

Opportunities for Volunteers

Our volunteers support every team within the Hospice; our 13 charity shops and our 4 Friends Groups. To help you decide which area(s) you would like to support, please refer to the information below and indicate your preferences on the registration pack. N.B. current vacancies will be discussed during the interview and some roles are subject to a Disclosure and Barring Service (DBS) check.

Administration: The Administration support opportunities are based in the Hospice (Day Hospice; Finance; HR; Fundraising; Retail and Volunteering). Volunteers do a variety of general office duties; telephone calls; get involved with projects and ad-hoc tasks and must be IT competent and confident on the telephone.

Beautician: Qualified beauticians are required to help with our patients' well-being, offering manicure and pedicures. Please note this is subject to an enhanced DBS check.

Carers Group Support: Carer's Group supports relatives and friends of our patients. Volunteers meet and greet carers and visitors and offer refreshments and a listening ear is required. Alternate Tuesday evenings 6 – 8:30pm.

Chaplain: The overall purpose of the Chaplaincy Department is to give support to patients and their families; offer a listening ear and to make appropriate and sensitive pastoral responses. The time and resources of the Chaplain's Assistants are available to people of any faith or none. Please note this role is subject to an Enhanced DBS check.

Clinical Education Support: This opportunity is to assist our Clinical Educator with ad-hoc education sessions throughout Calderdale by registering attendees, handing out packs, helping set up; serving lunches, teas and coffees, clearing up and giving out certificates. It may include some office work to prepare the education packs.

Complementary Therapist: Our therapists qualified to Diploma level; registered with a professional body; have two years, minimum, experience and must be insured to offer aromatherapy, massage or reflexology. Complementary Therapists receive in house training on working with life limiting illness. Please note this role is subject to an enhanced DBS check.

Counsellor: Overgate Hospice are seeking volunteer counsellors who are working towards a Level 5 Diploma or degree in counselling studies, and who can give two or more hours per week, offering counselling to our patients and their relatives. Experience of palliative care/bereavement work is an advantage but not essential. We will pay travel expenses and reimburse supervision fees. If working in a friendly and supportive environment, where you can gain experience of working with people with life limiting illnesses interests you, please get in touch with our Psychotherapist. Please note this role is subject to an enhanced DBS with barred list check.

Day Hospice Helper/Hospitality: Overgate runs a regular Day Hospice service on Tuesday, Wednesday and Friday (with Thursday being a Drop-In service i.e. no appointment needed). Volunteers are required to talk to patients and carers and help with activities/games and hospitality including setting tables for lunch and helping clear up. Volunteers are also needed to help patients with craft activities. Please note this role is subject to a standard DBS check.

Day Hospice Lead Craft Worker: We are looking for volunteers to lead craft activities on Thursdays in our Day Hospice. Materials are available or will be reimbursed with prior approval. Please note this role is subject to a standard DBS check.

Day Hospice Entertainers: We are looking for volunteers to entertain our patients in the Day Hospice for up to an hour, on Tuesday, Wednesday and Friday afternoons. If you or anyone you know is a public speaker, sings in a choir; solo artist or in a group; is a dancer, a musician, an actor, a magician or has any other talents, please get in touch. This role can be ad-hoc and does not require a registration form filling in.

Day Hospice Driver: Volunteer Drivers are required four days per week, Monday, Tuesdays, Wednesdays and Fridays. We require careful drivers to bring patients to Day Hospice and take them home again, using their own car. Mileage/petrol will be reimbursed. Drivers must inform their insurers of their voluntary driving. Please note we do an online driving licence and MOT certificate check of successful applicants and an enhanced DBS with barred list check.

Day Hospice Florist: We are looking for volunteer florists/flower arrangers to help patients create flower displays. (The cost of the flowers and materials used will be reimbursed.) This is subject to a standard DBS check.

Friends Group volunteer: We have four Friends of Overgate Hospice groups: Brighthouse; Elland; Sowerby Bridge and Todmorden who meet a few times a year to arrange events and run stalls in their community to raise vital funds for the Hospice.

Fundraising Card Writer: Support needed to write and send cards to donors and supporters. Neat hand writing is essential.

Fundraising and Retail Car/Van Driver: Using your own car or a Hospice van we require careful drivers to transfer or collect stock to deliver to our shops, also delivering goods to local businesses to sell on our behalf (hampers; cards, calendars etc.) Mileage/petrol will be reimbursed if using your own car. Drivers must inform their insurers of their voluntary driving. Please note we do an online driving licence and MOT certificate check of successful applicants.

Fundraising Events: Event volunteers are required to help run stalls at our own or community events; registering participants and marshalling at events; selling Christmas cards – the list is endless. If you don't feel like *'being on the front line'* there are several ways in which you can help in fundraising e.g. if you were happy to use your car occasionally to help, then we have posters and information leaflets that need distributing around your local area and in public buildings etc. (mileage expenses are paid).

Fundraising Lottery Support: Volunteers run lottery promotional stalls in supermarkets, handing out leaflets and occasionally helping with the administration of this at the Hospice. Mainly Monday to Friday but may include occasional weekends.

Fundraising Supermarket Bag Packers: Required on an ad-hoc basis 7 days a week to pack bags and sometimes take responsibility for the money collected in supermarkets throughout Calderdale.

