



**Giving Your Time**  
Opportunities to Volunteer in Guernsey

# Volunteer Vacancies – January 2017

These are some of the volunteer positions we are currently looking to fill. If you see anything that takes your interest, please get in touch with us on [sadie@foundation.gg](mailto:sadie@foundation.gg) or call 748056.



GUERNSEY COMMUNITY  
FOUNDATION

*promoting effective philanthropy*

Charity	Position	Details
<b>Cardiac Action Group</b>	Chair	Due to the current Chair moving overseas the Cardiac Action Group (CAG) is looking for a replacement. CAG aims to raise awareness of heart disease, promote cardiac patient care, facilitate the development of new cardiac services and support existing services across the island. Their main focus has been the installation of Public Access Defibrillator sites around the island and their next project is to raise awareness of Defibrillation and CPR. They are looking for someone who can chair the CAG meetings for about 1.5 to 2 hours every six weeks. Between meetings the Chair will also need to be available to guide on-going and new projects set by the committee. This amounts to 1-2 hours per week. Ideally they would like someone with some clinical experience.
	Committee Members	CAG is moving into a period where they want to raise awareness of AEDs and PAD sites so are looking for new committee members preferably with marketing/ PR and/ or IT skills. However, they have roles for all enthusiastic volunteers.
<b>Guernsey Mind</b>	Policy Development Coordinator	An individual with a background in governance to help Guernsey Mind review and update their organisational policies, including HR
<b>MS Society</b>	Chair	Chairing the monthly meetings of the experienced Committee and overseeing the activities of the Branch, primarily the organisation of fundraising and social events. This role is a big as you want it to be but involves an average time commitment of 5 or 6 hours a month, more when directly involved in organising events.
	Treasurer	On a monthly basis the banking of all receipts (together with letters of thanks), the payment of all invoices and the associated book-keeping using the MS National online system, reconciliation of the 3 bank accounts. Annually the preparation of the accounts for MS National together with the completing of the required questionnaires. Presentation of the accounts to the local members at the AGM. Attending a monthly committee meeting. Average time spent is 5 hours a month.
	Committee members	Looking for Committee members primarily to help with organising events aimed at either fundraising or social or awareness activities. The Committee meets once a month, in the evening for a couple of hours, so the minimum time commitment is about 4 hours a month. The role would be to contribute to thinking up ideas and to commit to organising a couple of events a year.

<b>Workers Educational Association</b>	Treasurer	A vacancy has occurred at the Workers' Educational Association for an Honorary Treasurer. This involves online banking, a modest amount of administration and the preparation of the Annual Accounts. There is an Assistant Treasurer and an Honorarium available.
<b>Friends of Safer</b>	Fundraiser-Event Coordinator	A new charity set up to raise funds for Safer, the Domestic Abuse Charity, which will also raise awareness of domestic violence on Guernsey, its impact on victims and how Safer works to prevent this abuse. A Fundraiser-Event Coordinator is needed to calendar of fundraising events program throughout the year and to develop and nurture a strong network of sponsors from the private sector.
	Admin Assistant	Organise meetings, prepare agendas and circulate to members, write minutes, ensure governance standards, arrange insurance, licenses and permissions for events, ensure health and safety and police checks are in order.
	Treasurer	Develop /maintain on line giving/donation platform, prepare quarterly management accounts, annual budget , annual accounts and liaise with the auditors (if necessary), adhere to financial controls policies, attend Board meetings, update accounting system and perform basic bookkeeping requirements.
	Information Coordinator	To raise awareness of domestic violence and promote and enhance the work of Safer. Organise guest speakers at events, identify relevant audiences to target for fundraising events, liaise with the Domestic Abuse strategy Coordinator to ensure all promotional material is evidence based. Review information on leaflets, booklets, website and other general information to ensure that it is up to date and evidence based.
	Digital Communication Coordinator	Expand and engage Safer's online audiences through social media, develop a Friends of Safer Website, social media support, promote content and increase audience, engagement through blogs, newsletters, digital publishing. Grow digital reach and develop culture within Safer by coordinating and conducting training for staff. Provide performance reporting for digital marketing campaigns and initiatives.
	Volunteers and Supporters Coordinator	Create a database of volunteers and supporters who will enlist their time and skills to help at events. Contact these volunteers when their assistance is needed and to coordinate Collection Tins distribution and collection.
<b>Bailiwick of Guernsey Scout Association</b>	Bailiwick Chair of the Scout Association	Guernsey Scouting is undertaking a search for a Bailiwick Chair. The role of Chair is an honorary position and involves independent oversight of the Bailiwick Commissioning team, together with providing strategic direction to this highly regarded and well-supported organisation, with around 800 members locally. This is an excellent opportunity for the right candidate (who does not need a background in Scouting) to provide oversight, mentoring and support to the Bailiwick Commissioning team as well as chairing the Bailiwick Executive, which included Chairs of the Headquarters, Appointments and Finance Committees as well as both elected and nominated members. Previous experience of voluntary organisations, especially those relating to young people, would be a distinct advantage; full training and support would be given. The only mandatory requirements are a full DBS check and willingness & ability to act as a charity Trustee.
	Training	Training Coordinator / training delivery

