to our menstrual justice framework

This voluntary role requires an average of 3-4 hours per month. We offer flexibility and support with access needs, caring responsibilities, or other adjustments. Travel expenses are reimbursed.

Chrissy Cattle, 07772 587984, info@irise.org.uk

Lotus Collaborations UK CIC

Directors - We are looking to widen our team of autistic directors who are committed to our mission, and we are particularly encouraging applications from autistic survivors.

Lotus Collaborations is an autistic survivor-led Community Interest Company addressing the needs of autistic survivors of sexual violence and related abuse.

Find out more here: www.lotuscollaborations.co.uk

We require autistic individuals who are passionate about shaping this service as the prevalence of sexual violence is particularly widespread among this cohort. We are also looking for people who do not wish to make a commitment beyond monthly management meetings / Board meetings as their role would be the general overseeing of the Community Interest Company. The input of individuals in this capacity is welcome in supporting the team to think through ways to grow the organisation.

Individuals who have a strong commitment to the rights of autistic individuals and the 'Nothing About us Without Us' campaign are particularly welcome to this role. Also, if you feel that you have skills which would be of relevance to this work, and which you would like to develop, do contact us.

Our team is supportive and friendly, and you will be provided with training and ongoing support.

Susy Ridout, lotuscollaborationsuk@gmail.com

Manor Community Transport

Volunteer Trustee

This is an exciting volunteering opportunity to provide high quality services to the community via support to a small charitable organization. We are looking for a range of people to help run the organization.

The primary purpose of the role is to be a community minded individual who is interested in and understands volunteering and voluntary organisations with compassion and commitment. To assist in the support and development of the organisation.

The role requires a monthly meeting commitment of no more than 2 hours to manage and decision make on behalf of the organisation. Some knowledge of transport would be useful but not essential any transferable skills would be an asset to the management of the organisation.

We endeavor to offer volunteers a variety of activities to make sure your time is rewarding and enjoyable.

Lisa Frazer, 079 618 83841, manormobeel@googlemail.com

MESH (Community Cohesion Services)

New trustee opportunities at MESH: a charity offering mediation services to people and organisations in Sheffield

MESH (Mediation Community Cohesion Services Sheffield) is a small, friendly local Sheffield-based charitable organisation which aims to offer low cost mediation to communities, individuals and workplaces to help address



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everyday conflict in people's lives and improve resilience and well-being.

We are in the process of growing our services, and are looking for new trustees to join our Board to help us deliver this. We'd love to hear from you if you have skills, experience and/ or an interest in:

- mediation and/ or community services
- fundraising and networking
- meeting new people
- organisational skills

We are also seeking to recruit a Treasurer to manage our financial budgets, accounting and planning. If you have existing financial management skills, or an interest gaining experience in this area and would like to support our work, do get in touch.

Becoming a MESH Trustee is a great opportunity to help shape and build services to support Sheffield people's mental health and wellbeing, and support local people and communities. Board meetings are held online once every two months, with face to face half-day strategic meetings three times a year.

If you're interested, [take a look at our website](#) which provides more information about MESH, or if you'd like to chat to someone about what it's like to be a trustee with MESH, please email us at enquiries@meshccs.org.uk.

Board of Trustees, 0114 698 1060, enquiries@meshccs.org.uk

Nirvanas Arts Collective CIC

Call out for directors to join our small but growing non-profit supporting disabled and neurodivergent artists.

We are looking for people who want to make a difference for disabled and neurodivergent artists, creatives and crafter with a passion for getting involved in the local community. We are looking for individuals who identify as disabled and/or neurodivergent to apply and those with experience of marginalisation. It is important to our mission that we are a disability led organisation so we fully understand the unique challenges faced by those who have experience of chronic illness to allow us to bridge the gap of inequality in the arts. As a director you will bring your own skills, expertise and lived experience to the role and contribute, as much as you would like, to projects, ideas and future development of the organisation. Currently our directors are involved in future project development and planning for 2026 as our organisation is growing. We create the director role to suit the talents and needs of the director, therefore the role will look how you want it to! We ensure our directors have flexibility in their role, and their time commitment to the role can be shaped around their own needs. We will ensure to accommodate you within your role through reasonable adjustments and supervision if needed.

