

Volunteering Opportunities

Our volunteers support every department within the Hospice, including our charity shops throughout Calderdale, the donation centre and eBay hub in Elland, and our Friends Groups. To help you decide which area(s) you'd like to support, please review the information below and indicate your preferences in the registration pack. Full role descriptions are available on request—just let us know which roles you're interested in, and we'll send the relevant details.

Available opportunities will be discussed during your interview or taster session. Please note that some roles are subject to a Disclosure and Barring Service (DBS) check and require completion of mandatory online training.

ADMINISTRATION

Admin Support

Location: Onsite at Overgate Hospice, Elland

Departments: Finance, Human Resources, Retail, Estates, Clinical Admin, Education, and Volunteer Services

Role: Support teams with general office tasks; may include telephone work and ad-hoc duties

Skills Required: Good IT skills

Availability: Monday to Friday, 3 to 4 hours during standard office hours

Training: Online Information Governance training provided and some departments require additional online training modules completing

DAY HOSPICE

Breath of Fresh Air (Course Support)

This is a 7-week course offering advice, education, and information to people with chronic lung conditions and their carers. It helps participants learn strategies to manage their condition more effectively.

Volunteer role: Supporting patients and carers through conversation, helping with activities and games, and assisting with hospitality

Location: Overgate Hospice

Training: Online Infection, Prevention and Control and Food hygiene training provided

Requirements: Subject to a standard DBS check

Hospitality Support – Well-being Services/Community Hubs

Volunteers assist at the weekly well-being service at Overgate Hospice (Thursdays 9:30am–12:00pm and 1:00pm–3:30pm) as well as at monthly Community Hub groups in:

- Hebden Bridge – 1st Wednesday (Upper Valley)
- Hipperholme – 2nd Wednesday (Lower Valley)
- Ripponden – 3rd Wednesday (Calder and Ryburn)
- North Halifax (Ovenden) – 4th Wednesday
- Central Halifax (Shay am and Apna Centre pm) – 1st Monday
- Todmorden (Health Centre) – 1st Tuesday

Volunteer role: Talking with patients and carers, assisting with activities/games, and providing hospitality.

Training: Online Infection, Prevention and Control and Food hygiene training provided

Requirements: Subject to a standard DBS check

Men's Shed

We are looking for enthusiastic and motivated male volunteers to lead and facilitate our Men's Shed- providing a safe space where men can come together to talk, take part in activities, gain peer support, engage in projects and pursue hobbies with an aim to reducing isolation and giving people a sense of purpose. You will be working with a team of volunteers to provide social interaction, talking to patients and carers, taking part in specific activities such as games, craft activities, woodworking, DIY or other hands-on skills and providing refreshments.

Requirements: Subject to a DBS check

Training: Online Infection, Prevention and Control and Food hygiene and Safeguarding Adults training provided

Public Speakers/Presenters

We welcome volunteers with an interesting subject, experience, or hobby to share with patients via Zoom, during well-being programmes, or at Community Hubs.

Volunteer role: Ad-hoc presentations or talks; ideal for those who enjoy sharing knowledge or talents.

Requirements: No registration form required

Patient Transport Driver

Volunteer drivers help transport patients to and from Day Hospice for complementary therapy and well-being sessions (no weekend work).

Training: Completion of online Safeguarding Adults level 1 training

Requirements:

- Own transport is essential
- Mileage/petrol costs reimbursed
- Must notify car insurer of voluntary driving
- Online driving licence and MOT check required
- Enhanced DBS with barred list check
- Minimum age 21 years

Time to Think (Dementia Support Group)

A six-week programme supporting individuals with dementia and their carers. Held on Friday mornings (9:30am–12:00pm).

Volunteer role: Welcoming attendees and offering refreshments in a friendly, supportive environment.

Location: Overgate Hospice

Training: Online Infection, Prevention and Control; Dementia Awareness and Food hygiene training provided

Requirements: Subject to a standard DBS check.

PATIENT AND FAMILY SUPPORT TEAM (PFST)

Art Therapy Volunteer

We're looking for artistic individuals to host engaging, creative sessions once a week every 8 weeks, as part of our well-being programmes or community hub groups.

Requirements: Subject to a Standard DBS check

Beautician

Qualified beauticians provide manicures and pedicures, helping to enhance our patients' sense of well-being.

Requirements: Subject to a Standard DBS check

Complementary Therapist

Therapists must hold a diploma-level qualification, be insured, and be registered with a professional body (e.g., Reiki Federation, Federation of Holistic Therapies). Therapies may include aromatherapy massage or reflexology. In-house training on working with life-limiting illness will be provided.