	Group Leaders	This is a management role and doesn't need to be someone who has an in-depth knowledge of Scouting, they just need to be good 'people managers'. This might be an ideal role for someone who wants to build on their management skills in a less pressured environment.
	Committee members	Committee positions
	General volunteers	Adult volunteers (Beavers 6-8yr, Cubs 8-10 1/2 yrs, Scouts 10 1/2 -14 years, Explorers 14-18 yrs)
<b>Guernsey Bereavement Service</b>	Fundraiser	General fundraising and assisting with organising events.
<b>Friends of the Priaux Library</b>	Auditor	Need someone to undertake an audit of their accounts (not a full audit)
<b>Sarnia Arts Festival LBG</b>	Treasurer	Sarnia Festival Arts LBG has organised the Victor Hugo International Music Festival (not to be confused with the current Hugo in Guernsey festival) held in Guernsey on a biennial basis since 2002. A treasurer is needed to produce budgets and financial reports reporting to the board of SFA which meets on an irregular basis about four times annually. The successful candidate will have a good knowledge of Excel and email and will contribute freely to board discussions working closely with the artistic director.
<b>Access4All</b>	Treasurer	A new charity working in partnership with the States of Guernsey to improve accessibility in its widest context, for islanders and visitors alike.
<b>Samaritans Guernsey</b>	General Volunteers	The Guernsey Samaritans provide a service to listen those in distress. Training for volunteers is provided.
<b>Home-Start Guernsey</b>	Fundraiser	To raise funds for Home-Start activities – Home-Starts supports families experiencing stressful times.
<b>Guernsey Animal Aid</b>	Book-keeper or part qualified accountant	We urgently need a book-keeper or part qualified accountant to help us record and prepare our accounts and keep our records up to date. We do have a friendly accountant who actually checks and draws up the accounts once the leg work has been done.
	General Volunteers	Animal care and socialisation
	Fundraiser	Co-ordinator required
<b>Crimestoppers</b>	Website & Social Media Co-ordinator	A charity which assists the police in the detection and reduction of crime. This post is unlikely to exceed 3-4 hours per month
	Project Co-ordinator	unlikely to exceed 3-4 hours per month
	Secretary	unlikely to exceed 3-4 hours per month
	Deputy Chairperson	unlikely to exceed 3-4 hours per month
<b>GSPCA</b>	Committee member/Legal advice	Specialising in Legal Advice. Required to be available once a month for a meeting in the evening and be able to communicate via email regarding on-going topics

