



Volunteering at SHARE Community

About the Organisation

Mission

SHARE Community offers vocational training, practical skills, and educational opportunities to disabled adults and those facing health related barriers to employment. We focus on ability. We support people in building their confidence and self esteem, as well as helping them to attain vocational qualifications, in order that they may lead autonomous lives, gain employment, and play a full part as citizens in their communities.

Vision

SHARE Community is working for a future where disabled people, and those with long term health problems, enjoy access to employment, education, and personal development opportunities that is equal to that available to everyone else. We aim to reach as many disabled people across London and beyond as possible, to build a reputation for excellence and, where feasible, to work in partnership in order to provide innovative and holistic services.

Values

SHARE is an inclusive community that values the diverse backgrounds and experiences of all involved in our work. We strive to ensure that there is equality of opportunity for all. SHARE believes that everyone has something to offer others, and that by putting this ethos into action; individuals within our community are enabled to reach their full potential.

What Volunteers Do

1. Business Administration Project

To provide support to the Business Administration supervisor by providing help and guidance to the trainees.

- You would use the various Microsoft packages and have a good working knowledge of Word, Excel, Access and Publisher.
- You would assist in running the reception area; to ensure trainees' and visitors' names are recorded as they enter and leave the building; to greet scheduled and unscheduled visitors appropriately; to answer telephone calls and divert calls to staff; to write telephone messages and distribute them to staff; to retrieve messages from voicemail and to help keep the reception area tidy.
- You would provide support to other areas within the project including photocopying, distribution of outgoing mail and any projects being undertaken by the business administration project.

2. Information Technology Project

To provide support to the I.T. Supervisor in resolving trainee queries using Microsoft Windows XP.

- You would support their needs by answering questions and prompting trainees' to the various features of Microsoft products.
- A good working knowledge of Word, Excel, Access and Publisher and an understanding of I.T. terminology is a must.
- Would also be useful to have experience of using Desk Top Publishers (Quark, Corel Draw version 7-10), the Internet and an understanding of peer-2-peer and network systems would also be advantageous.
- Someone with good database skills, including an understanding of queries and mail-merging.

3. Horticulture Project

A volunteer on the horticulture project needs to be either;

- a good gardener who enjoys tidying up and who will take on some of the routine maintenance of the project that rarely gets done by trainees, such as weeding borders, cutting grass, strimming and edging, raking leaves, turning compost.
- someone who enjoys working with people and is prepared to support trainees in either a small group or a one to one setting with the aim of building confidence and enabling trainees who need a lot of encouragement and support to get more from their placement at SHARE.
- Organise and resource small projects within the project.
It would be useful if the person was interested in horticulture but any other practical skills would be also be useful e.g. carpentry.

4. Catering Project

To provide assistance to the catering project.

- Help prepare and provide two tea breaks and a simple nutritious meal for the SHARE users on a daily basis. SHARE provides food for meat and vegetarian eaters.
- Help plan menus and carry out food orders.
- Help keep the kitchen and dining area clean and tidy and hazard free.
- Volunteers must have a Food and Hygiene certificate (training will be provided)

5. Learning and Guidance Project

A volunteer for the Learning and Guidance project should enjoy working with people with disabilities and is prepared to support trainees in either a small group or a one to one setting. The aim of the activities is to build confidence and enable trainees, who need a lot of encouragement and support to get more from their placement at SHARE.

The volunteer would;

- Assist with organising and resourcing small projects for the group. The person should either be interested in arts and crafts, Maths and English or employment.
- Assist staff in gathering evidence for London Open College Network (LOCN) and National Proficiency Test Council (NPTC) qualifications.
- Assist staff and trainees outings, i.e. ice skating and museums etc.
- Provide assistance with the healthy eating and yoga classes, as well as other activities throughout SHARE.
- Other qualities should include; I.T literacy, literacy and Numeracy skills, and be a good listener with patience and empathy.

6. Office Administration

A volunteer would help different departments in the general day to day administration of the charity including;

- Telephone and Reception desk cover
- General administration duties
- Data input

7. Fundraising/ Media and Marketing

You would be required to;

- Help with organising special events, research prospective supporters and general administrative tasks.
- Collate information and research key areas
- Assist the Marketing officer in preparation for SHARE's annual events
- Basic data input

8. Employment Support

You would be required to:

- Assist the Employment Guidance officer with weekly job search activities
- Provide help and guidance during employment training sessions
- Basic data input and clerical duties

The Qualities You Will Need

An interest in working with disabled people and have an understanding of their needs, along with the ability to work independently and as a member of a team. Relevant experience and/or qualifications in the above fields would be an asset for the role of a volunteer at **SHARE**.

Some training will be provided subject to the approval of the volunteer coordinator.

What Is Expected From You?

1. You will need to attend SHARE for tour of the premises and projects and an informal interview. If agreed, you will have to complete an application form.
2. All volunteers will be asked to provide two references – preferably one from a previous employer and one character reference, you will also be required to undergo a Criminal Records Bureau check.
3. You will be required to commit to SHARE for a minimum of one half day per week and for a minimum of three months.

What Can You Expect

Volunteering with SHARE is a great opportunity to gain experience working with people with disabilities and contributing to their learning and development, and an opportunity to develop your practical skills in your chosen voluntary role.

New volunteers are inducted and introduced to staff, provided with an Information Pack and will receive ongoing support from project staff.

Travel expenses will be reimbursed upon receipts and refreshments and meals are provided.

What Next

To find out more contact Shazia Hussain on 020 7801 9825 or email shaziah@sharecommunity.org.uk.

Transport/Parking

There is restricted parking at Altenburg Gardens, but both locations are easily accessible by public transport. SHARE is only a five minute walk from Clapham Junction railway station.

SHARE Community

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LONDON
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