Training: Online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Subject to a Standard DBS check

Counsellor

Volunteers must be qualified counsellors or currently studying at Level 4 or above in counselling. Must commit to supporting a minimum of 2 clients, providing 1:1 counselling for patients and relatives (pre- and post-bereavement) using appropriate models and interventions. Note: if you have experienced close bereavement, we ask that at least two years have passed before applying for this role.

Training: Online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Subject to an Enhanced DBS check.

Counsellor – Telephone Support

Providing phone support for individuals on the counselling waiting list. Involves pre-bereavement and bereavement conversations using recognised counselling approaches. A commitment of at least 2 hours per week is required. Note: if you have experienced close bereavement, we ask that at least two years have passed before applying for this role.

Training: Online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Subject to a Standard DBS check

Diversional Therapy Assistant

Supporting patients through creative and recreational activities that promote emotional well-being. Activities may include crafts, reading, games, or conversation. Roles are available in the Inpatient Unit, Day Hospice, Hubs, and Time to Think group.

Training: Online Dementia awareness; Information governance and Safeguarding Adults level 1 training provided

Requirements: Subject to a Standard DBS check

Note: We particularly encourage male volunteers to apply

Hairdresser/Barber

Qualified mobile hairdressers/barbers are invited to volunteer, bringing in their own equipment to help patients feel their best.

Requirements: Subject to a Standard DBS check.

Carers Group Support

When: Fortnightly Tuesdays, 6:00–8:00pm

Role: Offer hospitality and a listening ear to carers

Training: Online Infection, Prevention and Control and Food hygiene training provided

Chaplain

Role: Provide spiritual, emotional, and pastoral support to patients and families regardless of faith background.

Training: Online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Enhanced DBS check and on-line training required

Stories for Life

Role: Help patients record life stories for loved ones (audio, saved to USB)

Commitment: Half day every two weeks

Training: By the Chaplain plus online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Standard DBS check

Time to Talk

When: Monthly Monday 10:00am to 12 noon and fourth Tuesday 6:00pm to 8:00pm

Role: Bereavement support at a drop-in group, offer hospitality and a listening ear

Training: Online Food hygiene training provided

Time for Me

When: Monthly Monday 10:00am to 12 noon

Role: Facilitate well-being-focused activities at a bereavement group, offer hospitality and emotional support

Training: Online Dementia awareness; information governance and Safeguarding Adults level 1 training provided

Words from the Heart

Role: Support patients writing legacy letters to their loved ones

Commitment: Half day every two weeks

Training: By the Chaplain plus online Dementia Awareness; End of life care; Information governance; Safeguarding adults level 2, infection prevention and control and CKW Respect level 1 training provided

Requirements: Subject to a Standard DBS check

What Happens Next

When: Every fourth Tuesday evening

Role: Support recently bereaved attendees, welcome, serve refreshments and offer a listening ear

Training: Online Dementia awareness; Information governance and Safeguarding Adults level 1 training provided

COMMUNITY ENGAGEMENT

Role: Represent Overgate Hospice in the community by speaking with groups and organisations, attending events and giving presentations to help raise awareness of the hospice and its services.

Ideal Candidates: Bilingual or multilingual volunteers who enjoy meeting people and public speaking.

Training: Public Speaking Training provided by the Community Engagement Lead

ESTATES

Data Inputter

Role: Assist the Estates Lead with inputting data into the online tool 'Vantage'

Training: Online Information Governance and Induction and basic training on Vantage provided

Gardening

Role: Help maintain gardens, vegetable/herb plots, and potted plants

Preferred Days: Monday or Wednesday (alongside paid gardener during spring/summer)

Housekeeping Support

When: Mornings (including weekends)

Role: Assist with making drinks, changing water jugs, engaging with patients, maintaining flower displays, and cleaning ward kitchen and communal areas

Training: Online Food hygiene training provided

Requirements: Standard DBS check

Kitchen Assistant

When: One session per week or fortnight (including weekends)

Sessions: 9:00–11:00 or 17:00–19:00

Role: Assist with food prep and washing up; basic food hygiene training provided

Training: Food hygiene module on Blue Stream Academy

Requirements: Minimum 18 years of age

Maintenance Support

Role: Assist maintenance staff in shops across Calderdale with basic repairs (joinery, painting, tiling, mounting items)

Support Provided: Tools and protective clothing supplied

Training: Online Moving and handling (non-clinical), Electrical Safety and Fire Safety training provided

Tea Trolley

When: Daily, 2:15pm–3:30pm

Role: Set up and serve refreshments to patients, visitors, and staff; wash up crockery

Training: Food hygiene booklet

Requirements: Standard DBS check

FUNDRAISING

Friends Groups

Role: Join local “Friends of Overgate Hospice” groups (Brighouse, Elland, Sowerby Bridge, and soon Hebden Bridge/Todmorden) to organize fundraising events and run community stalls

