| **LONG TERM: These opportunities require a commitment over a longer period of time or on a regular basis** |
| --- |
| **Volunteering Activity** | **Details** | **Date, times & Duration** | **Location** | **Other information** | **Staff contact** | **Apply by** |
| **VIBRANT MINDS AFTER SCHOOL CLUB** | Vibrant Minds is an after school club based in Britannia Village. The club is looking for volunteers to carry out the following roles:* Supporting 4 to 11 year olds
* Interacting with the children and being positive role models
* Setting up play activities before start of the club
* Collecting children from their primary school
* Preparing snacks for children
* Clearing equipment away at the end of club session
* Provide and facilitate safe and creative play
* Using good communication skills which will help ensure the well-being of the children
* Working as part of a team
 | **3rd September - 21 December 2018****Monday to Friday****2.30pm-6pm** | Britannia VillageE16 | **Vibrant Minds will employ volunteers after successful completion of a trial period if volunteers want to be considered for this option.**Please send your CV to kolsuma.miah@activeNewham.org.ukInterviews will take place on 21st AugustTravel expenses and training provided | Kolsuma.miah@activenewham.org.uk | Friday 17th August 2018 |
| **PARKLIVES SUMMER PROGRAMME** | Parklives summer programme is back and it’s time to get out and about in the fresh air and sunshine!! Once again activeNewham will be running a series of fun activities across the parks such as American Football, Sumo Wrestling, Skateboarding, Salsa, Football and much more! Why not come along with your families and all join in with the fun while you are volunteering and keeping fit and healthy together? Everyone is welcome, mums, dads, aunties, uncles, grandparents, neighbours and friends so what are you waiting for? Just sign up and come along!Volunteers will help coaches to set up and down, engage people in the park to join in with the fun!! | **Various days and times throughout the summer****Starting Monday 23rd July – Friday 24th August 2018** | Various Parks across Newham | To find our more information, please contact Alison for a timetable and to sign up to a session.No experience is necessary, just some enthusiasm and a smile on your face! | volunteers@activenewham.org.uk | ASAPOngoing |
| **FIT AND FED PROGRAMME** | ‘Fit and Fed’ is a multi-sport programme, running throughout the summer holidays, targeting children from areas of deprivation in Newham. It looks to engage children in to fun sports activities and ensuring that they are fed a lunch during the day, with the intention of solving holiday hunger.Volunteers will help to hand out the packed lunches and offer general support. | **Various days and times throughout the summer****Starting Monday 23rd July – Friday 24th August 2018** | Various Parks across Newham | To find our more information, please contact Alison for a timetable and to sign up to a session.No experience is necessary, just some enthusiasm and a smile on your face! | Volunteers@activenewham.org.uk | ASAPOngoing |
| **BLACK ARROWS BADMINTON CLUB** | Black Arrows is a well established junior badminton club, providing structured coaching to young people aged 8-17 years. We are looking for volunteers who have an interest in badminton and working with young people and would like to support the club on a regular basis.You will be assisting qualified coaches, supervising small groups, helping with setting up and down and fun games. | **Every Saturday morning** **10.00am – 12.00pm** | East Ham | * Learn valuable coaching skills in badminton
* Learn good communication and delivery skills
* Working as part of a team
* No training is required for this role, however you will be inducted by the head coach to ensure you are suitable for this role
* A DBS check is not required for this role, however DBS checks can be carried out by Badminton England.