	Committee member/PR/Marketing	Specialising in PR/Marketing. Required to be available once a month for a meeting in the evening and to be able to communicate via email regarding on-going topics
	Committee member specialising in fundraising/ Corporate Fund Raising	Strategic fundraiser/communications background. Required to be available once a month for a meeting in the evening and to be able to communicate via email regarding
	Committee member specialising in Treasurer/Accounts	Required to be available once a month for a meeting in the evening and to be able to communicate via email regarding on-going topics
<b>Environment Services</b>	Manage natural environment	Land clearance, species monitoring
<b>Bailiwick of Guernsey Victim Support</b>	Victim Support and Witness Service Volunteer	To help and support victims and witnesses through the court process.
<b>National Osteoporosis Support Group Guernsey</b>	Secretary	Arranging committee meetings, minutes, maintaining database, arranging coffee mornings, contacting speakers (Full description available)
<b>Guernsey Marlins Special Swimmers</b>	Secretary	
	Poolside volunteers	Poolside helpers - Lifesaving course training will be given and paid for by the club
<b>Bridge2</b>	Admin Support/IT	Mac Friendly, keyboard skills, spreadsheets, FB page, web page, fundraising. 4/6 hours per week same day weekly. Parking provided (town) - reliability & loyalty most important
<b>Lungevity</b>	Treasurer	Treasurer - Contact Colin -only 1 or 2 hours per week. Originally requested July 2014
<b>Relate Guernsey</b>	Director	Board meets 4 times a year plus AGM. Also asked to provide 'Chaperone' service one evening every 6-8 weeks to support counsellors
<b>Action Aid Guernsey</b>	Colour Run Project Manager and volunteers	In October, Action Aid will be rebuilding a school in Nepal in that was damaged by the 2015 earthquakes, and have a fundraising target of just over £100,000. As part of its fundraising plan, they plan to hold a Colour Run, followed by a mini-festival with lots of live music and activities for all ages. They now need to recruit a great team of volunteers, effectively a sub-committee of the main Committee, to drive this forward. If it goes well, we'd love to turn this into an annual event for Guernsey. They need someone to lead/chair the organising committee and co-ordinate all the actions, progress and volunteers. It would be useful to have someone who can commit to working on this event for several hours a week. Some project management skills and experience of managing a team, and organising a similar event would be helpful.

		They will also need other volunteers who are well connected, specifically with the local sports/athletics groups and the local music scene, or at least have the means to persuade those groups to get involved and provide advice and contacts. Someone with social media expertise, marketing and communications skills would also be an excellent addition to the team, as would someone who is good with numbers., although no need to be a qualified accountant
	Admin Support	To update database and merge two mailing lists - one off job.
	Volunteer Co-ordinator	The Volunteer Co-ordinator will be responsible for maintaining a record of all volunteers availability and contact information. They will also recruit and train new volunteers, and liaise with all volunteers about upcoming events when necessary. They will discuss DofE placements with the Schools Co-ordinator.
	Fundraising and Events Co-ordinator	The Fundraising and Events Co-ordinator will have an oversight of the events calendar and monitor the organisation of each event. They will feedback to the Committee on progress with events and provide updates of recent events. It will also be their responsibility to ensure that Event Teams have the resources and volunteers they need to plan and organise events.
	Secretary	The Secretary's main duties are to organise Committee meetings, produce meeting agendas, take minutes, and compile the list of apologies for meetings. There are a number of other admin tasks that the Secretary may also undertake if they wish. For example, maintaining the database of supporters, assisting with email communications, and production of marketing materials
	Events Officers	General organisation of fundraising activities
	Resources Officer	ActionAid has a number of items that require storage for use at events, such as banners, collection tins and buckets, signs, and drinks. The Resources Officer will be responsible for the storage and maintenance of these items, and keeping an inventory list. There is a temporary storage location, but need to find a suitable permanent solution.
	Coordinator for Change 4 Poverty Appeal	ActionAid has a number of collection tins and buckets placed at local bars, restaurants, and shops etc. as well as organising an annual collection of foreign and old coins and loose change from offices and local businesses. The Change 4 Poverty Co-ordinator will be responsible for communicating with local businesses about our annual Change 4 Poverty Appeal. They will then co-ordinate the distribution of collection buckets and tins at appropriate times throughout the year, and arrange for them to be collected once they are full. This role will also maintain a list of, and be the point of contact for, any shops, cafes, pubs etc. who retain a collection tin for us on a permanent basis
<b>Inflammatory Bowel Disease Society Guernsey</b>	Fundraiser	looking for someone with PR and fundraising experience
	Secretary	
<b>Choices (was Guernsey Contraceptive Service)</b>	Administration Assistant/Receptionist	Part-time to cover lunchtimes. IT skills required.
	Marketing	Marketing & PR skills required

