



Be a
volunteer!
February 2026
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



@SheffieldVolunteerCentre



@VolunteerSheff

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



@SheffieldVolunteerCentre



@VolunteerSheff



VOLUNTEERING FAIR

Find the perfect role for you!

Would you like to help your local community? Do you have free time in the week? Volunteering may be the answer for you!

Unsure where to start?

Join us this February to meet local organisations and learn about their available opportunities directly.

Wednesday 11th February 2026

10:00 - 14:00

**The Circle, 33 Rockingham Lane,
Sheffield, S1 4FW**



contact us for more information:

www.sheffieldvolunteercentre.org.uk | vc@vas.org.uk | 0114 253 6649



@SheffieldVolunteerCentre



@VolunteerSheff

Living with Dementia can + should include joy in life, and a sense of community.

Volunteer with us + help make this happen here in Burngreave! Greet... Listen... Play...



Volunteers are needed to:

- **Greet** people who have memory problems and those who care for them, so that everyone can relax, feel safe, valued and involved in our events and this community.
 - **Listen** to what may interest someone with memory problems in that moment. Allow plenty of time for carers to describe their situation, and their feelings about it.
 - **Play:** Join in with whatever activity may capture attention, including chatting, simple games, looking at a picture book, something in the natural world, and more.
- Support carers trying different activities.

Volunteers **do not** provide help with personal care.

What's required?

- You must be over 18
- DBS check and two references

You will get:

- Friendship and a sense of community
- Dementia Stars Training and better understanding
- Experience to add to CV
- Development of skills you can use in other contexts
- Awareness of the many local dementia services and activities
- Travel and other expenses re-imbursed
- Support as you go along

When and Where do activities take place?

1. Monday mornings 10am - 12.30pm at The Furnival, 199 Verdon St, S3 9QQ.
2. On alternate Tuesdays, Dementia? Welcome! Cafe runs a table from 11am - 12noon at the Friends of Foundry Verdon Recreation Centre, Verdon St, S3 9QS.
3. Explore other culture specific opportunities for local residents to 'get

out more, and meet new people', that suit you, or someone you know who lives with memory problems:

- a. SACMHA's Monday memory hub
- b. Firvale Community Hub's Thursday Dementia Café
- c. Aspiring Communities Together
- d. SOAR supports various other Cafe's across N. Sheffield

Dementia Stars Training with trainer Grace Stead.

This training puts you in the shoes of someone living with dementia. It's useful if you have memory problems, care for someone, or would like to volunteer or work with people who live with Dementia. You can book via link at

<https://www.ageuk.org.uk/sheffield/our-services/das-training/>

We will also be running Dementia Stars Training in person during 2026 on May 11th and 18th and June 1st. 1.30-4pm.

Apply for this opportunity

To get an application form or arrange to have an informal chat about this, contact Nick Edmondson on 07725569380 or email dementiawelcomecafe@gmail.com

Funded by
People Keeping Well
through SOAR

**Looking forward to
meeting you soon!**



@SheffieldVolunteerCentre



@VolunteerSheff

Dementia? Welcome! Cafe

Dementia? Welcome! Cafe needs volunteers to help develop our programme of social events in Burngreave for 2026 - Greet, Listen, Chat, Play and help with admin tasks

Dementia? Welcome! Cafe needs volunteers to:

- **Greet** people who have memory problems and those who care for them, so that everyone can relax, feel safe, valued and involved in our events and this community.
- **Listen** to what may interest someone with memory problems in that moment. Allow plenty of time for carers to describe their situation, and their feelings and experiences.
- **Play:** Join in with whatever activity may capture attention, including chatting, simple games, looking at a picture book, something in the natural world, and more.
Support carers trying different activities.
- Volunteers **do not** provide help with personal care.

Nick Edmondson, 077 255 69380, dementiawelcomecafe@gmail.com

National Children's Air Ambulance

Community Event Volunteer

In this role, you'll:

- Book and attend local events on behalf of the charity.
- Set up and manage engaging stalls selling branded merchandise.
- Interact with the public, sharing the story of our lifesaving services.
- Run fundraising games and activities to raise both funds and awareness.

You'll receive full training and ongoing support from your Community Fundraising Executive. This is a rewarding, sociable role ideal for outgoing individuals who enjoy being hands-on and making a real impact in their community.

Kayleigh Darlington, 077 119 59666, kayleigh.darlington@theairambulanceservice.org.uk

Read Easy Sheffield

Reading Coach - North Sheffield only

Could you support someone in your local community to learn to read?

