



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

# Volunteer Vacancies – January 2018

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 [will@foundation.gg](mailto:will@foundation.gg) or call 748056.



GUERNSEY COMMUNITY  
FOUNDATION

*promoting effective philanthropy*

Charity	Position	Details
<b>World Aid Walk</b>	Registration volunteer	<p>Would you like to help the Registration Co-ordinator, and be a second pair of eyes? In the long term, they would like to find one or two people who could learn the role so that there is not just one person who can fulfil this function, but at the moment it is a question of needing a double check.</p> <p>Initially the job would be to help check the copy of all the online and paper forms we use and the website pages related to registration, so that it can be kept consistent and accurate. You need to enjoy getting small details correct. This gets done over a couple of weeks at the end of February each year.</p> <p>If you are interested, you could learn some or all of the other tasks performed by the Registration Co-ordinator, which include liaising with Race Nation, the online platform supplier in Jersey, monitoring online registration through March and April and running checks for safety purposes, managing the late entry facility on the day of the Walk, always the first Bank Holiday Monday in May, various other tasks on the day, and preparing statistics using the online database. You would need to be able to use internet, email, Word, and if doing statistics, to manipulate Access or Excel to a limited degree.</p>
<b>Relate</b>	Director with responsibility for fundraising	<p>In addition to the general director responsibilities the company is looking to appoint a director with specific responsibilities for fund raising. This would include the following duties:</p> <ul style="list-style-type: none"> <li>- To work in partnership with the Manager to develop and implement Fundraising strategies, including the preparation and presentation of applications for grants from various bodies, including States' Departments.</li> <li>- To assist in the development of new and imaginative Fundraising activities to include recruitment and the management of volunteers to assist with Fundraising activities,</li> <li>- To help to identify those Fundraising activities with the greatest chance of success.</li> <li>- To motivate supporters to maximise fundraising and</li> <li>- To oversee and help build the donor contact databases in conjunction with the Manager.</li> </ul>
<b>Guernsey Trees for Life</b>	Digital Support Officer	

<b>St John Care in the Community Library</b>	Organiser – Large Print Library	<p>The main qualities required are a love of books and a liking of people, plus good communication skills in dealing with the public, especially the more senior citizens of our island.</p> <p>The Organiser co-ordinates other volunteers, both those working in the Library when it is open on Tuesdays, and those who take books to residential homes, community groups, and to individuals in their own homes.</p> <p>He/she is required to deliver an annual report to the Council of St. John, and to liaise with the administrative staff at the Ambulance Station.</p> <p>We are a computer free zone! We have devised an excellent and efficient card system for our books, which provides all the information we need fairly instantly.</p>
<b>Young Enterprise Guernsey</b>	Programme Board Member	<p>As a Board Member, you will join a team whose purpose is to ensure the successful delivery of the Young Enterprise Team and Company Programme in Guernsey.</p> <p>You will take an active participation in monthly Board Meetings and take responsibility for key programme elements, which suit your experience and skills – examples include organising events and PR, delivering presentations to schools and facilitating advisor workshops.</p> <p>If you have a passion for entrepreneurship and youth development then this might just be the voluntary role for you!</p>
<b>Health Information Guernsey</b>	Finance Director / Treasurer	<p>Health Information Guernsey (HIG) has appointed a new CEO Bella Farrell who is now looking for a high calibre volunteer Finance Professional to work with the organisation in a Treasurer/ Finance Director Role.</p> <p>This person will need to be committed to the transformational aims of HIG, support the Board in giving strategic direction to the charity and work alongside the CEO to ensure sustainability and efficiency.</p> <p>HIG also has many other volunteering opportunities and right now is an exciting time to join in with our motivated and dynamic team.</p>
<b>Safer</b>	Volunteers at the Guernsey Women’s Refuge	<p>Safer supports victims of domestic abuse and their children and is the charity that runs the Guernsey Women’s Refuge among other services. Safer is looking for volunteers who would be able to commit to helping out at least once a month at the Guernsey Women’s Refuge supporting women and children who are victims of domestic abuse. This may be to stay at the Refuge during the evening or overnight or to answer helpline calls in the evenings and at weekends.</p> <p>Full training will be given and a full DBS check will be required. Due to the nature of the Refuge we would only be able to take female volunteers for this type of role.</p>
	Gardener / maintenance / handy person.	<p>Safer would like to hear from anyone who has time to do a spot of weeding, painting, general odds and bods and maintenance. This might be at the Refuge or other properties. If you are just interested in gardening or only want to do painting just let us know and we can make arrangements to fit with your talents.</p>

