

A Town Team Initiative

Welcome to the first Volunteer Hub Newsletter

These will be published at regular intervals and available in print from the Town Hall, the Museum and the Community Centre. They will also be available electronically on the Town Hall website under Swaffham Community Pages. We are also on Twitter.

You can receive the newsletters by email by contacting swaffhamvolunteerhub@gmail.com

The aim is to advertise volunteer opportunities in one place rather than have to search several places. Application is directly to the names contact on each advertisement.

There is no charge to either organisation or to volunteer.

Pledge a Patch Swaffham Town Team

Contact: Sue B or Sue G on email: swaffhamvolunteerhub@gmail.com

Or drop a note in at the Town Hall, Museum or Community Centre

Responsibilities: To take care of an area of Swaffham, keeping it tidy and litter free

Skills needed: None in particular. This is something you could do whilst walking the dog

Work times: Flexible

Responsible to: Sue B or Sue G. Town Team

Notes: A list of dos and don'ts is available.

Almost 50% of the town is now covered but places still needing a Pledger include Town Centre, Lynn St., Station St., Sporle Rd.

Pledger



Holmwood House, 40, White Cross Road

Activities Assistant

Contact: Amy Starr. Tel. 01760 7204404. Email: denice.howard@ehguk.com

Responsibilities: To assist the Activities Co-ordinator and work alongside her in a supernumerary role.

Items include assisting with activities and outside work such as feeding the birds and fish and working in the garden and greenhouse.

Skills needed: Bright and enthusiastic nature and some knowledge of plants and planting.

Work times: As available

Responsible to: Amy Starr. Activities Co-ordinator

Notes: An ideal opportunity to become involved in the care industry.

Merle Boddy Centre, Station Yard

Support Volunteer

Contact email: merleboddycentre@hotmail.co.uk

Responsibilities: Helping with teas, craft games, chatting to clients.

Skills needed: A listening ear and a happy disposition

Work times: 9.30 am to 2.30 pm

Responsible to: manager

Notes: Come and be part of a friendly and homely day service for people living with dementia

Iceni Youth Work Team

Community Centre

Volunteer Youth Support Worker

Contact: Sally Palmer: 01760 722800 or 07772852284

email: sally@iceni.info

Responsibilities: To support the running of youth projects under the supervision of the Iceni Youth Work Team. Encourage and interact with young people as they participate in project activities. Help to keep a clean and safe environment for activities to take place. Build rapport with young people. Be involved in evaluating the project delivery.

Skills needed: To be caring and understanding, whilst challenging and enabling. Be reliable and trustworthy and have an understanding of personal and professional boundaries. Have an awareness of youth culture and a willingness to undertake training relevant to this role.

Work times: Minimum of 2.5hrs per week up to 9.5hrs per week. Mon, Wed and/or Thursday evenings

Responsible to: Sally Palmer – Youth and Community Officer

Notes: If you are over 18 years old, you will be subjected to an enhanced DBS check. If you are under 18 years old we may carry out a DBS

Westfields Care Home Westfields Road

Button Sewer - urgent

Contact: Claire Leslie Tel 01760 721539 Email Joannebolton@Norsecare.com

Responsibilities: To help complete outfits for residents to see/wear on "Pearly King and Queen Day - 27.May

Skills needed: Ability to sew buttons into patterns

Work times: Any Tuesday or Thursday 10am – 3pm

Responsible to: Claire Leslie. Activities Assistant

Notes: Free tea or coffee and biscuits!

Swaffham Newsletter

Town Hall

Swaffham Newsletter Deliverer

Contact: Kerry at Swaffham Town Council Reception.

Email: reception@swaffhamtowncouncil.gov.uk

Responsibilities: Delivering the Swaffham Newsletter to houses around the town once a month

Skills needed: None in particular.

Work times: flexible, but towards the end of each month.

Responsible to: Town Hall

Notes: The Swaffham Newsletter is a vital part of our town communication. Funded by the advertisers, each house receives a free copy. There are a few areas which are not covered by deliverers or needed as backup.

Swaffham Museum 4 London Street

Collections Volunteer

Contact: S.Gregory tel simon@tiscali.co.uk

Or drop a note in at the museum



Responsibilities: Caring for our collection artefacts by making sure that they are in good order and stored well. Locating objects needed for displays and loan boxes, packing and replacing them on return. Arranging objects on display. Logging and storing for safe keeping copies of texts and photographs previously used in displays.

Skills needed: Attention to detail. A flexible approach—things change at the last minute. This responsibility does not normally include dealing with the public. Volunteers must be able to climb stairs.

Work times: Monday 10 am – 12 noon

Responsible to: Team leader

Notes: Immediate inhouse training given. Free one day courses occasionally available from museums