Read Easy UK is a registered charity that works through affiliated local groups to provide one-to-one reading coaching to adults, using trained volunteers. By enabling people to tackle their reading difficulties, Read Easy also allows each individual to grow in confidence and self-esteem, become more independent, move on to other forms of education if they wish, and improve their employment opportunities.

The secret to success in learning to read is working one-to-one, little and often. We therefore ask our Reading Coaches to commit to providing **two separate, 30-minute coaching sessions with their Reader per week**. To make this viable we will attempt to provide venues that are local enough for both Coach and Reader to spend as little time travelling as possible. Some Readers may complete the course in as little as **nine months**, others take as long as **two years, and sometimes longer** - so we are looking for coaches who are interested in committing to this journey with their reader. Previous experience isn't necessary as training and support is provided, more important is having the right patience, kindness and commitment.

For this role, we are specifically looking for people who are based in the North of Sheffield, specifically Chapeltown, Firth Park, Parson Cross or Burngreave or close enough to viably get to once of those locations twice a week. We will match a Volunteer Coach with a Reader based on their availability and location. Please be aware that most readers are looking for mid-week, daytime coaching.

Renee Turner, 077 645 65684, sheffieldrecruiter@readeasy.org.uk



@SheffieldVolunteerCentre



@VolunteerSheff

Sheffield Library Service

Sheffield Library Board Game Club Volunteer

We are looking for volunteers with our new Board Game club that will run on Wednesday evenings in Central library.

- Volunteers will help run the sessions
- Support people playing the games
- Teach people how the games work
- Set up the sessions
- Tidy up after the sessions
- Learn new board games in preparation for upcoming sessions
- Checking games to ensure nothing is missing

Darrel Porter, 075 049 90280, darrell.porter@sheffield.gov.uk

SOAR

Emotional Wellbeing Recovery Coach

Purpose of role: To improve the health and wellbeing of people in Sheffield's least healthy communities. You will work closely with the Mental Health Peer Support Worker to provide emotional support to suitable clients. Social cafes are places where people meet to share food, try gentle physical exercise, play games and engage in conversation. Their purpose is to reduce social isolation and help participants find ways of supporting each other. Some social cafes are targeted at different groups such as global majority communities or men.

What's involved?

The role of the Emotional Wellbeing Recovery Coach is to...

- Introduce and welcome new participants to the Social Café through informal discussions individually or as part of small groups
- Facilitate and encourage participation in whole group discussions on recovery themes particularly by people new to Social Café
- Conduct informal constructive discussions with participants to find out where they feel they are on their recovery journey using a recognised method of assessment.
- Record the outcomes of informal discussions
- Encourage participants to identify their recovery goals and the activities which will help to achieve these
- Motivate participants to undertake activities which promote recovery through informal coaching and mentoring
- Take part in activities alongside participants to encourage participation and movement towards self-reliance
- Review progress made by participants in achieving recovery goals using a recognised method of assessment.
- Provide regular feedback to the Mental Health Peer Support Worker and other paid staff regarding successes and outstanding needs in achieving recovery goals
- Participate in the planning of Social Café sessions.

What knowledge do I need?

As an Emotional Wellbeing Recovery Coach, it would be beneficial for you to know about:

- The challenges clients may face who are engaged with the Mental Health Peer Support Project (serious mental health issues)
- Local services that clients may link in to
- The needs of your local community
- Men's Health challenges
- Have an interest in mental health and well being



@SheffieldVolunteerCentre



@VolunteerSheff

SOAR

Reception Assistant Volunteer

Purpose of role: If you are looking to build on your skills (and gain new ones) towards a career in customer service and office administration, this could be the role for you! In this role you will be able to gain experience in a reception setting: meeting and greeting visitors for SOAR and our tenants, directing and informing visitors by answering enquiries, receiving and sorting mail, administration tasks (printing, scanning, photocopying), and booking in and supporting sessional users.

This is a great opportunity to gain and further develop skills and experience in office procedures and the day-to-day running of SOAR's buildings.

Location: SOAR Works Enterprise Centre.

What's involved?