<b>Goal50</b>	Administration Assistant	Time commitment up to volunteer. 2 - 3 week application process taking 2/3 hours per week. Basic PC and Spreadsheet skills required
<b>Cobo Community Centre</b>	Accountant	Need someone who can take the accounts up to audit.
<b>St Stephen's Players</b>	Auditor	Anyone who will audit the accounts for free
<b>Guernsey Disability Alliance</b>	Treasurer	To maintain a strategic overview of the charity's financial affairs, in coordination with the book keeper and fundraising committee member. Ensure the charity's financial viability and sustainability, including input into the fundraising strategy. Ensure that proper financial records and procedures are maintained in co-ordination with the book keeper. Present budgets, accounts and financial statements to the Exec (via the book keeper). Sign off the Annual Accounts and present at the AGM for approval. Overview of: GDA's banking and investments, the GDA's payroll (completed by the bookkeeper), GDA payments in and out (may be delegated to volunteer), ensure that the charity has an appropriate reserves policy, ensure that regulatory requirements are met with regard to financial affairs. Liaise with any paid staff and volunteers about financial matters.
	Fundraiser	Organising fundraising events and writing funding applications to companies, trusts or grant bodies. Funds needed to cover costs, run Campaigns e.g. hidden disabilities and key projects.
	Bookkeeper	To assist with making payments (expenses, payroll). Experience of Online banking preferred. The bookkeeper works in conjunction with the Treasurer.
<b>National Trust of Guernsey</b>	Events Organiser	to be part of an Events Organising Team
	Council Member with responsibility for Trust land	Knowing the areas of land which also includes walks, either owned or managed by the Trust. Liaising with those under contract to manage the Trust's land and working with volunteers to ensure that the land and walks are maintained on a regular basis. Advising Council on any works that need to be carried out that are not purely maintenance. Advising Council on any bequests or acquisitions. Working with the Trust Co Ordinator/Estate Manager on maintenance work. Keeping the land files up to date, together with the Estate Manager including rental contracts on fields used by farmers Providing Council at monthly meeting with a land report.
<b>Youth Commission</b>	Fundraiser	Strategic fundraiser who knows Guernsey's businesses
<b>Guernsey Sea Cadets</b>	Treasurer	Treasurer
	Committee members	For Unit Management Committee. Business backgrounds preferred as we are responsible for providing accommodation, insurance, equipment, health & safety etc.
	General volunteers	Committee members and members on the Parents & Supporters Association

<b>Ray Lowe Sporting Foundation</b>	Secretary	Secretary
<b>Guernsey Blind Association</b>	Drivers	Drivers for Thursday afternoons
<b>Guide Dogs for the Blind</b>	Fundraiser	Fundraiser
<b>Guernsey Botanical Trust</b>	Fundraiser	Head of Fundraising
<b>Guernsey Specials Gym Club</b>	General volunteers	Volunteers
	Coaches	Gymnasts to train as coaches
<b>Guernsey Hard of Hearing Association</b>	Committee members	Committee members - someone with a general interest in hearing loss but not necessarily a particular professional.
	Website	Need help to develop website
<b>MENCAP</b>	Committee members	Meeting once a month (last Thursday of month)
<b>Abigail House</b>	Company Secretary	Company Secretary
<b>Save the Children</b>	Committee members	Volunteer representatives to sit on the World Aid Walk committee for Save the Children
<b>Guernsey Rugby Association</b>	Travel co-ordinator	Travel Co-ordinator
<b>Lungevity</b>	Website	New brand image and website required
<b>SSAFA - Forces charity</b>	Case Workers	Especially men - training given in London
<b>Safer</b>	Company Secretary	Company Secretary

## Three main avenues for volunteering

### **Volunteer.gg**

Volunteer.gg has been created for those who are keen to volunteer some of their time to a charity or charities in Guernsey and is administered by the Association of Guernsey Charities. Volunteer.gg works to establish a link between charities or voluntary groups who require assistance, and potential volunteers. The site lists many opportunities for volunteering, from events to longer term positions.

### **An opportunity to use your professional skills and experience**

#### **Guernsey Community Foundation –**

The Foundation runs a Volunteer Matching Programme which sources and mobilises volunteers with professional skills in business planning and strategy, advice on governance issues, finances and audit, marketing and PR, design, IT and places them within voluntary organisations that need their specific expertise. Visit [www.foundation.gg](http://www.foundation.gg) for more information on volunteering your skills through this scheme or contact Sadie on [sadie@foundation.gg](mailto:sadie@foundation.gg) or call 748056.

### **Go direct! Information on making contact with charities is available on the Association of Guernsey Charities [www.charity.org.gg](http://www.charity.org.gg)**

The AGC is a members' organisation supporting local charities. If you're not quite sure what you're looking for but are passionate about a particular charity or cause, the Association of Guernsey Charities' website – [www.charity.org.gg](http://www.charity.org.gg) – shares the contact details of all of its members. Details are on the website.