	Moving on counsellors	<p>Volunteers are being sought with a professional counselling background to engage with individuals who are finding it difficult to move on from their domestic abuse histories.</p> <p>Full DBS checks would be needed</p>
<b>Wigwam</b>	Vice Chair	<p>To assist the Chair and to prepare for succession to the Chair position. To assist in providing leadership and direction to the Board; enabling the board to fulfil their governance responsibilities and strategic direction of Wigwam; ensuring Wigwam pursues its objectives; supporting and working in partnership with the staff; Ensuring that Committee Members are fully engaged and that decisions taken are in the best interests of Wigwam; developing the Committee. The role would be active, working with the Manager in reviewing and developing the Strategic plan, including setting and reviewing goals and KPIs. Also, to act as an ambassador for the Charity, attending official functions and meetings with grant makers and donors, as required.</p>
<b>Guernsey and Alderney Child Contact Centre</b>	Supported Contact Volunteers	<p>The Guernsey and Alderney Child Contact Centre provides supported contact by providing a safe space where children can meet their parent(s) they don't live with. We are looking for new volunteers who are enthusiastic about working with children and young people to help on Saturdays between 2pm – 4pm with supported contact sessions. You would be required to commit to helping out once every 3 – 4 weeks.</p> <p>Full training will be provided. A full DBS check will be required due to the nature of this work.</p>
<b>Age Concern</b>	Compliance Advisor	<p>Age Concern Guernsey is seeking the help of a person or organisation with compliance knowledge to assist in developing and implementing a compliance framework. New regulations require that charity organisations consider their governance requirements as data protection is seen as a board responsibility. The role is based on volunteer help and would suit an organisation wishing to develop a CSR programme in the community, or just someone who wants to give a little back into the community.</p>
	Social Media Volunteer	<p>Age Concern is looking for voluntary help by someone with social media expertise, marketing and communications skills. We wish to promote content and increase audience engagement, which can help public awareness of the charity's work in the community.</p>
<b>Cardiac Action Group</b>	Committee Members	<p>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.</p>
<b>MS Society</b>	Committee members	<p>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.</p>

<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>	Digital Communication Coordinator	Friends of Safer has been successfully raising funds for Safer, the Domestic Abuse Charity, for over a year. We are looking for someone to expand and engage Safer's online audiences through social media, updating the website and other social media, promote content and increase audience engagement through blogs, newsletters, digital publishing etc. This would be to promote events organised by the Friends of Safer and provide performance reporting for digital marketing campaigns and initiatives.
	Volunteers and Supporters Coordinator	Maintain 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.
	Volunteers and supporters	Friends of Safer who will be happy to help out at events, have ideas for events, and donate their time to help fundraising. This can be doing an hour flag selling or organising a whole event, whatever your time or skills we will have a slot for you.
<b>Bailiwick of Guernsey Scout Association</b>	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 Priaulx Library</b>	Auditor	Need someone to undertake an audit of their accounts (not a full audit)
<b>Caritas</b>	General volunteers	Caritas is looking for some general volunteers to help support the work in the cafe; serving tea, food, chatting with customers, some of them vulnerable.
<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>	Secretary	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	The Crimestoppers Trust is an independent charity that works with, and for, the Community in conjunction with law enforcement agencies in the prevention and detection of crime. Using encrypted telephone (0800 555 111) and online forms, information provided is 100% anonymous. The local Board's focus is to promote the Charity to help ensure that the Bailiwick of Guernsey remains a safe place to live and work. This post is unlikely to exceed 3-4 hours <b>per month</b> .
	Project Co-ordinator	The Board is looking for additional support with its 2018 Runway Run as it builds on the success from this event since 2015. All 444 places in 2017 were sold. Would suit an organised individual with an interest in sport / event management. A flexible role
	Deputy Chairperson	This role would suit someone with leadership skills alongside a passion for reducing crime in Guernsey. This post is unlikely to exceed 3-4 hours <b>per month</b> but flexible.
<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
	Volunteer Newsletter and Leaflet Editor, Volunteer Night	All roles really are flexible as we would chat to each individual with how they can assist

	Warden, Volunteer Gardeners, Charity Shop Volunteers, Volunteer Receptionists	
	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>	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>	Organising team for ColourFest 2018	ColourFest will be a live music event with a colour party atmosphere, using coloured UV powder, a licensed bar, food/craft stalls and much more. The event will be held in summer 2018, and more people are needed to help organise the event. Roles available include marketing, budget/accounts, sourcing supplies, completing permits/applications, designing visual branding and site decorations, music support, recruiting volunteers, and organising activities, entertainment, stallholders, food vendors, and alcohol.
	Volunteers for ColourFest 2018	ColourFest will be a live music event with a colour party atmosphere, using coloured UV powder, a licensed bar, food/craft stalls and much more. The event will be held in summer 2018. The roles available are: bar staff, obstacle course marshals, staging/band support, ticket collectors, car parking marshals, and general volunteers. Volunteers will need to commit to a minimum of 4hrs and will receive free festival entry and a free volunteer t-shirt.
	Admin Support	To update a database and merge two mailing lists - one off job. Will include contacting supporters to ask whether they can assist with any volunteering, or if they can move onto the electronic mailing list for newsletters.