 | Alison MitchellAlison.mitchell@activenewham.org.uk | Ongoing |
| **ESOL READING AHEAD PROJECT** | Do you have excellent reading and communication skills? Are you confident in listening to ESOL learners read? Are you able to support ESOL tutors across 10 libraries and encourage ESOL students to read for 30 minutes?If you are then please get in touch, as soon as you can, to take part in this ever so popular project.You will be able to choose your preferred library and will be | **Negotiable depending on the library** | Across the Newham libraries | * Interviews will be scheduled in 2 weeks after your details have been forwarded on
* Training will be provided
* Timetable for your preferred library will be provided once you have been interviewed
* Need to be available for a minimum of 6 weeks
 | Kolsuma MiahKolsuma.miah@activenewham.org.uk  | ASAP |
| **MULTICOURSE TRAINING** | If you are interested in Construction then this training is for you. This is a 6 weeks training course where you have to attend the course 3 days a week. Once you have successful completed the course you will be put in labouring, operatives or apprenticeship roles across S106 construction sites. This is a City and Guilds level 1 Certification in Construction Multi-Skills which includes, painting, carpentry, plumbing and general skills including health and safety. Your CSCS test and card will be paid for and your PPE for college will be funded.  | **June****Mondays, Tuesdays and Wednesdays of each week with additional mock CSCS days and test days which will be on a Thursday or Friday** | Stratford | The criteria for this training is below:• Must be 18+ years due to compulsory education age – this course does not qualify as full time education/college• New entrants to the industry• Those who have some experience but need more skills and confidence building• People who have existing work experience but haven’t been in work recently• You must be a Newham Resident and be available to register with Workplace. | Kolsuma MiahKolsuma.miah@activenewham.org.uk  | ASAP |
| **BECKTON GLOBE LIBRARY – COMMUNITY NEIGHBOURHOOD TEAM** | Beckton Globe library are looking for some ongoing support with a variety of activities.There are also a variety of volunteer roles depending on the activity you will be supporting. | **Stay and Play –****Every Saturday 10.50am -12.15pm****Chatterbox reading club – Every Monday 4.00 - 4.45pm****Basic English club – TBC with volunteer****Jazz night – Every Saturday 5.30 – 7.00pm****Get Connected – TBC with volunteer****Art Club** **Every Saturday 2.00 – 3.00pm****Table tennis table top games****Every Saturday****11.00am – 1.00pm** | Beckton Globe | You should enjoy working with members of the public, children, adults, plus be enthusiastic and reliable. | Alison MitchellAlison.mitchell@activenewham.org.uk | Ongoing |
| **CATCH22 APPRENTICESHIP PROGRAMME FOR 18-24 YEAR OLDS** | We have a great apprenticeship programme for 18 to 24 year olds. There are also training available in First Aid, Food/Safety, CSCS, Forklift and more.There are many areas you can get into so please get in touch as soon as you can as the spaces are getting filled very quickly.  | **TBC once you have registered with the programme** | **This will depend on what programme you have chosen to be part of and in which location** | You have to be a resident of Sutton, Merton, Ealing, Southall, Newham, Havering, Haringey, Hackney, Barking and Dagenham. If you fit in the following category and are 18-24 then please get in touch now:-Care leaver-Carer (informal / formal)-Young Parent-Work Programme leaver-Refugee/Migrants. | Kolsuma MiahKolsuma.miah@activenewham.org.uk  |  |
| **EAST HAM COMMUNITY NEIGHBORHOOD TEAM - ARTS AND CRAFTS (Children and adults)** | East Ham Community neighbourhood team are looking for volunteer support for their ongoing arts and crafts sessions. They ideally would like 1 volunteer to support a member of the team with the delivery of the sessions, engaging with customers and children, and promoting up and coming activities in the library. | **Every Tuesday****10.00am – 1.00pm****(Adults)****Every Friday****4.30 – 7.30pm****(Children)** | East Ham | You should be welcoming, friendly, have good communication skills, and be reliable, and comfortable working with children.This is a great opportunity if you are looking to start a career working with children. | Alison MitchellAlison.mitchell@activenewham.org.uk | Ongoing |
| **EAST HAM COMMUNITY NEIGHBOURHOOD TEAM – PIT – STOP GARDENING** | East ham community neighbourhood team are looking for 1 volunteer to assist them with their gardening sessions for young children. You should enjoy working with young children and have a friendly approach. | **Every Friday from the 27th July until further notice****2.00 - 4.00pm** | East Ham | Benefits:* Developing skills in communication
* Working as part of a team
* Working with children
* Experience in supervision
* Time management experience
 | Alison MitchellAlison.mitchell@activenewham.org.uk | Ongoing |
| **CHILDREN’S AFTER SCHOOL CLUB – MANOR PARK** | Manor Park Community neighbourhood team are looking for 3 volunteers to support their homework club which runs daily. You should enjoy working with children and roles include helping children to read, doing craft based activities based on reading, playing word games and helping with chess and Lego. | **Every Monday – Saturday****3.15 – 5.00pm** | Manor Park | You should be child friendly, creative and have a passion for teaching children to read.Refreshments will be provided. | Alison MitchellAlison.mitchell@activenewham.org.uk | ASAP |
| **CAFÉ ASSISTANT** | A great opportunity has risen for anyone looking to gain some customer service skills and obtain some experience in working in the food industry. We are looking for café assistant to help a local church and centre to run their café. This opportunity will require a screening process which is a basic meeting with the café manager who will have a formal chat with you. | **Mondays, Wednesdays, Thursdays and Fridays****10am to 3.30pm** | **East Ham** | * Meal and refreshments whilst on duty.
