

## West Kent Volunteer Centre



Welcome to our February newsletter, the first one of the year! We hope you're keeping well in the wintry weather. A national lockdown and snow are sent to test volunteer involving organisations. Nevertheless we have included some great volunteering roles in this edition. Some organisations have vacancies now and others are recruiting for post lockdown positions.

If you're looking for a specific type of opportunity that isn't featured here then get in touch with our team and we will see if we can help, email [volunteering@imago.community](mailto:volunteering@imago.community).

Best wishes

*The Volunteering Team*



# Interested in volunteering?

BRIDGES Community Cafe needs  
more volunteers.

When we re-open to visitors, opportunities will include -

- Serving our visitors across the counter
- Cooks
- Help with Fundraising
- Help with Creative arts
- Home Baking
- Duke of Edinburgh volunteering
- Helping with post Covid projects



We offer a friendly environment to work in with a team of volunteers who have a wide range of backgrounds & interests.

**To have a chat about any of the above positions or  
about what talent you can bring to our centre, please email  
Mary Perrett, the Centre Manager -  
Mary@bridgescentre.org or call 01732 868186.**

## Volunteer Opportunity

Paddock Wood Community Advice Centre is currently seeking Volunteer Advisers who can commit to at least one day per week (9.30am-1.30pm) for a minimum of six months. No experience is necessary however it would be beneficial if you have a customer service skills and/or an advisory or legal background. Law students wishing to gain experience and apply their skills in practice are welcome to apply and encouraged to do so. We would also like to hear from people with marketing or fundraising experience.

### About us

We are a registered company with charity status and all our advisers and caseworkers are volunteers. We are a member of Advice UK, the UK's largest support network for free, independent advice centres and we are also registered with the Child Poverty Action Group, the Money Advice Service, Shelter and Rightsnet for further resources, guidance and support.

### What service do we provide?

We offer a full, free, confidential and impartial advice service for Paddock Wood and the surrounding areas. All our advisers can provide generalist advice in a wide range of areas, including benefits, consumer matters, employment, family, housing, money advice and relationship breakdown. We also have specialist debt and welfare rights advisers who can help clients manage their finances when things become overwhelming and represent clients at benefit tribunals to challenge Department of Work and Pensions' decisions.

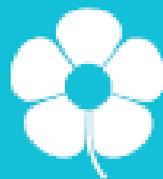
### Volunteer Adviser role:

- Interview clients face to face or by telephone to identify the nature of their issue(s)
- Provide advice and signposting to empower clients to resolve their own issue(s) where possible, making referrals to external agencies if appropriate
- Provide guidance on filling in forms, making telephone calls and completing online applications
- Act on behalf of clients where necessary by making telephone calls, drafting letters or negotiating with third parties such as creditors, the Local Authority, the Department of Work and Pensions or Housing Associations
- Maintain accurate, confidential client and case records using the AdvicePro case management system
- Attend team meetings and training sessions as required and keep up to date with relevant developments and new information concerning client issues
- Comply with all internal policies and procedures

### To apply:

For more information and/or to apply for the role, please call 01892 838619 or email your CV to [info@pwadvice.org](mailto:info@pwadvice.org) together with your availability

# Make a difference in 2021 *Volunteer!*



Heart  
of Kent  
Hospice

*Come and join the team!*

## Virtual Volunteer Recruitment Events

*New and existing volunteers welcome*

**Monday 11 January at 10:30am**

**Saturday 6 February at 10:00am**

**Tuesday 16 March at 10:00am**

To book your place or to find  
out more information visit

[www.hokh.org/support-us/volunteer-for-us/](http://www.hokh.org/support-us/volunteer-for-us/)  
or call 01622 792200 ext. 225

We tailor our volunteering  
opportunities around your  
skills, expertise and the  
time you have available.



Financial Reporting  
REGULATOR

**DAVSS**



1 in 4  
Women



1 in 6  
Men

experience  
domestic  
abuse

# VOLUNTEERS NEEDED!

YOU can make THE difference.  
**BECOME A VOLUNTEER**

Interested? Want to find out more?  
Email us at [office@davss.org.uk](mailto:office@davss.org.uk)

We provide emotional support, practical advice and advocacy services to victims of domestic abuse in West Kent.

Can you provide 5-10 hours a week?

You will be given our accredited domestic abuse training, be making a difference to your community and be part of a leading Kent charity.