Elysian Fyre, 07834578705, elysiannac@gmail.com

No Panic

No Panic Large Funding Applications Fundraiser - volunteering from home

No Panic is a national charity at the frontline of accessible help for anxiety sufferers. Those who call us can be struggling across a range of anxiety disorders: OCD; Panic Disorder; Phobias or General Anxiety Disorder.

Services include a helpline open 365 days a year, one to one mentoring courses run by trained volunteers, support emails and a website that is full of information and help.

When we receive a large sum from an organisation or individual it can make a big difference to the services we provide. Fundraisers in our Large Funding Applications Team seek out potential providers of these large sums, find out how to apply to them and complete their forms.



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We are looking for people who are keen fundraisers on a large scale, have financial skills which can be used in a fundraising role and who are proactive.

For more information or to apply: email volunteering@nopanic.org.uk or phone Chris on 07890 970555 or complete our questionnaire: nopanic.org.uk/large-funding-applications-team-fundraiser/

Chris, 07890 970555, volunteering@nopanic.org.uk

No Panic

Volunteer Trustee

No Panic is a national self-help charity, which supports people with a range of anxiety problems. We provide the *No Panic Helpline* and there is additional support services offered to members. Please see nopanic.org.uk.

We are seeking a skilled volunteer trustee to strengthen our board, particularly with experience in finance and raising funds.

Ideally, candidates will have volunteered at board level, in charities that only employ a small number of staff and rely mostly on volunteers.

We seek candidates who are confident and committed and prepared to step up. Candidates may be asked to fill Officer roles or join sub-committees. Officers may oversee the work of several teams.

The Board of Trustees meets on the last Wednesday evening of the first and third month of each quarter. In the second month, sub-committees meet.

This role is anticipated to take up about 4 hours a week; this will vary.

We ask volunteers to commit to a year.

To apply, please email volunteering@nopanic.org.uk.

You will need to provide a reference.

Sandra Seal, 07890 061016, volunteering@nopanic.org.uk

RivelinCo

Join the RivelinCo Board!

Join the board of an exciting, ambitious place-based arts organisation, working with communities across North Sheffield. We're looking for 3 or 4 more people to join our Board and support our next steps.

RivelinCo aims to build collective power, cohesion and creativity in historically underfunded areas, by championing intergenerational, regenerative projects led by artists and communities in North Sheffield.

As a board member, you'll help us level up the company sustainably, support long-term fundraising and strategic planning, help us build resilience, be advocates for our work, and offer advice and support in specialist areas. Due to the nature of our work, we're keen that the group includes representatives from a combination of cultural, third sector, commercial and service sectors.

We're particularly keen to hear from people who have at least one of the following skills or knowledge areas:

- Experience in leading socially engaged arts projects or organisations
- Finance or accounting expertise
- HR expertise
- Experience with producing, operations and/or health and safety for large-scale cultural events e.g. outdoor arts, festivals
- Experience of fundraising, or can open up useful connections for RivelinCo
- Experience of evaluation and social impact measurement
- Expertise in sustainability, environment and/or regenerative work



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- A connection to North Sheffield, particularly Hillsborough, Stannington, Parson Cross and the surrounding areas

We value knowledge that comes in different forms, including lived experience. We would also particularly like to see applications from people from the Global Majority, who are currently underrepresented in our team. We're on a really exciting journey. We've completed a year of creative community consultation which will inform a responsive programme for the next 3 years. We're transforming a former shop front premises into an arts and community hub. And we've recently secured a major multi-year grant to support our work. If this sounds like something you'd like to be part of, we'd love to hear from you. All details, including how to apply, can be found in the recruitment pack here: <https://rivelinco.org/jobs-and-opportunities/>

Linda Bloomfield, 01143271670, recruitment@rivelinco.org

RWW Step out Sheffield

Treasurer wanted to support Step Out Sheffield, a small and friendly volunteer-led registered charity

As treasurer, you will join the volunteers/trustees who oversee the day-to-day running of Step Out Sheffield, and who usually meet on a quarterly basis to administer and review the charity's activities. We are looking for someone with experience of book-keeping, accounting and finance who can spare one day a month to help ensure proper records are maintained, and financial procedures and controls are supported. As treasurer you would also liaise with the charity's bank and provide finance reports for the management committee on a quarterly basis.