* Development of catering skills awareness and training on food hygiene.
* On line certification for Basic food hygiene certificate after three months.
* Preparation and presentation of simple menu items
* Travel expenses will be paid in cash the end of shift.
* A good level of communication is required as you will be serving customers
 | Kolsuma MiahKolsuma.miah@activenewham.org.uk | **ASAP** |
| **READING VOLUNTEERS** | This is a wonderful opportunity for all those wanting to work with young children aged 7-11. You will need to be available during school terms from 1,30pm to 3,15pm. Your role will be to help children read for 15-20 minutes.  | **ASAP Jan 2018** | Forest Gate | * DBS will be needed which will be carried out by the school
* You need to be fluent in speaking and reading English
* Travel cost will not be reimbursed for this opportunity
 | Kolsuma MiahKolsuma.miah@activenewham.org.uk  | ASAP |
| **ARCHIVE RESEARCH AND ORAL HISTORY VOLUNTEER WITH NEWHAM NEW DEAL PARTNERSHIP** | Discovering Stratford Village is a two year project aimed at engaging residents and workers of Stratford Village in researching the working lives of past and current residents through archive research and oral history collection.Discovering Stratford Village aims to chart and celebrate the economic and social history of “Stratford Village” over 100 years through the working lives of residents and local businesses. | **Jan 2018 to Dec 2018****Second Tuesday of each month****6.30pm to 8.30pm** | **Stratford** | -NNDP are looking for a minimum of 12 hours, plus time for training where this is offered. However, ideally, for a consistent experience and for references we suggest a minimum of 1 day p/month for 6 months.-When contacting Newham’s Volunteers please be clear on which role you are applying for and the role description will be provided.-Training will be provided for both roles- The project offers opportunities to volunteers to carry out oral histories and archival research and to help create a public talk programme, a website, a walks app and a guided walks programme. | Kolsuma MiahKolsuma.miah@activenewham.org.uk  | **Jan 2018** |
| **MAINTENANCE OF MEMORIAL GARDEN WOODGRANGE PARK** | Any plans for 2018? This is for those Volunteers who have a warm heart and an interest in Gardening and helping an elderly orientated support group in need of 3 to 4 Volunteers ½ day a week. The role of maintenance will consist of light Gardening, weeding, and a general tidy up.  | **Ongoing** | **Forest Gate** | Tea and Coffee is also provided along with refreshment facilities if you choose to use.This willing and warm hearted project needs Volunteers who our passionate about gardening and supporting the upkeep of the memorial Garden.Travel expenses are also provided | Kolsuma MiahKolsuma.Miah@activenewham.org.uk | **Spring 2018** |
| **BECKTON GLOBE COMMUNITY NEIGHBOURHOOD TEAM – VARIOUS ACTIVITIES** | Beckton Globe community neighbourhood team are looking for some volunteers to support a number of various activities including:* Toy Library
* Get Connected
* Knit & Natter
* Chess club
* Popcorn Film club
 | **Various days and times:** | **Beckton Globe** | If you require any more details on the days and times of the activities, then please contact Alison Mitchell.You should be friendly and enjoy working with the public and have good customer care skillsNo experience is necessary | Alison MitchellAlison.mitchell@activenewham.org.uk | **ASAP** |
| **FOREST GATE COMMUNITY NEIGHBOURHOOD TEAM – HOMEWORK CLUB** | Forest Gate community neighbourhood team are looking for some volunteers to assist with their homework club. You will be helping children with their homework, reading and general education. | **Every Saturday****10.30am -12.30pm** | **Forest Gate** | You should enjoy working with young children and be approachable. | Alison MitchellAlison.mitchell@activenewham.org.uk | **ASAP** |
| **CREATING A COMMUNITY GARDEN** | A new outdoor classroom, sensory zone and community garden have been designed for Plashet Park.We are looking for volunteers to assist with weaving new grow beds, digging flower patches, installing a spiral herb garden and planting an array of dye plants and herbs over the coming months. | **Thursday****11am-2pm** | Manor Park | This is an outdoor role and involves physical tasks therefore we require volunteers who are happy to get stuck in and get a bit mucky!Previous gardening experience is not essential as you will be supervised. Volunteers who are interested in the environment and gardening will best enjoy this role.Light refreshments and travel expenses provided. | Hannah MartindaleHannah.martindale@activenewham.org.uk  | ASAP |