Commitment: Attend planning meetings and participate in events throughout the year

Events

Role: Help at Overgate and community events by running stalls, registering participants, marshalling, or distributing posters/leaflets using your vehicle

Support: Mileage/petrol reimbursed

Timing: Events may be evenings or weekends

Door Drops

Role: Deliver leaflets about Overgate Hospice campaigns and events to local homes and public spaces

Schedule: Flexible, during daytime hours

Lottery support

Role: Assist the Lottery Fundraiser by promoting the Overgate Lottery in shops and local organisations

Commitment: One day a week or fortnight

Training: Online Information Governance training provided

Supermarket Stall

Role: Work on Overgate stalls in local supermarkets, distribute leaflets, and collect donations (handling money responsibly)

Schedule: Ad-hoc

Supporter Care

Role: Help our fundraising team look after supporters by sending out packs and cards, updating records, responding to enquiries by phone and email. A flexible weekday role with full training and support provided.

Schedule: One weekday a week Monday to Friday

RECEPTION SUPPORT

Role: Be the first point of contact at Overgate Hospice by welcoming visitors, answering calls, and providing support at the reception desk

Skills Needed: Warm, confident communication style; good computer and telephone skills

Commitment: One shift per week (weekends or evenings)

Shifts Available:

Monday to Friday: 15:00–19:00

Saturday: 9:30–14:00 or 14:00–17:30

Sunday: 9:00–13:00 or 13:00–17:30

Training: Online Information governance; CKW Respect level 1; Conflict Resolution; Customer Care; Display Screen Equipment; Lone Workers; Office Safety training provided

Requirements: Standard DBS check

OHS RETAIL

Charity Shops

Location: Shops across Calderdale, including furniture (Hebden Bridge and Brighouse) boutique, and children's shops (Little Stars in Elland, Halifax, Brighouse and Sowerby Bridge)

Role: Assist with sorting donations, pricing, steaming, displaying, stock rotation, till use, and customer service

Age Requirement: 14+

Commitment: One shift per week

Note: Opening times vary by location

Charity Shops Van Drivers/Drivers Mates

Locations: Hebden Bridge and Brighouse furniture shops

Role: Drivers (21+): Use Overgate vans for furniture collections/deliveries (must have 12 months driving experience and prior van driving. Driver's Mates (16+): Assist with loading/unloading and deliveries

Commitment: One shift per week

Note: Both roles are physically demanding

Training: Online Moving and Handling training provided

Donation Centre Assistants

Location: Elland

Role: Accept donations, promote Gift Aid, sort stock, and identify items for eBay, Ziffit, or auction

Commitment: One shift per week

Donation Centre Front of House Admin Volunteer

Role: Welcoming donors, accepting and sorting donations and promoting the Gift Aid scheme. You'll also help answer the phone, book collections and identify donations suitable for online sales or auctions. Your support helps ensure our donation process runs smoothly and contributes direct to the Hospice's work

Commitment: minimum 2 hours a week Monday to Sunday

Donation Centre Van Drivers/Drivers Mate

Role: Work as a team to collect donations and move stock between shops and the donation centre

Drivers: Must be 21+ with 12 months' experience and have driven a van before

Driver's Mates: 16+

Tasks: Promote Gift Aid, physical handling of items

Commitment: One shift per week

Training: Online Moving and Handling training provided

Internal post to shops driver

Role: to drive own vehicle to drop off and collect the weekly internal post between the shops and the hospice. Deliver items from the hospice to the shops with the internal post.

Commitment: one day per week (Tuesday)

Support: Support: Mileage/petrol reimbursed; licence and MOT check required

Takings Collection driver

Role: to drive own vehicle to collect monetary takings from selected shops.

Commitment: one session per week, am or pm

Support: Support: Mileage/petrol reimbursed; licence and MOT check required

New Goods support

Location: eCommerce hub, Elland

Role: Help price new goods stock

Days: Tuesday or Wednesday

New Goods Driver

Role: Deliver new stock from Elland eCommerce hub to shops

Requirements: Own transport, insurance must cover voluntary driving

Support: Mileage/petrol reimbursed; licence and MOT check required

Days: Tuesday or Wednesday

eBay volunteer

Role: Identify, evaluate, photograph, and list high-value or collectible items for online sale (e.g., jewellery, vintage vinyl)

Skills Needed: Interest in antiques/art/books/Bric a Brac/Vinyl etc

Platform: eBay and other online marketplaces

Commitment: One shift per week Monday to Friday

eBay admin volunteer

Role: support the paid staff with replying to messages re items for sale, taking phone calls etc and helping to list items for online sale (on eBay)

Skills Needed: administration skills and good written communicator

Platform: eBay and other online marketplaces

Commitment: One shift per week mornings Monday to Friday