



Social, leisure and learning opportunities  
for people with disabilities



## The Queen's Award for Voluntary Service

*The MBE for volunteer groups*

**BUILD has a small team of employed staff and a huge team of over 80 volunteers, who are carefully selected, trained and appointed to roles that have rewards beyond just helping people with disabilities but enhance the lives and careers of our volunteers too.**



Volunteering roles at The BUILD Charity are structured around both needs of the volunteer, and the needs of the charity making sure both parties get a win from the relationship. They need to match the time and commitment available from the volunteer to the needs and commitments of the services provided by The BUILD Charity.

All volunteers are subject to an initial assessment discussion, as part of the registration process, an enhanced check by the Disclosure and Barring Service and at least two independent references from employers, academic staff or other places where they have volunteered, or are known. All volunteers receive one to one induction training, and are required to complete the Disability Awareness and Safeguarding Workshops within the first three months of their appointment. Volunteers receive regular support and an annual review to make sure everything is still working well for both parties.

BUILD makes a contribution to volunteers' travel and activity expenses, to ensure that they are not out of pocket when supporting our programme of activities.

We provide three types of volunteering opportunities which include:

**Front line volunteering** – supporting one of our social, leisure and learning services, such as the Wednesday Club, Community Activities programme, or Learning and Skills Workshops where volunteers will work within a small, or sometimes large team, led by a BUILD member of staff. This role may involve

supporting and encouraging people with disabilities to take part in activities, helping them understand instructions, or get the most out of the activity. Sometimes it is just helping them enjoy a great day out, knowing that someone is there to help them if they need it.

**Background Volunteering** – supporting BUILD’s back-office functions in things like marketing, public relations, and fundraising, as well as working in a clerical role in our Norwich offices, producing a newsletter, managing our archives, or helping us link with new business opportunities. These opportunities also include being members of our Board of Trustees, Community Engagement Team or Advisory Groups that play a key role in our service development.



**Volunteering for people with disabilities** – BUILD has always supported volunteering for people with disabilities. Some of our Trustees are people with disabilities, and most of the people designing and delivering our internal and external training programmes are volunteers with disabilities who are, of course, the real experts.

Whilst actual volunteering vacancies will vary from time to time, we often create volunteering roles where people have specific skills or interests to offer that enhance our programmes, or add mutual value to our work. Please talk to us if you have a skill, or interest that you want to share.



Most appointments as volunteers start with the completion of our on-line registration form at [www.buildcharity.co.uk](http://www.buildcharity.co.uk) followed by an informal discussion exploring what you, and we want to get out of the volunteering relationship. This is based on how much time you want to commit, when you are available, what skills you want to use, and what needs we have within our team.

From that conversation we look to find the right role for you.

Our current vacancies appear on the following pages, and will be updated on our Facebook and Twitter pages, as well as on our website. However, if you are looking for something and can't find it here, it's still worth completing a registration form and having a discussion with us.



Role	Description	Skills and experience	Commitment
<b>Allotment maintenance volunteer</b>	The BUILD Charity manages an allotment on the east side of Norwich and are looking for someone to maintain it between specific sessions for people with disabilities.	Some knowledge of gardening and growing, good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team.	Weekly commitment during the growing season and second Sunday of each month in the morning.
<b>Wednesday Club – Cooking Skills Lead volunteer</b>	Supporting a small group of people with disabilities to participate in learning basic cooking skills within a weekly social club on Wednesday evenings in Norwich. The Lead Volunteer will need to plan the 1 hour workshops, get together ingredients (refundable) and lead the session.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	2 x Wednesdays a month between 6.45pm and 9.15pm.
<b>Wednesday Club – Arts and Craft Support volunteer</b>	Supporting a small group of people with disabilities to participate in a range of arts and craft activities within a weekly social club on Wednesday evenings in Norwich. The support Volunteer will assist the lead volunteer.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Ever, or every other Wednesday a month between 6.45pm and 9.15pm.
<b>Wednesday Club – Women’s Group Lead Volunteer</b>	Supporting a small group of women with disabilities to participate in peer chosen discussions and activities for women within a weekly social club on Wednesday evenings in Norwich.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	1 x Wednesday a month between 6.45pm and 9.15pm.
<b>Bounce with BUILD – Support Volunteer</b>	Supporting a small group of people with disabilities to participate in trampolining at Riverside, Norwich on a Monday early evening. There is no requirement to go on the trampoline, but to help people with lockers, payment and refreshments etc.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Monday evenings on a rota system between 5.45pm and 7.15pm