| **BECKTON CREEKSIDE CONSERVATION VOLUNTEER** | Thames Water are establishing a project to maintain the best possible habitats for wildlife and an enjoyable experience for visitors going along to Beckton Creek. Volunteers will assist with a range of tasks at this new nature reserve in East London. Tasks will depend on the season but could include:Coppicing scrub using tools such as bow saws and loppers litter picking. | **Occurs the Last Friday of Every Month****10.00-2.30pm** | Beckton | No experience is necessary; there is something for all ages and abilities. All that is needed is an interest in the local environment and a desire to help look after it.A friendly, positive attitude and an ability to work as part of a team is also importantYou can either sign up for one session, a few sessions or all – it is up to you! | volunteers@activenewham.org.uk Kolsuma MiahKolsuma.Miah@activenewham.org.uk  | ASAP |
| **WEST HAM CEMETERY** **VOLUNTEERS NEEDED**  | Do you have a passion for gardening and the environment and everything green? Well if this sounds like you look no further we have a Great Opportunity Volunteering at West Ham Cemetery, Their looking for committed volunteers to help with the maintenance of the Grounds. The duties require Grass Cutting, Weeding, Blowing paths and flower maintenance.  | **On-going** | Forest Gate | All duties will require Volunteers to wear safety boots, Protective eye wear and Gloves which will be provided on site. Training on Machinery Travel expenses will be provided via a Toped up Oyster Card Tea, Coffee and refreshments will be provided alongside with allocated breaks. | Kolsuma MiahKolsuma.Miah@activenewham.org.uk | ASAP |
| **WILD SCHOOLS!!!!** **LOOKING FOR OUTDOOR LEARNING VOLUNTEERS!!!!!** | Why not come and Volunteer for a great project aimed at delivering an excellent learning experience to local Primary school students through outdoor education?Using a varied environment at West Ham Park, sessions are delivered in all primary subjects which are engaging, hands on and memorableHelping to set up and pack away resources for outdoor sessions  Supporting individuals and small groups of students in learning activities outdoorsDeveloping new sessions to bring subjects like maths and English to life in a park setting.Undertaking outreach in local schools: for example by supporting the project officer to deliver assemblies.Creating and making resources to help teachers and children learn outdoors | **Ongoing** | West Ham Park Upton Lane | Helping to set up and pack away resources for outdoor sessions  Supporting individuals and small groups of students in learning activities outdoorsDeveloping new sessions to bring subjects like maths and English to life in a park setting.Undertaking outreach in local schools: for example by supporting the project officer to deliver assemblies.Creating and making resources to help teachers and children learn outdoorsYou will receive a briefing before each session, a fleece and travel expenses. Light refreshments will also be provided. You will also be required to attend a short interview.A great role if you enjoy meeting new people and have an interest in teaching children (5-11 year olds)! | Alisha.John-Junor@activenewham.org.uk  | ASAP |
| **STRATFORD ORGINAL** **BURFORD ROAD PLANTER** | We have a fantastic opportunity for a Road Planter, Yes a Road planter!!!! For those who have Green Interests.We need someone who is keen on Gardening and has the ability to make the Flowers or plants look visually appealing. The role consists of watering the garden, collecting water hose keys, planting/keeping soil moist (not over watered) and mainly being responsible for the upkeep of the Road Planting. | Volunteer must commit to a year or 6 months at the least.**10am Mon-Sat****12pm Sun**1 ½ -2 hour shifts twice a weekDressed for all weather conditions. | Stratford  | Please contact us if you require more information in order to fill the Criteria we will need the following: - A small expression of interest (Short Paragraph) 200 Words max-Introduction/ Induction-Up for Grabs for the most committed and successful Road Planter is 2 pair of theatre tickets-Free access to annual events. Unfortunately this organisation is unable to pay Travel expenses.  | If this is right up your street please email Alisha-John-Junor@activenewham.org.uk  | ASAP |
| **NCV CONSERVATION DAY** | The Conservation Volunteers would love your help in Ham Creek Wood. Have fun whilst litter picking, carrying out general maintenance tasks, path clearance, possible tree clearance and a trim and cut of the wild meadow. | **Occurs the Second Sunday of** **Every Month****10.00-3.30pm** | West Beckton | No experience required so all abilities are welcome as you will be supported by the Newham Conservation Volunteers This is a wonderful opportunity to learn some new skills whilst having fun and helping improve the environment Unfortunately, as the NCV is a very small charity, travel expenses are not covered | Kolsuma MiahKolsuma.Miah@activenewham.org.uk  | ASAP |
