



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 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
Allotment maintenance volunteer	During the Spring of 2017 the BUILD Charity will be taking on 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.
Golden Anniversary Archivist	To take the lead in sorting through a wide range of materials that form the Charity's rich history over 50 years into an organised set of exhibits that can be used as part of the charity's archives.	Good organisational skills, research and documenting skills, as well as the ability to recognise cultural and historical value out of junk.	Arranged to suit the applicant, and primarily based in the Charity's Norwich office, this will be a mix of daytime, evening and weekend activity to suit the volunteer.
Wednesday Club – Creative Arts support volunteer	Supporting a small group of people with disabilities to participate in art and craft activities 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	Weekly, or bi-weekly commitment on Wednesdays between 6.45pm and 9.15pm.
Fundraising volunteers	Working with the Chief Executive to design and deliver a range of community based fundraising activities.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team. Marketing and project management skills are also useful.	Varied commitment, depending on the projects.
Marketing and Promotions volunteers	Working with the Chief Executive to design and develop marketing materials to promote the work of the charity to the wider community, and to assist at promotional events.	Good design and communication skills.	Varied commitment, depending on the projects.

Role	Description	Skills and experience	Commitment
Generic “Pool” Volunteers	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 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
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.

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