



Giving Your Time

Opportunities to Volunteer in Guernsey

Volunteer Vacancies – June 2022

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 joni@foundation.gg or call 259523



GUERNSEY COMMUNITY
FOUNDATION

promoting effective philanthropy

Charity	Position	Details
Clean Earth Trust	Various positions	<p>HR admin Social media co-ordinator Secretary Volunteer manager Legal analyst Beach Clean Co-ordinator Web developer Event Co-ordinator Repairers/ fixers at Repair Café</p> <p>For more information please see website Home The Clean Earth Trust and email helen.quin@cleanearthtrust.org</p>
Guernsey Netball Association LBG	Partnerships Director	<p>Time commitment – 8 hours a month. Some Saturday mornings.</p> <p>Responsibilities – to liaise with corporate sponsors and other external partners. To work with the Chair on developing the strategy for the organisation. To submit short, written monthly board updates. To report on sponsors, take responsibility for branding on the website and work alongside the new Communications Officer.</p> <p>Experience – Relevant board experience would be helpful but no essential. Experience from other sporting organisations would be beneficial. Experience in fundraising/corporate sponsorship/commercial experience. A flexible, proactive and positive attitude to working in a professional team.</p> <p>Please see website for more details on GNA www.guernseynetball.gg</p> <p>To apply please email chair@guernseynetball.gg</p>

	Protection Director	<p>GNA seek a Protection Director, responsible for safeguarding of GNA members. Time commitment – 8 hours a month. Responsibilities – to be the GNA’s safeguarding champion. To continue to evolve the GNA policies for Safeguarding, Diversity an Inclusion, Mental Health and Wellbeing, in accordance with developing best practice. To liaise with England Netball where relevant. To be the first point of contact should any queries arise. To submit short written board reports, monthly. To arrange relevant training in conjunction with the Netball Development Officer. Experience – board experience would be helpful. Experience form other sporting organisations would be beneficial. Experience from a role in education/police or similar organisation with safeguarding at its core. A flexible, proactive and positive attitude to working in a professional team. Please see website (details above) for more information on GNA. To apply please email chair@guernseynetball.gg</p>
MS Society	Communications Volunteer	<p>MS Society seeks a Communications volunteer. Please email heather.lucas@groups.mssociety.org.uk for more information.</p>
Edible Guernsey	Bookkeeper	<p>Edible Guernsey seek a volunteer bookkeeper. Time Commitment – approx1 hour a week. Working mainly from home, flexible hours. Responsibilities – Collation of receivables and expenses, preparation of cash vouchers and analysis, weekly cash flow, banking, reports to executive committee bi monthly, report to board quarterly, work with the exec committee regarding AGM documents and financials. Experience – bookkeeping as an occupation, current or retired. Open minded, calm, thorough. Please contact the Secretary Sarah Alfadl, sarah_alfadl@hotmail.com for more information and to apply</p>

St John's Residential Home	1.Accountancy skills 2.Fundraising Co-ordinator	<p>We need someone on board who can raise the Charity's profile and get it to a position where it could partner with an organisation in arranging sponsored walks, rides etc.</p> <p>The Accountant's role is one of oversight and assisting in the preparation of annual budgets, etc. and not a hands on accounting/bookkeeping involvement.</p> <p>To discuss these positions please email colinj.pickard@gmail.com</p>
Guernsey Eistedfodd Society	House Manager and Treasurer	<p>The Guernsey Eistedfodd Society are seeking two volunteers.</p> <p>Treasurer – to oversee the financial affairs of the GES and undertake bookkeeping duties.</p> <p>House Manager – a role that is mostly concentrated in the run up to the the Feb/March Eistedfodd</p> <p>Please contact Alan Brown, Chair atbrown@cwgsy.net for more information</p>
Guernsey Voluntary Service	Various roles	<p>The Guernsey Voluntary Service is looking for volunteers in the following areas;</p> <p>Catering, driving, hairdressing.</p> <p>Bathing assistant at the Russells Day Centre, Lunch assistant on Wednesdays until 3pm.</p> <p>Volunteers at the Jubilee Centre.</p> <p>Please email gvs.manager@gvs.org.gg for more information and to apply</p>

Guernsey Disability Alliance	Fundraising co-ordinator	The GDA is a collective voice for individual disabled islanders, their families and more than 40 member charities. We are looking for the following;
	Event team	Fundraising Co-ordinator to help co-ordinate flag days, small events, and contacting local businesses. For further information contact Karen info@disabilityalliance.org.gg
Cobo Community Centre LBG		
	Advocate for pro bono work	The Cobo Community Centre LBG is looking for an advocate who can advise on property law. Please email joni@foundation.gg