Role	Description	Skills and experience	Commitment
<b>Skills for Life Volunteer</b>	Supporting a small group of adults with disabilities take part in inter-active Saturday morning workshops aimed at increasing the skills for independent living.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team. Some experience of developing and/or delivering learning or training would be an advantage.	Normally a 2-hour session on the second Saturday morning once each month. Generally these take place in Norwich but may be at other locations.
<b>Weekend Walkabout – Support Volunteer</b>	Supporting a small group of adults with disabilities to take part in a short relaxed city, countryside or coastal walk at various locations in Norfolk but starting from Norwich (public transport) normally on the 3 <sup>rd</sup> Sunday of the month (afternoon).	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Normally the 3 <sup>rd</sup> Sunday of the month in the afternoons.
<b>Sunday Cinema – Lead Volunteer</b>	Supporting a small group of adults with disabilities to enjoy a Sunday afternoon visit to a cinema in Norwich, normally on the last Sunday of the month, in Norwich.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Normally the last Sunday of the month in the afternoons.
<b>Community based “cultural” weekend activities – Support Volunteers</b>	Supporting a small group of adults with disabilities to take part in daytime or evening community based cultural activities at various locations in Norfolk but starting from Norwich (public transport). These may include visits to museums, heritage properties, or tourist attractions.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	This programme varies but will be delivered normally as half or full day events on Saturdays or Sundays.
<b>Fitness For Fun – Gym Support Volunteer</b>	Supporting a small group of adults with disabilities to take part in a monthly one-hour gym session under the supervision of a Personal Trainer. Active participation required.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	This programme is normally delivered on the second Tuesday of the month between 7.15pm and 8.15pm in Norwich.

Role	Description	Skills and experience	Commitment
<b>Fitness For Fun – Energise Session Support Volunteer</b>	Supporting a small group of adults with disabilities to take part in a monthly one-hour gentle aerobics session under the supervision of a Personal Trainer. Active participation required.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	This programme is normally delivered on the first Thursday of the month between 7.30pm and 8.30pm in Norwich.
<b>Generic “Pool” Volunteers</b>	We are building a team of “Pool” volunteers who can be called upon to assist any activity where there is a temporary vacancy due to the regular volunteer’s change of circumstances such as work commitments, family holiday etc.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Varied commitment, depending on the projects.

## How to get involved

- 1 Visit [www.buildcharity.co.uk](http://www.buildcharity.co.uk) and check out our “Jobs and Volunteering” page to find a Volunteer Registration Form to complete and send to us.
- 2 On receipt we will arrange to have an informal discussion to see if we have a role that is right for you, and us.
- 3 If we do, we will take up references, arrange your induction training and get you involved.

## For further information

**Call:** 01603 618029  
**E mail :** [volunteer@buildcharity.co.uk](mailto:volunteer@buildcharity.co.uk)  
**Follow us on Facebook** <http://www.facebook.com/pages/Build-Norfolk/218067204873394>  
**Follow us on Twitter** @BUILDCharity



**BUILD is a Norfolk based independent registered charity providing social, leisure and learning opportunities for people with sensory, physical or learning disabilities.**

BUILD Charity Limited is registered in England & Wales with company number 8069610 and registered with the Charity Commission with charity number 1147395 at the registered office being Church House, Church Alley, Redwell Street, Norwich, NR2 4SN to which all correspondence should be sent.