This is **YOUR** opportunity to make a difference

**DAVSS** Domestic Abuse Volunteer Support Services



*Somewhere to turn when someone dies*

## **Can you spare some time to help bereaved people in Kent?**

### **Are you a good listener?**

Cruse Bereavement Care is recruiting more volunteers to ensure that support is available to anyone who has suffered a loss, no matter how or when the death occurred. Due to Covid-19 Cruse Bereavement Care has experienced a high demand in people requesting support locally and we are now looking to recruit Bereavement Volunteers in West Kent and North East Kent. Initially the role will be supporting bereaved people over the telephone but in the future it could also include face to face support and group support. All volunteers are expected to undertake a bereavement training programme before starting any role with Cruse.

This is a fantastic opportunity to volunteer locally for the UK's leading national bereavement charity that has been supporting people for over 60 years. You will be supported from start to finish with ongoing training, supervision and peer support whilst making a real difference to the lives of bereaved people where you live.

**Our next Bereavement Support Foundation Course starts on Saturday 27<sup>th</sup> February** and places are limited (internet and Zoom access required).

For more information and to start your volunteering journey call Carly on 07958 432753 or email [eastkentwithswale@cruse.org.uk](mailto:eastkentwithswale@cruse.org.uk)

**The UK's largest bereavement charity  
in England, Wales and Northern Ireland.**

Freephone helpline: 0808 808 1677

Email: [helpline@cruse.org.uk](mailto:helpline@cruse.org.uk)

Website: [www.cruse.org.uk](http://www.cruse.org.uk)

## Feeding Children Today, Educating Children for Tomorrow



Can you spare 6-8 hours every 3 months to help us collate and stuff envelopes with our Charity Newsletter?



Kisumu Children Trust helps transform a little Kenyan community by helping families support their children through education and into their chosen vocation, providing a family income.

We're a little, faith-based charity in Tonbridge with a friendly home/office environment. We'd love to have 1-2 volunteers to join us around Feb/May/Aug/Nov to help us out. You'd be coming in on Mon/Thursday mornings or afternoons.



**Covid-19** – we'll happily deliver the materials to your house

Thank you so much.



For more info: please contact Lynn Allen,



Office@kisumuchildren.org.uk





## **Volunteer Treasurer and an opportunity to join the Board as a Trustee**

**The Number One Community Trust** is a community centre that has served the residents of Showfields and Ramslye in Tunbridge Wells since April 1991. It is a Company Limited by Guarantee and a Registered Charity since 2002. It is managed by a Board of Trustees, many of whom live and work in the local community.

Number One Community Trust was established, and exists to enhance, the quality of life of the residents of Ramslye and Showfields through its facilities, events, activities and projects.

At Number One there are a wide range of activities and services although many are curtailed during the lockdown:

- The Number One Café is normally open Monday to Friday 9am to 3pm;
- Showfields Hall;
- a Library;
- the Little Learning Tree Preschool;
- as well as a variety of weekly clubs and groups for people of all ages.

**Volunteering Role/Task:** We need a volunteer Treasurer and Trustee/Board member (although this is optional)

**Main duties:** Budgeting, simple strategic financial planning; management & statutory financial reporting; monitoring reserves, risk management, financial control; overseeing bank accounts, payroll – but NOT routine book-keeping

**Skills needed:** Accounting skills appropriate for a charity and a small business

**Location:** No 1 Community Trust, Showfields Road Tunbridge Wells TN2

**Timings / Commitment:** Supervisory financial duties required on an ongoing basis – probably a few hours a week.

Also an opportunity to join the Board of Trustees and attend Board meetings once a month, currently by zoom video-conference during the pandemic. This can be negotiated if available time is scarce.

**Contact:** Keith Davies, Company Secretary, Number One Community Trust,  
Tunbridge Wells [keithdaviesvn@yahoo.co.uk](mailto:keithdaviesvn@yahoo.co.uk)  
07986 500041

**Website:** <https://www.numberonecommunity.org/>



## CHIDDINGSTONE CASTLE

HISTORIC HOUSE • COLLECTIONS • VENUE

### Join our friendly team of volunteers at Chiddingstone Castle

Volunteer with the Chiddingstone Castle team where you can share your expertise or learn new skills in a friendly and flexible environment. We cover a range of areas from gardening to woodland conservation, digital marketing to event and party planning, education to historic collections care, all set in a stunning location in the heart of Kent. Please get in touch. We would love to hear from you.