	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. This role will require a couple of hours a month, on an ad-hoc basis to fit around other commitments. There is the opportunity to join the Committee with this role.
	General volunteers	Assist with the general organisation of fundraising events, or assist at events by collecting money, organising raffle prizes, advertising events etc. These roles can be flexible to suit your skills, availability, and preference. There is no requirement to commit to a set number of hours per week/month. Committee positions are available for those wanting to commit more time.
	Communications Officer	Assist the Chair and Vice Chair with all aspects of communications. This could include writing letters, updating social media accounts, drafting media releases, responding to emails, advertising events. The role can be tailored to suit your skills and preferences. This role requires availability for a couple of hours a week on an ad-hoc basis, to fit around other commitments. There is the opportunity to join the Committee with this role.
	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. This is an ad-hoc role requiring an hour or two a month.
	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. This role requires a couple of hours a month on an ad-hoc basis to fit with other commitments.
<b>Inflammatory Bowel Disease Society Guernsey</b>	Fundraiser	looking for someone with PR and fundraising experience
	Secretary	
<b>Choices (was Guernsey Contraceptive Service)</b>	Marketing	Marketing & PR skills required
	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>Goal50</b>	Accountant	Need someone who can take the accounts up to audit.
<b>Cobo Community Centre</b>	Auditor	Anyone who will audit the accounts for free



<b>St Stephen's Players</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.
<b>Guernsey Disability Alliance</b>	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.
	Company Secretary	To assist the Executive Committee lead the GDA into its 10 <sup>th</sup> Anniversary year and beyond
	Bookkeeper	To assist with making payments (expenses, payroll).Experience of Online banking preferred. The bookkeeper works in conjunction with the Treasurer.
	Events Organiser	to be part of an Events Organising Team
<b>National Trust of Guernsey</b>	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.
	Land – Countryside Rangers	The NTG require people to walk our cliff paths and land parcels to inspect the land and to ensure that it is clear of obstruction and damage. Tree's down, unstable cliff path steps and areas of overgrowth are all examples of what land rangers look out for. We can provide guidance in showing the volunteers where our NTG land areas are located.
	Fundraising Officer	The NTG requires someone with fundraising experience; a volunteer to seek out corporate sponsorship opportunities.
	Secretarial support	The NTG requires someone who is willing to assist with minute taking at monthly meetings, AGM's and other miscellaneous meetings held throughout the year.

	Biodiversity Strategy Officer	Meetings are regularly held with the Societe Guernesaise and other local organisations and the NTG requires someone to attend the meetings and to take on the role of Biodiversity Officer for the Trust.
	Les Caches Farm - Support Staff	2018 support staff are required to open Les Caches thatched barn to the public during weekly open days. A Duty Officer is also required to be present during events held there throughout the year, whether this be daytime or evening events.
	Viaer Marchi 2018 – Support Staff	Volunteers are always needed for physical aspects of set up / take down at the event. The NTG also require assistance in the Bric a Brac tent. Volunteers are always sought-after for gate-keeping duties, to take entrance fees from the public.
	26 Cornet Street & The Folk and Costume Museum	The NTG is always looking for willing volunteers to support the Shop Managers in both Trust shops for till duties.
<b>Youth Commission</b>	Treasurer	Treasurer
<b>Guernsey Sea Cadets</b>	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
	Secretary	Secretary
<b>Ray Lowe Sporting Foundation</b>	Drivers	Drivers for Thursday afternoons
<b>Guernsey Blind Association</b>	Fundraiser	Fundraiser
<b>Guide Dogs for the Blind</b>	Fundraiser	Head of Fundraising
<b>Guernsey Botanical Trust</b>	General volunteers	Volunteers
<b>Guernsey Specials Gym Club</b>	Coaches	Gymnasts to train as coaches
	Committee members	Committee members - someone with a general interest in hearing loss but not necessarily a particular professional.
<b>Guernsey Hard of Hearing Association</b>	Website	Need help to develop website

	Committee members	Meeting once a month (last Thursday of month)
<b>MENCAP</b>	Company Secretary	Company Secretary
<b>Abigail House</b>	Committee members	Volunteer representatives to sit on the World Aid Walk committee for Save the Children
<b>Save the Children</b>	Travel co-ordinator	Travel Co-ordinator
<b>Guernsey Rugby Association</b>	Website	New brand image and website required
<b>Lungevity</b>	Case Workers	Especially men - training given in London
<b>SSAFA - Forces charity</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 William Carter on [will@foundation.gg](mailto:will@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.

