

Our volunteers support every team within the Hospice and our 13 charity shops. To help you decide which area(s) you would like to support, please refer to the information below and indicate your preferences on the application form. Please note below are a description of all our volunteer roles and current vacancies will be discussed during the interview. Some roles are subject to a Disclosure and Barring Service (DBS) check.

Administration

The Admin Support Teams based in the Hospice (Day Hospice; Finance; HR; Fundraising; Retail and Volunteering) need volunteers to do a variety of tasks such as general office duties, telephone calls, projects and ad-hoc tasks. Must be IT competent and helpful if confident on the telephone.

Art Expert

Our retail team are looking for an Art Expert to help identify and price the art work we have donated to sell on EBay or at auction.

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.

Book Expert

Required to help identify and price rare editions and collectors' items donated to our shops.

Bric-a-Brac Expert

We are looking for a porcelain/pottery enthusiast to help identify and price rare collections which are donated to our shops.

Carer's Group Support

Meeting, greeting and chatting to attendees. Making refreshments and helping with any other ad-hoc tasks. Please note this is subject to a standard DBS check.

Chaplain

The overall purpose of the Chaplaincy Department is to give support to patients and their families to offer them 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

Complementary Therapist

Our Complementary Therapy team uses qualified and insured therapists to help with aromatherapy, massage and reflexology. Please note this role is subject to an enhanced DBS check

Counsellor

Overgate Hospice are seeking volunteer counsellors who are qualified, with a minimum of a Diploma/Level 5 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 check.

Day Hospice Bereavement Drop-In

In Day Hospice, the volunteers at this Drop-In are required to meet and greet attendees, make refreshments and offer a listening, compassionate ear. A background in Social Working, nursing, counselling or pastoral care is preferable. Please note this role is subject to an enhanced DBS check.

Day Hospice Helper

Overgate runs a Day Hospice on three days per week, Tuesday, Wednesday and Friday (with Thursday being a Drop-In service i.e. no appointment needed). Volunteers are required to talk to patients and help with activities/games. Volunteers are also needed to help patients with craft activities. Please note this role is subject to a standard DBS check.

Day Hospice Hospitality

In Day Hospice our hospitality volunteers make refreshments for patients, help set up the tables for lunch and clear up afterwards. Hospitality volunteers are required Tuesday to Friday's. 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 in our Day Hospice (and/or our In Patient Unit). 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 always 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

Overgate currently runs a Day Hospice on three days per week, Tuesday, Wednesday and Friday 9:30am to 3:30pm. We require careful drivers to bring our guests 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 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.)

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.

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 always required to help run stalls at garden parties; galas; we also need help with 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). In fundraising, we require volunteers to help on a regular basis and also for one-off events.

Fundraising Lottery Support

We are looking for volunteers to help the fundraising team by running lottery promotion stalls in supermarkets, handing out leaflets and occasionally help with the administration of this at the Hospice. This will mainly be Monday to Friday.

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.

Gardening

Volunteers are required to help maintain our gardens, especially our vegetable and herb garden and the pots and tubs on the terrace. (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 who works on a Monday or a Wednesday.

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. An enhanced DBS check will also be undertaken.

Hospice Charity Shops

We have 12 (soon to be 13) charity shops in total: 2 shops in Hebden Bridge (furniture/vintage and retail) 2 in Elland (retail and Little Stars – baby to 7 years old) 3 in Brighouse (furniture, retail and designer/bridal) then retail shops in King Cross, Ovenden, Todmorden, Halifax and West Vale and are opening a new shop in Mixenden. We require people aged 14 and above to help in the shops with sorting donations, pricing, steaming, displaying, stock rotation, using the till and customer service. In particular we welcome volunteers who are willing to be key holders to help open and close the shop.

Hospice Furniture Shops Drivers/Drivers Mates

Our two furniture shops in Hebden Bridge and Brighouse require people to help in the shop and to also 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.**

Housekeeping Support

Volunteers needed from one day per week or fortnight, 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. 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. Our clinical staff are specialised in caring for our patients and we have numerous highly skilled volunteers but some of them are not competent or comfortable using a computer. 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 an enhanced DBS check.

Jewellery Expert

A volunteer is required to untangle chains and help accurately price jewellery donated to the shops. Ideal if you can spot the difference between a diamond and a diamante.

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.

Marketing – Poster Designer

Do you have a creative eye and an imaginative mind? We are looking for volunteers to support the Marketing team to create posters and leaflets.

Reception

Receptionists are needed to work on a rota (one shift per week) during weekdays, weekends or evenings. Good interpersonal, computer and telephone skills are essential, and as the reception desk is the first port of call for most people visiting the Hospice, a warm and welcoming manner is required. Rota times: 8.45am-1pm, 1pm-5pm, 5pm-7:00pm, Monday to Friday; reduced hours at the weekend. You are the front face of Overgate Hospice so a happy, friendly disposition is essential.

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 Pop Up Shop

We are looking for volunteers to run the pop up shop when it is open (usually twice a year for a couple of weeks.) Helping to open and close the shop, displaying donations, customer service and using the till. Training will be given but is helpful if you have some retail experience.

Social media comments

We are looking for a volunteer to take screen shots of positive feedback made on our social media pages to assist our Marketing and Communications Coordinator to follow up on any good news stories, to be used in future grant applications and marketing.

Tea Trolley

Volunteers are required to serve refreshments to our patients and their visitors every afternoon and wash up afterwards. This will be for about 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 an enhanced DBS check.

Vinyl Records Expert

Volunteers are required to help us accurately price vinyl records in our shops and spot the rarities and collectable labels which should be sold at auction.