| **COMMUNITY DAY CENTRE SUPPORT VOLUNTEER** | The Community Resource Centre is a day centre which offers activities, lunch and stimulation to isolated older and/or disabled residents. The staff and visitors of the centre hugely benefit from the support of volunteers, which help in a varying capacity. Whether you can support an activity, share a conversation, serve meals or offer some admin support, we would love to hear from you. | **This is a flexible role which requires a minimum of 4 hours per week on a day(s) of your choice****(Mon-Fri)** | Plaistow | Full training will be given (including safeguarding, confidentiality, lone working and understanding boundaries)This is a fantastic opportunity if you’re looking to gain experience in an adult social care setting or working towards a health and social care qualification.For further information and/or to express an interest, please contact Hannah **The Resource Centre has recently opened a new café and would be keen to hear from volunteers wishing to support this during the hours of 10am-2pm** | Hannah MartindaleHannah.martindale@activenewham.org.uk  | ASAP |
| **PROPERTY GUARDIANS** | Dot Dot Dot lets people who do great volunteering live as property guardians in buildings that would otherwise be empty. We turn empty buildings from a blight into an asset for property owners, guardians and local communities. | **Various** | Various | As a Property Guardian, there is an eligibility criteria and application process.You must also undertake regular volunteering as part of the conditions of taking on the property guardian role.For more info, please contact Habs. | Habebur.rahman@activenewham.org.uk |  |
| **SUPPORTING OLDER, VULNERABLE OR ISOLATED RESIDENTS****‘BEFRIENDING’** | Whether you would like to befriend an elderly person, support someone to go shopping, help at the local day centre or deliver books to someone that finds it difficult to leave their home, we have a number of exciting and challenging roles to suit you.This is an ideal role if you are looking to gain experience in a health and social care setting or simply want to help or offer company to a vulnerable/isolated person. | **Minimum requirement of 1 hour per week – great if your spare time is limited!!** | Across Newham | The role benefits from a learning support package which includes adults safeguarding, lone working and confidentiality. You will be required to undergo a DBS (formerly CRB) check. You will need to be 18+ to apply for this role. | Hannah MartindaleHannah.martindale@activenewham.org.uk | ASAP |
| **OUTDOOR LEARNING VOLUNTEER** | Green Space Friendly Schools is funded by the City Bridge Trust. The Project connects local primary schools with the outdoor environment at West Ham Park. From physics experiments in the playground; inspiration for poetry in the nature gardens and dynamic maths lessons on the playing fields, the Park offers an engaging setting to enrich all curriculum subjects. We are currently recruiting volunteers who are keen to support primary aged outdoor education sessions.  | Commitment of 3 months needed, flexible and negotiable. | **West Ham** | We are looking for people who are available during weekdays to support sessions for up to three hours in length, as and when school bookings occur.More info available on request. | Habebur.rahman@activenewham.org.uk |  |
| **CHILDREN’S CENTRE ROLES** | Are you interested in supporting young people and families? Are you looking for a career in childcare? If so then this opportunity may be for you.We are looking for volunteers to support children’s centres across the borough.As an Early Start Volunteer you will be volunteering alongside trained professionals delivering Parent/Carer and Toddler sessions. | **3 hours per week on a rota basis ongoing** | There are a number of sites across the borough which require support so we will try and match volunteers to their closest one | This is a fantastic opportunity if you are looking for a career in childcare or working with young people. However, it is not suitable if you are looking at using this towards a childcare placement. Ideally you will be a parent.There is a fantastic training package along with ongoing support, supervision and mentoringAll volunteers will require a DBS check and an induction with the Children’s Centre staff. | Kolsuma.miah@activenewham.org.uk | ASAP |