Sue Lee, 07905239699, admin@stepoutsheffield.co.uk

Sheffield Jazz

Charity Trustee- Treasurer. This is the perfect role for someone who cares about music and arts in our city!

We need someone to join our Trustee Committee, help us run our organisation, and in particular to look after our day to day book keeping. Sheffield Jazz is a charitable company with annual turnover of around £50k and entirely run by volunteers, we have no paid staff.

We're a local music promoter, and we aim to bring the best of national and international jazz to the city, providing opportunities for people from all backgrounds in the Sheffield City Region and throughout Yorkshire, to hear and learn from some of the greatest of current artists.

Our two main areas of activity are:

- arranging 20-25 concerts pa
- running a regular workshop for aspiring jazz musicians

see <https://www.sheffieldjazz.org.uk/> for more background

Simon Perryman, NA, admin@sheffieldjazz.org.uk

Sheffield Talking News

Vice Chair

The suitable candidate would be required to carry out the following types of tasks:

- Work closely with the Chair, Secretary, Trustees and others in the Charity.
- Attend monthly Committee meetings and chair these meetings in the event the current Chair is unavailable.
- Help compile agendas for committee meetings
- Help with agendas and compile action points.
- Become a trustee by virtue of the office of Vice Chair.
- Lead the reviewing of charity policies as and when needed and keep up to date with regulations e.g. Charity Commissions and Talking News Federation.
- Help write any new policy documents or similar.
- Initiate new ways of promoting and expanding services.
- Help arrange social aspects of the AGM and other social events.



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- Regularly check website content and facilitate deletions/additions
- Assist in organising training for volunteers.

Val Newbolt, 07854320889, STN_Recruitment@sheffielddalkingnews.org.uk

Sheffield Talking News

Chair

The Chair takes overall responsibility for leadership/ guidance, helps resolve any disputes/ misunderstandings. They keep up to date with all aspects of the organisation. Specific tasks include:

- * Calling and chairing regular Committee meetings, AGMs, working groups and Trustee meetings.
- * Working closely with Vice-Chair, Secretary and Treasurer.
- * Keeping in touch with all Coordinators, encouraging and helping them to initiate/ develop new ideas, technologies and training for volunteers.
- * Overseeing policy making and keeping up to date with all legal requirements and regulations with the support of the Vice Chair.
- * Initiating the creation of additional volunteer roles to manage new developments.
- * Overseeing advertisements for volunteers/ coordinators.
- * Carrying out all liaisons with SRSB (or passing to appropriate volunteer)

Val Newbolt, 07854320889, STN_Recruitment@sheffielddalkingnews.org.uk

South Yorkshire Refugee Law and Justice

Trustees to join the board and support the running of South Yorkshire Refugee Law and Justice

South Yorkshire Refugee Law and Justice (SYRLJ) are looking for new trustees! Could you support our vital work providing legal services to people seeking sanctuary in South Yorkshire? This is an opportunity to help shape our service and the work we do and to make a meaningful contribution to migrant rights at a critical time.

SYRLJ are the only organisation in South Yorkshire providing free legal support and representation to people who have been refused asylum and migrants without status. You can find out more about our team and work by visiting our website – <https://www.syrjlj.org.uk/>.

We particularly welcome applications from those with lived experience of the asylum system in the UK. We are also seeking to address identified skills gaps on the Board, especially HR experience, relevant policy and legislation knowledge, campaigning and media expertise. A full induction programme and follow up training will be offered to successful applicants.

The Board meets four times a year, sometimes online and sometimes in person, and Trustees will take lead responsibility for one or more aspects of governance. It is estimated that the time commitment will be between 0.5 and 2 days a month depending on capacity.

If you want to find out more, please contact Gary Bell (Chair) for an informal discussion – gary.bell@syrjlj.org.uk.

If you would like to apply for the role, please get in touch with our recruitment team via recruitment@syrjlj.org.uk and we will send you a more detailed information pack.