Gardening: Volunteers are required to help maintain our gardens, with our vegetable and herb garden; pots and tubs on the terraces. (Mainly required during the spring and summer seasons). Preferably on a Monday or a Wednesday but can be on other days after initially speaking to our gardener.

Hairdresser: Qualified mobile hairdresser/barber required to help with our patients' sense of well-being. All hairdressing equipment will be required to be brought in. Please note this role is subject to an enhanced DBS check.

Hospice Biographer: Recording patient's life stories on a USB stick to pass onto loved ones. You will be given 2 days training by the Hospice Biographer Charity (please note you may have to travel to attend the training but your travel expenses will be reimbursed.). Minimum commitment required is one day a fortnight for 12 months. A standard DBS check will also be undertaken.

Housekeeping Support: Volunteers needed one day per week, including weekends to help the housekeeping team. Light duties including making drinks, changing water, talking to patients, caring for the flower displays, keeping the ward kitchen stocked and surfaces clean. Weekend volunteers also clean the reception area and the link corridor. This role is subject to a standard DBS check.

IT Training Support: We are looking for volunteers with good IT skills to mentor staff and volunteers who are undertaking online training, such as sitting with them to guide them through accessing and opening training packages. This will be ad-hoc and will be mainly during the week.

In Patient Unit Support: Supporting the nursing staff with ad-hoc tasks i.e. testing the nurses call system; water temperature etc. Please note this role is subject to a standard DBS check.

Kitchen Assistant: Volunteers are needed to help with basic kitchen work such as food preparation and washing up. You will be given basic food hygiene training. The commitment would be one session a week or fortnight including weekends and sessions available from either 10am-1pm or 5pm-7pm.

Reception: As the reception desk is the first port of call for most people visiting the Hospice, a warm and welcoming manner is required for this role. Volunteers are required to cover one shift per week during weekdays, weekends or evenings. Good interpersonal, computer and telephone skills are essential, and. Rota times: 8.45am-1pm, 1pm-5pm, 5pm-7:00pm, Monday to Friday; reduced hours at the weekend.

Retail Charity Shop: We have 13 charity shops in total including specialised shops in Hebden Bridge: furniture; Elland: Little Stars – baby to 7 years old; Brighouse: furniture and boutique. All our other shops are general retail shops. We require volunteers aged 14 and above to help with sorting donations; pricing; steaming; displaying; stock rotation; using the till and customer service. We welcome volunteers who are willing to be key holders to help open and close the shop.

Retail Shops Drivers/Drivers Mates: Our two furniture shops in Hebden Bridge and Brighouse require volunteers to go out on the vans to do collections and deliveries of items of furniture. Drivers must be aged 25+ however driver's mates accepted from 18+. **Please note these roles and in particular the role of furniture shop drivers/drivers mate, are very physical and involve lifting/carrying on a regular basis.**

Retail EBay Support: Helping the Retail Coordinator to photograph and list items being sold on EBay must be IT competent and a user of EBay to understand the content and checks required in our warehouse in Elland.

Retail Maintenance Support: We are looking for a Handy Person to carry out minor repairs and improvements also to help with refurbishments etc. in our 13 charity shops. Mileage expenses are paid.

Retail Stalls Committee: To assist the Retail Coordinator and Third Party Fundraising in identifying and running Overgate Hospice merchandise stalls throughout Calderdale all year round.

Retail Jewellery Expert: Volunteers required authenticating and identifying metal and stones in jewellery and watches to help value the items.

Retail Art Expert: Our retail team are looking for Art Experts to help identify and price the art work we have donated to sell on EBay or at auction, may be required to travel to more than one shop however mileage expenses will be paid.

Retail Book Expert: Required to help identify and price rare editions and collectors' items donated to our shops, may be required to travel to more than one shop however mileage expenses will be paid.

Retail Bric-a-Brac Expert: We are looking for porcelain/pottery enthusiasts to help identify and price rare collections which are donated to our shops, may be required to travel to more than one shop however, mileage expenses will be paid.

Retail Vinyl Records Expert: Volunteers are required to help us accurately price vinyl records in our Hebden Bridge and Brighthouse furniture shops and spot the rarities and collectable labels which should be sold at auction. Mileage expenses will be paid.

Tea Trolley: Volunteers are required to serve refreshments to our patients and their visitors every afternoon and wash up afterwards. This opportunity takes approximately an hour, depending on the number of patients and guests. You will be given basic food hygiene training. Please note this role is subject to a standard DBS check.

Time to Talk: A bereavement support drop-in group. Volunteers offer hospitality to attendees and a listening ear. A background in Social Working, nursing, counselling or pastoral care is preferable. This role is subject to a standard DBS check. ** check this**

Time To Think: Hospitality volunteer required to help the at a dementia support group. Volunteers meet and greet the attendees (patients and carers) and offer refreshments. This is held on a Monday morning on a fortnightly basis and is subject to a standard DBS check.

Time to Listen: This opportunity is connected to the counselling team and volunteers visit patients or bereaved relatives in their own home. Full training is given and is subject to an enhanced DBS check. If you have pastoral care; counselling or a social work background this opportunity may be for you. This is subject to an Enhanced DBS check.

Time for Me: Time for Me is a wellbeing drop-in group for those with life-limiting illnesses and their carers. Volunteers help with hospitality and craft activities. Please note this role is subject to a standard DBS check.