Email us to arrange an informal chat at [hello@chiddingstonecastle.org.uk](mailto:hello@chiddingstonecastle.org.uk)

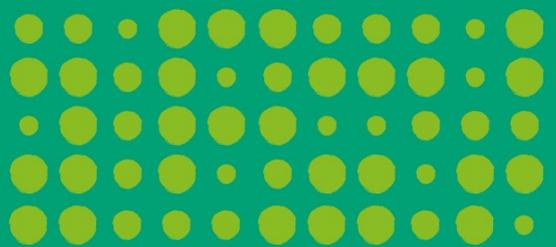


**SAMARITANS**

Sevenoaks

## Do something you're proud of

As a Samaritans volunteer,  
you'll help us be there for  
people when it matters most.



### Volunteer with us

We will train, mentor and  
support you all the way.

To find out more and apply, visit  
[samaritans.org/volunteer](https://samaritans.org/volunteer)

Call 07388 179 760

Email [sevenoaks.recruitment@  
samaritans.org](mailto:sevenoaks.recruitment@samaritans.org)

A registered charity

# VOLUNTEER ADMIN SUPPORT

Look Ahead provide support to high risk victims of domestic abuse

We have a team of Independent Domestic Violence Advisors (IDVAs) and are currently looking for some support with our admin tasks.

You will need to be computer literate, reliable, flexible and discreet.

There will be an induction process and Look Ahead will provide training and will apply for your DBS.

This is a rewarding role within a friendly team.

Please contact: [Kentdomesticabuse@lookahead.org.uk](mailto:Kentdomesticabuse@lookahead.org.uk) for further details.

The Citizens Advice Witness Service is looking for volunteers to support witnesses through the process of giving evidence in court.

Our volunteers offer information and support to both prosecution and defence witnesses in all of Kent's criminal courts, to help them achieve their best evidence. Volunteers can either work in a court, or as part of our outreach programme for vulnerable and intimidated witnesses, where they will support a witness through the journey of giving evidence. This can include visiting the witness in their home, as well as attending court with them on the day of the trial.

We are looking for caring, committed people with good communication skills to join our team of volunteers. We can offer a rewarding and interesting volunteering experience, where no two days are the same, as well as full training and support.

If you are interested in becoming a court-based or outreach volunteer, please get in touch with Emma Manwaring, Team Leader (Volunteer Development) on 07584 489294, email [emma.manwaring@citizensadvice.org.uk](mailto:emma.manwaring@citizensadvice.org.uk) or visit

<https://www.citizensadvice.org.uk/about-us/support-us/volunteering/volunteering-for-citizens-advice-witness-service/>



**citizens  
advice**



## Volunteer Telephone Befrienders

Do you like talking to others? Are you a good listener? Could you give an hour of your time each week to be a listening ear for others?

We are recruiting **Telephone Befrienders** to support those who are elderly, have mental health issues, facing homelessness or living with a disability and resident in Dartford, Gravesham, Medway, Swanley, Swale and Sevenoaks. Through weekly phone calls, which you would make from the comfort of your own home, you would enable clients to become more confident and reduce feelings of loneliness and isolation.

You will receive training including safeguarding, we will match you up with a suitable client and provide you with continued support throughout your time volunteering with us. References and a DBS check are required for this role so you will need to hold valid ID. Applicants need to be 18+.

If you want to help reduce social isolation and can engage with others, then complete our online form <https://imagocommunity.typeform.com/to/IRTVir> and we will be in touch for an informal chat.



## Volunteers required for our Tunbridge Wells charity shop

Possible April start—dependent on lockdown/Covid-19 rules.

Are you:

- Friendly with a helpful manner
- Honest and reliable
- Happy working in a team
- Interested or experienced in working in retail/fashion/with the general public

Varied roles from front of house to behind the scenes, pricing, sorting, EBay and displays

For more information contact Sally on 07719 249643 or [sally.simms@imago.community](mailto:sally.simms@imago.community).

You will be contacted for an informal chat about the role and if both feel that the role is right for you then we will take up your references. There may be opportunities for DofE candidates, please enquire.



@Volunteering\_WK



VolunteeringWK

[volunteering@imago.community](mailto:volunteering@imago.community)

01892 530330

[www.imago.community](http://www.imago.community)