The closing date for applications is Monday 13th October. Interviews will take place towards the end of October, with the aim for new Trustees to be in place in November.

Tara Topteagarden, 07553233334, info@syrjlj.org.uk

Springfield Primary School

Become a Springfield Primary School Governor: Make a real difference in our community!

At Springfield Primary School, we have a vacancy for an enthusiastic and committed governor to join our Governing Board. Acting as a school governor is a fantastic opportunity for you to have an impact on education and positively influence children's lives, by providing critical challenge and support to the leadership team of the school with the aim of driving up standards.



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What does being a governor involve?

- As little as 6-8 hours per month
- Attending regular meetings (We agree meeting dates in advance - 6 per year - plus ad hoc additional meetings)
- Providing strategic direction and support to the school
- Contributing to decision-making on school policies, budgets, and development plans
- Promoting a positive learning environment for students and staff
- Attending training and development opportunities
- Working collaboratively with other governors, staff, and parents

The normal term of office for a school governor is four years, but governors are volunteers who can leave at any time.

Safeguarding and Disclosure Barring Service (DBS) check: At Springfield School, we are committed to safeguarding and promoting the welfare of children and expect Governors of our school to share this commitment. An appointment to Springfield's Governing Board is subject to an enhanced Disclosure and Barring Service (DBS) check.

For more information about being a school governor see these national websites:

<https://www.inspiringgovernance.org/volunteers/about-the-role/>
<https://governorsforschools.org.uk/about-the-role/>.

Springfield school serves a culturally diverse community and we warmly embrace the different cultures and the many languages spoken within our school community. We want to ensure this diversity is represented on our school Governing Board. We therefore particularly welcome applications from our local community and the Global Majority.

If you are interested in this highly rewarding role and want to help us provide the best possible education for our students, please contact us today to find out more. For more information or to arrange an initial conversation about the role, please email: enquiries@springfield.sheffield.sch.uk.

Linda Joseph, 01142 723455, enquiries@springfield.sheffield.sch.uk

Stothard Supported Living

Trustee

We would like everyone who works with, or for the Charity, to feel that their goal is to make a difference. Trustees have an overview of governance and development in addition to bringing their own professional knowledge to the role. Volunteers can bring quite focussed skills to any tasks they support, but need at the same time to learn about the Charity as a whole.

Come and speak to us. Let us see how your interests and experience can help us extend a multi-disciplinary team of Trustees and Volunteers, who will shape the future of our Charity.

Mike Plint, stothardmanagement@stothardsupport.org, stohardmanager@btconnect.com

Support, Arts, Gardening, Education

Trustees needed - including Treasurer

Volunteer with Us and Make a Difference!

Are you passionate about nature and the arts? Do you have valuable skills you'd like to share? Then join our team of dedicated volunteers!

We're seeking enthusiastic individuals to support our vital work in creating a sustainable and secure future, enhancing wellbeing, and celebrating the human voice through creative expression. This unique opportunity allows you to contribute your skills in a variety of areas, working alongside our dedicated trustees.



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Whether your talents lie in arts and crafts, project management, event organization, or simply a willingness to lend a hand, we have a role for you. You'll be involved in inspiring projects that improve the wellbeing of our community and protect our precious natural environment. You'll be part of something special, connecting with nature and helping to build a more sustainable future.

Join our team today and let your creativity flourish while making a lasting impact. We provide full training and ongoing support, so don't hesitate to apply even if you lack prior experience. Our volunteers are our greatest asset.

Rebecca, 01146 980027, enquiries@sagesheffield.org.uk

SWWOP

Trustees to join the SWWOP Board of Trustees

Sheffield Working Women's Opportunity Project provides intensive support to vulnerable women involved in street prostitution.

We are looking for 2 – 3 Trustees to join our Board of Trustees on a voluntary basis. We welcome applications from people from various backgrounds, who have a passion for supporting vulnerable women, to join the Board.