| **GARDEN SUPPORT VOLUNTEERS** | Our partners at Cody Docks are looking for volunteers to support them with their outdoor space and gardens.There are a number of roles on offer including assisting in maintaining clear paths through weeding and sweeping; watering the gardens; general weeding and clearing across the site; helping in planning and planting; supporting the seed and vegetable harvesting. | **Wednesday and Saturday from 10am-2pm** | **Canning Town** | This opportunity would suit volunteers who have an interest in gardening, community involvement, ecology, conservation and wildlife habitatsHowever, if you are not sure if this is right for you they have one off ‘have a go’ sessions each Wednesday and Saturday for you to have a try.There will be lots of opportunities ongoing if you join the team including in house training, workshops and possible opportunities for paid employment in the future | volunteers@activenewham.org.uk | ASAP |
| **TOWPATH RANGERS** | Join a brand new team who will help to open a new part of the canal in the Olympic park, Stratford, which will also become the home of a unique double gated radial lock. Not only will the lock be the only one of its kind in the UK, but the transparent casing will give the public a chance to see its inner workings. As a towpath rangers you will engage with the public to let them know about the lock, restoration and newly opened waterways; Communicate some of the local heritage, with free workshops offered by the Canal and River Trust; feedback public opinion of the Bow Back Rivers and Carpenters Road Lock area; measure the number of visitors to the lock and surrounding area and monitor the towpaths and canals for signs of vandalism and repairs  | **Start as soon as possible****Volunteers should be available 2-4 hours per week and 4-5 hours for one off events. Times are flexible to suit volunteers availability** | **Stratford** | There will be a half day induction for all volunteers with specific training through their buddy system as you develop in the role. This will suit people with an interest in waterways, love the outdoors, enjoy meeting new people and discovering new parts of LondonIf you are interested you will need to complete an application form and attend the induction. | volunteers@activenewham.org.uk | ASAP |
| **WILD EAST VOLUNTEERS** | Our friends at City of London are looking for volunteers to support them with 2 wonderful roles.**Wild East Ambassador**The purpose of this role is to support the Open Spaces Learning team to raise awareness of and champion the Wild East Project. You’ll be supporting the Wild East Project Officer in setting up and delivering information stalls at community hubs such as libraries. You’ll help explain the project to the general public and encourage people to volunteer**Wild East Welcomer**The purpose of this role is to support our Open Spaces Learning team to champion green spaces and connect more local people with them. You’ll be welcoming people to Wanstead Flats and West Ham Park, through conversation, stories, use of props and activities. You’ll help them to explore the hidden and remarkable story of these two spaces and how beneficial they’ve been to both people and wildlife. You’ll also help people to discover wildlife where they least expect it. | **1 – 2 days per month – flexible to suit the availability of volunteers** | **West Ham and Wanstead** | City of London manage almost 4,500 hectares of natural open space for public recreation and health. Their green spaces, most of which are charitable trusts, are run at little cost to the communities that they serve. Their spaces are in and beyond the City of London and have over 23 million visits each year. There are many benefits associated with both roles including on-going support and trainingFor more information please get in touch with us | volunteers@activenewham.org.uk | ASAP |
| **VOLUNTEER SUPPORT****AT THE POWERHOUSE****WOMEN ONLY TO APPLY** | Volunteers will be assisting with sessions for women with learning disabilities.Duties will involve making/assisting to make drinks, talking to members, participating and assisting in sessions including art, dance, music, drama, group discussions, gardening, cooking, learn project, ICT, reporting to the session leader, any incidents or issues’ issuing information packs to new referrals, representing the organisation at community meeting forums & support the users.The Powerhouse for Women Charity exists to provide advocacy support that promotes the rights and choices of women with learning difficulties in the society and to raise awareness of issue that affect their lives | **Each:****Monday 10am – 3pm****Wednesday 10am – 3pm****Friday 12pm – 1pm**  | Canning TownEast Ham | As a volunteer you should have:* Good communication skills (written and verbal).
