



Giving Your Time
Opportunities to Volunteer in Guernsey

Volunteer Vacancies – September 2016

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 or call 748056.



GUERNSEY COMMUNITY
FOUNDATION

promoting effective philanthropy

Charity	Position	Details
Cancer Research UK Guernsey Fundraising Branch	Chair	Guides the Committee through fundraising events which are shared throughout the team. Liaises with our Senior Local Fundraising Manager in the UK, and deals with any enquiries relating to outside fundraising and monies raised by individuals/companies in Guernsey. Also liaises with the local Cancer Research Shop in The Pollett. Leads a very happy and hardworking committee (of 6) with great commitment to raising funds for CRUK. 7/8 meetings a year. Approximately 2 hours per week - more when a fundraising event is on (5/6 a year).
Workers Educational Association	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.
Friends of Safer	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.
Bailiwick of Guernsey Scout Association	Bailiwick Chairman of the Scout Association	Guernsey Scouting is undertaking a search for a Bailiwick Chairman to succeed Peter Webber, who stands down at the end of his five-year term of office this time next year. The role of Chairman 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)
Guernsey Bereavement Service	Fundraiser	General fundraising and assisting with organising events.
Friends of the Priaulx Library	Auditor	Need someone to undertake an audit of their accounts (not a full audit)
Sarnia Arts Festival LBG	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.
Access4All	Treasurer	A new charity working in partnership with the States of Guernsey to improve accessibility in its widest context, for islanders and visitors alike.

Samaritans Guernsey	General Volunteers	The Guernsey Samaritans provide a service to listen those in distress. Training for volunteers is provided.
Home-Start Guernsey	Fundraiser	To raise funds for Home-Start activities – Home-Starts supports families experiencing stressful times.
Guernsey Animal Aid	General Volunteers	Animal care and socialisation
	Fundraiser	Co-ordinator required
MS Society	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.
Crimestoppers	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
GSPCA	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
Environment Services	Manage natural environment	Land clearance, species monitoring
Bailiwick of Guernsey Victim Support	Victim Support and Witness Service Volunteer	To help and support victims and witnesses through the court process.

National Osteoporosis Support Group Guernsey	Secretary	Arranging committee meetings, minutes, maintaining database, arranging coffee mornings, contacting speakers (Full description available)
Guernsey Marlins Special Swimmers	Secretary	
	Poolside volunteers	Poolside helpers - Lifesaving course training will be given and paid for by the club
Bridge2	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
Lungevity	Treasurer	Treasurer - Contact Colin -only 1 or 2 hours per week. Originally requested July 2014
Relate Guernsey	Director	Board meets 4 times a year plus AGM. Also asked to provide 'Chaperone' service one evening every 6-8 weeks to support counsellors
Action Aid Guernsey	Admin Support	To update database and merge two mailing lists - one off job. Not difficult but time-consuming.
	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.
	Communications Officer	The Comms Officer will be responsible for the production and circulation of newsletters, maintenance of the mailing lists, email communications, writing media releases and liaising with the media. This role will also have responsibility for publicising events online and maintaining and monitoring social media accounts (Facebook, Twitter, Instagram).
	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.
Inflammatory Bowel Disease Society Guernsey	Fundraiser	looking for someone with PR and fundraising experience
	Secretary	
Choices (was Guernsey Contraceptive Service)	Administration Assistant/Receptionist	Part-time to cover lunchtimes. IT skills required.

	Marketing	Marketing & PR skills required
Goal50	Administration Assistant	Time commitment up to volunteer. 2 - 3 week application process taking 2/3 hours per week. Basic PC and Spreadsheet skills required
Cobo Community Centre	Accountant	Need someone who can take the accounts up to audit.
St Stephen's Players	Auditor	Anyone who will audit the accounts for free
Guernsey Disability Alliance	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.
National Trust of Guernsey	Events Organiser	to be part of an Events Organising Team
	Lands Director & Council Member	Overseeing significant areas of Guernsey's landscape
Youth Commission	Fundraiser	Strategic fundraiser who knows Guernsey's businesses
Guernsey Sea Cadets	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
Ray Lowe Sporting Foundation	Secretary	Secretary
Guernsey Blind Association	Drivers	Drivers for Thursday afternoons

Guide Dogs for the Blind	Fundraiser	Fundraiser
Guernsey Botanical Trust	Fundraiser	Head of Fundraising
Guernsey Specials Gym Club	General volunteers	Volunteers
	Coaches	Gymnasts to train as coaches
Guernsey Hard of Hearing Association	Committee members	Committee members - someone with a general interest in hearing loss but not necessarily a particular professional.
	Website	Need help to develop website
GSF Mental Health Fellowship	Secretary	Secretary/Social Co-ordinator
	Committee members	Committee members/General Volunteers
	Events coordinator	Co-ordinator to organise events programme. This is an interesting position for someone who likes communicating with people and organising events. The events give a lot of enjoyment to members and this is a very rewarding role.
MENCAP	Committee members	Meeting once a month (last Thursday of month)
Abigail House	Company Secretary	Company Secretary
Save the Children	Committee members	Volunteer representatives to sit on the World Aid Walk committee for Save the Children
Guernsey Rugby Association	Travel co-ordinator	Travel Co-ordinator
Lungevity	Website	New brand image and website required
SSAFA - Forces charity	Case Workers	Especially men - training given in London
Safer	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 for more information on volunteering your skills through this scheme or contact Sadie on 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

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 – shares the contact details of all of its members. Details are on the website.