We are particularly looking for someone to undertake the role of Treasurer

The Treasurer's roles would include the following:

- Supporting fellow trustees in understanding the charity's financial position, enabling the board to make informed, strategic decisions.
- Collaborating closely with the Finance Manager, attending regular meetings with her and the Project Manager to ensure accurate financial forecasting and monitoring.
- Tracking actual income and expenditure against forecasted budgets, identifying and addressing any variances or risks that may impact the charity's financial health.
- Working with the Fundraising Officer to support funding applications and explore new fundraising opportunities.
- Ensuring all statutory financial filings and returns (e.g., Companies House, Charity Commission) are completed accurately and submitted on time.

Time commitment: the Trustees meet every month for approximately two hours and there will be some additional time required for preparation for meetings etc. Our Trustee meetings are a mix of Zoom calls and meetings in person in Sheffield.

Travel expenses are available - these must be agreed in advance with the Chair of Trustees.

Applications should be emailed to the Chair of Trustees Polly Foster polly@swwop.org and include a cover letter and CV. For more information, please visit: <https://swwop.org>

Polly Foster, (0114) 253 6899, polly@swwop.org

The Broomhall Centre

Chair, Board of Trustees

Job Title: Chair of the Board

- Location: Broomhall Community Centre, Sheffield
- Time Commitment: Approx. 8-10 hours per month (including board meetings)
- Remuneration: Voluntary (reasonable expenses reimbursed)
- Term: Minimum 1 year starting from or AGM this November, renewable annually by board agreement

About Broomhall Community Centre

Broomhall Community Centre is a vibrant hub at the heart of the local community, providing a welcoming space for people of all ages and backgrounds. We offer a range of programmes, activities, and services that promote



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inclusion, wellbeing, education, and community cohesion.

You can get an overview of the centre and our current activities from our website: www.Broomhallcentre.com. There you will find our last Annual Report and SCC's case study about the centre.

Role Overview

The Chair of the Board provides strategic leadership to the organisation, ensuring that Broomhall Community Centre achieves its vision, mission, and charitable objectives. The Chair supports and holds the Board of Trustees to account for the centre's performance, ensures strong governance, and acts as a key ambassador within the community and wider networks.

Key Responsibilities

- Provide leadership to the Board of Trustees in setting the vision, mission, and strategic direction of the centre.
- Ensure the effective governance of the organisation in line with its constitution, charitable status, and legal obligations.
- Chair board meetings effectively and inclusively, ensuring all trustees contribute and decisions are well-informed and clearly documented.
- Support the Business Development Manager, Centre Manager and staff, offering guidance, encouragement, and constructive challenge.
- Act as a figurehead and spokesperson for the centre where appropriate, representing it at public functions and in community or stakeholder meetings.
- Promote a positive, inclusive, and collaborative culture across the board and the wider organisation.
- Ensure that the board works in partnership with staff, volunteers, and the local community to achieve shared goals.
- Lead the process for recruiting new trustees and succession planning for board roles.
- Monitor and support the financial health and risk management of the organisation.

Person Specification

Essential:

- Demonstrated leadership experience, ideally at board or senior management level.
- Passion for community development and commitment to the values of inclusivity and social justice.
- Strong communication, facilitation, and interpersonal skills.
- Understanding of governance and the role of a charity trustee.
- Ability to foster collaboration, challenge constructively, and make sound, balanced decisions.

Desirable:

- Experience of chairing meetings and working with diverse stakeholders.
- Knowledge of the voluntary/community sector in Sheffield.
- Strategic planning, fundraising, or community engagement experience.

How to Apply: If you're passionate about supporting communities and want to help shape the future of Broomhall Community Centre, please contact Jillian Creasy (chair@broomhallcentre.com) for an informal discussion. Alternatively, send a short expression of interest to Secretary@broomhallcentre.com

We intend to appoint our new chair during September so we need to know of your interest and CV by the end of August.

Jillian, 07581 282953, chair@broomhallcentre.com

The New Gleadless Library

Experienced Bookkeeper (Temporary) and Committee member.

We are looking for an experienced, enthusiastic bookkeeper to join our Committee and assist our Finance Trustee. This is a temporary position at present which could lead to a permanent position for the right candidate. Experience of Bookkeeping is essential to this role.



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What you will be doing:

Keeping the Management Team fully informed of the incoming and outgoing funds

Ensuring our books are kept up to date.