- First point of contact, meeting and greeting customers, tenants and visitors
- Responding to service users and customer and public enquiries
- Assisting with building systems and procedures
- Update noticeboards
- Working as part of a team

Dominique Dowde, 079 033 82221, Communities@soarcommunity.org.uk

Space to Breathe CIC

Volunteer support at Men's Wellbeing Drop In

Space to Breathe run's a Men's Wellbeing Drop In every week (except the 3rd Wednesday when we run a longer session) at 3pm until 4.30pm. This session is run by one of our Peer Wellbeing Workers, Steve, but we would like to find a male volunteer who could support Steve. This would involve welcoming people at the door, looking after drinks/refreshments, helping with some of the content and most of all just getting to know the men who come along. Its an ideal volunteering role for someone who has lived experience of a mental health challenge.

We'd need you on Wednesdays from 2.30pm to 5pm latest.

Andy Freeman, 075 138 21399, andy@spacetobreatheuk.com

St Mary's Church

Grounds and Gardens projects

St.Marys has generous outdoor spaces which we would like to improve and beautify. If you enjoy spending time in the outdoors and would like to help maintain and develop these grounds why not volunteer to join our Gardening Group. The group meets every Tuesday morning from 10-12 am and do various jobs like planting, pruning, clearing, seed saving, watering and transplanting. We would also really appreciate help with constructing and maintaining raised beds. If interested, please contact us for a chat about the role.

Sharon, 0114 223 0223, admin@stmarys-church.co.uk



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



@SheffieldVolunteerCentre



@VolunteerSheff

BabyCare Reach CIC

Volunteer Bid Writer (Experienced)

BabyCare Reach CIC, a values-driven social enterprise supporting families with dignity and care, is looking for a friendly and committed Volunteer Bid Writer to join our team. This is a wonderful opportunity for someone with grant writing or fundraising experience who wants to use their skills to make a real difference. You'll help us secure vital funding by researching opportunities, writing clear and persuasive proposals, and sharing the story of our impact with funders. Working alongside our leadership, operations, and programme leads, you'll be part of a supportive team where your contribution directly helps families across Sheffield and beyond.

Vanessa, 074 802 45139, admin@babycarereach.com

Citizen's Advice Rotherham

Trustee

Complete an introduction for your role

Maintain an awareness of how the local Citizens Advice is operating

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@citizensadvicerotherham.org.uk

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.

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



@SheffieldVolunteerCentre



@VolunteerSheff

- 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

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.
- 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



@SheffieldVolunteerCentre



@VolunteerSheff

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

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.



@SheffieldVolunteerCentre



@VolunteerSheff

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.

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

Share Psychotherapy

General Trustees

We are looking for general trustees to support the work of our organisation and help guide our work providing long-term counselling and psychotherapy to people across Sheffield, especially those facing financial hardship. General Trustees contribute their skills, judgement and experience to the Board, supporting the Chair, other trustees, staff and volunteers to ensure the charity is well run and forward looking.



@SheffieldVolunteerCentre



@VolunteerSheff

Becoming a trustee might feel daunting. Thus, to enable people from all walks of life to become a trustee we are committed to supporting people who have not been involved at senior management or board levels to become a trustee. This would require a somewhat higher time commitment for induction and ongoing training/mentoring.

Anna Waters, 077 163 08534, anna.waters@sharepsychotherapy.org

Share Psychotherapy

Specialist Trustee / Advisor Roles

Share Psychotherapy (Share) is recruiting for new trustees or specialist advisors to join our board and help guide our work providing long-term counselling and psychotherapy to people across Sheffield, especially those facing financial hardship.

We are in an exciting phase of development, engaging with key stakeholders to shape our 5-year framework 2026 – 2030.

Using your skills in leadership, communication, integrity and openness, you will work alongside the board to support Share's future.

Currently, we are particularly looking for trustees with knowledge and experience in HR, Legal and/or Charity Governance, Clinical and Safeguarding.

Anna Waters, 077 163 08534, anna.waters@sharepsychotherapy.org

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

Val Newbolt, 07854320889, STN_Recruitment@sheffielddtalkingnews.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.



@SheffieldVolunteerCentre



@VolunteerSheff

*Overseeing advertisements for volunteers/ coordinators.

*Carrying out all liaisons with SRSB (or passing to appropriate volunteer)

Val Newbolt, 07854320889, STN_Recruitment@sheffielddtalkingnews.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

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

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:



@SheffieldVolunteerCentre



@VolunteerSheff

- 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 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.

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



@SheffieldVolunteerCentre



@VolunteerSheff

- 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



@SheffieldVolunteerCentre



@VolunteerSheff

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 weeks' 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



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)



@SheffieldVolunteerCentre



@VolunteerSheff