* A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals needs
* Computer literacy skills, including Microsoft Office, Outlook and internet
* Discretion and confidentiality
* Excellent facilitative and verbal communication skills
* Excellent phone manner

This is a truly rewarding role that will benefit a great organisation. Volunteers will gain experience in an admin and support role. This will look great on your CV.You will also get travel and lunch expenses and a reference. | volunteers@activenewham.org.uk | ASAPIf you are only able to do 1 day a week please still get in touch as we can be flexible.All those who apply will have their contact details shared so an informal chat can take place prior to be taken on |
| **VARIOUS LIBRARY OPPORTUNITIES ACROSS THE BOROUGH** | How would you like to support your local library? There are 10 libraries in Newham and they all run a series of different and exciting activities and sessions, which run during the day, in the evenings and on the weekends. Most require volunteer support. They range from: **Homework clubs, chess club, do it online, storytelling, book club, stay and play, arts and crafts, family film club & movie nights, games club, English conversation club, toy library, community champion, get connected, basic computer skills,** and so much more. | **Various days and times** | Newham borough wide | These opportunities are a fantastic way to gain a variety of different skills, increase your confidence levels, leadership skills and work as part of a team. This is also a great way to help engage the community and inspire them to become more active. No experience is necessary, just a smile on your face and lots of enthusiasm.If you require specific details on any sessions in any of the libraries, please email Alison Mitchell. | Alison MitchellAlison.mitchell@activenewham.org.uk | Ongoing long term opportunities |
| **NEWHAM & ESSEX BEAGLES ATHLETICS CLUB****VOLUNTEER ATHLETICS COACHES IN TRACK AND FIELD****NEWHAM & BEAGLES ATHLETICS CLUB****CONNECTED SOCIAL CO-ORDINATOR** | Newham & Essex Beagles is a very long established Athletics club which has been running for a number of years. They are looking for enthusiastic volunteers with an interest in athletics to support the coaches in track and field. The club will soon be relocating to the Queen Elizabeth Olympic Park and committed volunteers will be offered free training to develop their skills.They are also looking for a social co-ordinator whose role will be to organise social events, awards ceremonies, disco and quizzes.**Skills required:**Excellent people skillsEnthusiasmOrganisational skillsTime management skillsBudget management experienceEvent organisation experiences | **Mondays & Wednesdays 6.30-8.30pm****Saturday****9.30-11.30am** | Plaistow | If you have an interest in athletics and supporting a local club, then this role is for you. Free training opportunities will be offered to volunteers who show a commitment to the club.Your role will be fun, rewarding and you will have the opportunity to develop your coaching skills, working as part of a team and leadership skills.Desirable to have some experience in coaching but not essentialDesirable to have a DBS check or willing to undergo one | Alison MitchellAlison.mitchell@activenewham.org.uk | N/A Ongoing |
| **NEWHAM & BEAGLES ATHLETICS CLUB****CLUB VOLUNTEER PHYSIOTHERAPIST** | The club are currently looking for a volunteer physiotherapist to assist in the assessment, treatment and rehabilitation of the club athletes.**The role includes:*** Educating club coaches on injury prevention and management
* Assist or lead the cool down stretching sessions
* Supporting the club at athletics competitions
* Producing an injury audit on a monthly basis
 | **Every Monday & Wednesday****Time: 6.00-8.00pm** | Plaistow | Benefits of this role will include training opportunities in partnership with England Athletics and the club will support volunteers with a continuous professional development programme.**Requirements:*** Qualified Physio / sports masseuse or working towards the qualification
* Confident in providing treatment and advice for injuries
* Reliable and responsible
* Friendly and approachable
* Full DBS required
* Will be required for 2 hours per week
 | Alison MitchellAlison.mitchell@activenewham.org.uk | N/A Ongoing |
| **EAST LONDON FOOTBALL ACADEMY** | ELFA are a long established football academy and are looking for volunteers to support them by assisting with the coaching and mentoring of young people, refereeing matches, registration of club members and general support. Also to assist with the large number of matches they have during the weekends. | **Every Saturday****Time:****11.00am – 12.30pm** | Manor Park | If you have an interest in football and supporting a local club, then this role is for you. Your role will be fun, rewarding and you will have the opportunity to develop your coaching skills, working as part of a team and leadership skills.Desirable to have some experience in coaching but not essentialDesirable to have a DBS check or willing to undergo one | Alison MitchellAlison.mitchell@activenewham.org.uk | N/A Ongoing |
| **NEWHAM CRICKET CLUB** | Newham cricket club are a long established club and are looking for volunteers, with some cricket experience to support them with the coaching, mentoring of young people, umpiring, scoring, registration of club members and keeping an inventory of the kit merchandise. Also, managing and coaching colts’ teams and helping to get them to matches. | **Every Sunday****Time:****10.00am-12.00pm****Every Tuesday evening from 5pm** | East Ham | If you have an interest in cricket and would like to support a local sports club, then this role is for you.Desirable to have some experience in cricket. | Alison MitchellAlison.mitchell@activenewham.org.uk | N/A Ongoing |