Preparing and submitting reports to the Charity Commission

Susak Killip, susan.killip@yahoo.com

Xenia

New trustees to join Xenia who can bring varied skills and experiences

We are particularly interested in someone with experience in non-hierarchical organisations who can help us set up HR and governance procedures, as well as people with experience in advocacy, women's organisations, anti-racism and/or direct experience of migration.

Trustees are expected to attend all board meetings, which take place four times per year at times agreed by the trustee board, and usually last no more than 3 hours. Additionally trustees may wish to join one of the sub-groups, which meet approximately 4 times per year for meetings that usually last no more than 1.5 hours.

Person Specification.

We particularly encourage applications from people who:

? have lived experience learning English as a second or other language;

? have lived experience supporting family members for whom English is a second or other language

? Have lived experience of migration

? identify as being part of the "global majority". The global majority includes people who identify as Black, Asian or have other identities and backgrounds that are racialised in the UK.

We are looking for someone with skills relevant for the role, for example:

? experience of working in charity/community sector with HR responsibilities

? experience working in non-hierarchical organisations

? experience working within advocacy, either professionally or in a voluntary capacity

? knowledge of the UK charity fundraising landscape, especially with smaller charities

? Links to or familiarity working in East London and/or Sheffield

may, 07549 269461, sheffield@xenia.org.uk



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Frequently Asked Questions

Can I volunteer?

Anyone can volunteer. People already in employment, full-time or part-time, refugees and asylum seekers, retired, students, unemployed and anyone else not mentioned here. Really, volunteering is for everyone.

When can I start?

It can take a few weeks for you to go through the application and recruitment process. The one thing that often takes the most time is the DBS police check (formerly CRB), though not all volunteering requires a police check.

What about my expenses?

Organisations should pay your travel and out of pocket expenses. To be registered with us we require this. Please contact us if you have had difficulty securing these expenses.

Do I need particular skills to volunteer?

Sometimes, depending on the voluntary role. But very often no particular skill is required; the organisation will give you the right training for your role.

How soon might I be able to find a paid job after I volunteer?

There is no guarantee that volunteering will lead to paid employment. But you will get a lot out of volunteering including new skills, experience and confidence, which can help with job prospects.

Will I get any support as a volunteer?

You should be given an induction when you start, training that is relevant to your role and catch-ups or supervisions relevant to your role.

I am an asylum seeker - am I allowed to volunteer?

Yes - you can volunteer as many hours as you want. There are no restrictions on asylum seekers volunteering. You are not allowed to do 'unpaid work' but volunteering is different. You are allowed to volunteer in a charity. Ask us for more information.

I'm on benefits - can I volunteer without losing my benefits?

Yes, you can - plus volunteering is recognised as giving you a better chance of finding paid work. So, you can volunteer as many hours as you like while you are on benefits, as long as you still meet the terms for getting them. If you are claiming Jobseeker's Allowance, this will mean you still need to look for paid work and you must be free to start a job with one week's notice. It might be good to discuss your volunteering with your benefit agency so they are in the picture.

I am under 18 - can I volunteer?

Yes, you can. There are a range of opportunities set up for younger volunteers; you can download a list of these from our website. If you need help doing this, please call us on 0114 253 6649 or e-mail vc@vas.org.uk

I have a criminal conviction - can I volunteer?

You can, and many people with criminal convictions do. It all depends on the nature of your conviction, how recent it was, the kind of voluntary role you would like and the organisation where you wish to volunteer.

Any other questions? Please call us on 0114 253 6649 or email vc@vas.org.uk



@SheffieldVolunteerCentre



@VolunteerSheff

Rights and responsibilities

As a volunteer you have a right to:

- Travel expenses
- Induction and relevant training
- Support and supervision
- Safe working conditions
- Insurance cover
- Being treated in accordance with an organisation's equal opportunities policy
- Access to a Complaints Procedure

Your responsibilities are:

- Working within the organisation's policies and procedures, which will be explained to you
- Working within the boundaries of the volunteering task profile
- Maintaining confidentiality as appropriate
- Informing the Volunteer Manager of any problems.

sheffieldvolunteercentre.org.uk

vc@vas.org.uk

0114 253 6649

Drop-in open 10am – 4pm (Tuesdays only)



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