Diabetes Guernsey	Board members	Diabetes Guernsey is a local charity which aims to support people with all types of diabetes and their families in the Bailiwick of Guernsey. We meet on the last Wednesday of each month and have a number of sub committees who also meet regularly for event planning etc. Please contact diabetesguernsey@outlook.com to discuss this role.
Wheel chairography	Treasurer	Wheel Chairography Guernsey has been formed as a group of people who love to dance but now are only able to with the aid of wheelchairs. They are seeking a Treasurer. Please contact pambartlett@cwgsy.net
Relate	Board members	Relate are seeking a fundraising co-ordinator and a volunteer with PR/marketing expertise. Please contact info@relate.org.gg
Priaulx Premature Baby Foundation	Ambassadors' Co-ordinator	The PPBF is looking for someone to arrange meetings and take minutes in relation to their Ambassadors scheme. Please email Sammy.meerveld@ppbf.org.gg

Trees for Life	Secretary	<p>Guernsey Trees for Life encourages the protection, preservation and planting of trees in Guernsey and fosters awareness and appreciation of trees. We are looking for a Secretary who could provide administrative support such as taking minutes, keeping track of membership, ensuring compliance with relevant laws, circulating agendas /communications and preparing newsletters, liaising with and organising planting days.</p> <p>Please contact Andy McCutcheon andrew.mccutcheon@gov.gg</p>
Scouts Association	Committee members	<p>Various committee members needed for the Guernsey Scouts Association. Please contact chair@scouts.org.gg</p>
Men's Shed	Fundraising Chair	<p>Men's Shed are seeking a Fundraising Chair. We are looking for somebody experienced in innovating and organising fundraising events with the ability to complete grant applications.</p> <p>Please contact info@sheds.gg</p>
Crimestoppers	Deputy Chair	<p>We have two positions available on our Board.</p> <p>Criteria – interested individuals should be passionate about keeping the Bailiwick of Guernsey a safe place to live and work. The Crimestoppers Trust works with several stakeholders on the prevention and detection of crime.</p> <p>The charity focuses on community engagement, seeking information about crime in an anonymous form. An ideal Board member would have a creative mind perhaps with a background or interest in PR, social media.</p> <p>In 2021, we will also be looking for a deputy Chair.</p> <p>These voluntary roles would require a maximum commitment of 2 – 3 hours a month.</p> <p>Please contact mikesmith@rbsint.com</p>

Guernsey Specials Gym Club		
	General Volunteers	We are looking volunteers of age 14 and above who have an interest in the caring profession and wish to help young people to learn gymnastics. Coach training opportunities are available.
Lungevity	PR	Lungevity provides education and support to both respiratory sufferers and their carers. We are looking for committee members who can assist with PR/marketing. Please contact emma.clayton@jtcgroup.com
Guernsey Sea Cadets	Treasurer, Secretary	The Guernsey Sea Cadets is constituted as an independent Guernsey charity, but operates in very much in the same way as sea cadet units in the UK. We currently have an urgent need for a Treasurer and a Secretary, as well as people with company secretarial / administration type experience. Potential candidates would need to come and visit us at the Unit. There would then be interviews and a certain amount of paperwork to complete before appointments could be confirmed.

		<p>The Sea Cadets operate high standards of corporate governance and there is a lot of interaction with Area and Head Office. These roles therefore offer great experience of a fairly formal corporate governance / board environment, but in the context of supporting a really worthwhile, well established local charity doing invaluable work with and for young people. Clearly an interest in nautical matters and youth work would be helpful, although these roles are for administration and support rather than direct instructing of cadets.</p> <p>Please contact Matt Bourgaize to discuss these roles further ouc@ts-sarnia.org</p>
Living Streets	Social Media	<p>Living Streets is seeking volunteers to assist with social media. Please contact patwisher@cwgsy.net</p>
Pink Ladies	Committee members	<p>The Pink Ladies would like to hear from anyone interested in helping on the committee. Please contact pinkladies@cwgsy.net</p>
Girl Guiding Guernsey	Treasurer Secretary	<p>We are looking for an Island Secretary and an Island Treasurer.</p> <p>Role Description for Treasurer</p> <p>Purpose of this role: to keep accurate financial records on behalf of Girlguiding Guernsey. To report and advise on financial matters.</p> <p>Main Responsibilities:</p>

- Keep accurate records of financial transactions and accounts
- Maintain relevant bank accounts, keeping up to date with any correspondence with the bank on behalf of Girlguiding Guernsey
- Maintain communication with the County, advising on financial matters as appropriate
- Report back to the Executive Committee on its financial position in order to ensure appropriate use of funds
- Attend Executive Committee meetings 3 or 4 times a year
- Prepare end-of-year accounts for independent examination
- Ensure correct financial procedures are in place and maintained
- Together with the Bailiwick Commissioner, Training team and Outdoor Advisor, plan future budgeting and present financial forecasts

Skills needed:

- Experience of book-keeping or financial procedures
- Excellent numeracy skills
- High level of organisation
- Attention to detail and accuracy
- Ability to work as a team

We would require Treasurer to undertake a Girlguiding Disclosures Check and to be committed to undertake relevant Girlguiding trainings and be knowledgeable about Girlguiding's policies and Code of Conduct.

Role Description for Girlguiding Guernsey County Secretary

Purpose of role: to act as a point of contact for the County

Main Responsibilities:

- Act as a point of contact for members
- Maintain communication with volunteers
- Undertake all relevant training for the role
- Arrange Girlguiding Guernsey Executive meetings and send out notifications to all on the committee
- Attend Girlguiding Guernsey Executive Committee meetings and take minutes
- Send out minutes to all on the committee in a timely fashion
- Liaise with Government House and book awards evenings
- Send invitations to VIPS for awards evenings and also Annual Reviews
- Send out thank you cards

- Be a member of Girlguiding Guernsey

Skills needed

- Excellent communication skills
- Computer literate and comfortable with using databases and email
- Good numeracy skills
- High level of organisation
- Ability to work as part of a team

We would require the Secretary to undertake a Girlguiding Disclosures Check and to be committed to undertake relevant Girlguiding trainings and be knowledgeable about Girlguiding's policies and Code of Conduct.

We are also always looking for volunteers to help at Units delivering our programme to the guides in a fun and interesting way.

Please email girlguidingguernsey@suremail.gg for more information and do apply.

The Accidental Zoo LBG

Finance Officer

This is an advisory rather than board member position but has the potential to progress to a non-exec role as the charity's strategy & goals develop and the responsibilities becomes more involved.

Responsibilities will include:

- Monthly budget consolidation
- Monthly book keeping/general ledger via Xero
- Financial forecasting
- Presentation of Company's financial position at board meetings
- Support the Company's accountant in their preparation of annual financial statements

Time commitment will be around 4 hours a month and there will be a monthly deadline for providing updated reports to be considered at board meetings. The individual will need to be available one Wednesday evening a month (at present) for approximately 30 minutes from 7.30pm to participate in and present at board meetings, and will be an experienced finance professional with a proactive and positive approach to being involved with The Accidental Zoo.

Please email info@theaccidentalzoo.gg

Parkisons Guernsey

Secretary, Social
Secretary

Parkinson's Guernsey are looking for a Secretary and a Social Secretary.

Secretary role

Take minutes at all meetings - circulate these

Put together agenda for meeting- circulate these

Respond to all correspondence

Respond to all enquiries – send out 'welcome pack' ,update memberships

Keep a note of 'In lieu' and contact press

Thank you letters and acknowledgements – General donations and 'in lieu'

Transport co ordinating

Liaise with the other board members regarding regulatory issues

Keep database updated

Check 'Info@' email address

Send out newsletters etc to members via letter and email

Deal with 'Adhoc' correspondence as and when

Social Secretary Role

Venue booking for meetings and possibly other events

Social event and activity organiser - Christmas, Summer meals, Awareness events and fundraisers

<p>Guernsey Bereavement Service</p> <p>The Ivy Trust</p>	<p>Company Secretary</p> <p>Various</p>	<p>Both roles together take up approx.. 1-2 hours per week or maybe more depending on what is going on at the time - events wise.</p> <p>Please email info@parkinsons.org.gg</p> <p>Guernsey Bereavement Service is seeking a Company Secretary. Please email manager@gbs.org.gg</p> <p>ACCOUNTS - We are in need of someone with accountancy / finance background skills or similar who would be able to take full responsibility and oversee the trusts transactions on a monthly basis . This would be a few hours a month at the most. To ensure that everything on the financial side of The Trusts activities are being done correctly .</p> <p>ADMIN- Someone with an admin background or experience . To help us keep up to date with all paperwork / emails</p> <p>FUNDRAISING - Someone who is able / has knowledge or experience of accessing funding and grants etc for charities and also is able to find creative ways of raising income through funding. We are a small charity and solely rely on financial support locally through fundraising and donations.</p> <p>TRUSTEE- Someone who can add their range of knowledge and skills , business acumen , talents and experience to help strengthen The Ivy Trust with good governance. Email shelley@theivytrust.org</p>
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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 Joni Nettleship on joni@foundation.gg or call 259523.

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.

Guernsey Community Foundation –

