



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 BUILD are structured around both needs of the volunteer, and the needs of BUILD 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 BUILD.

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 BUILD's activities. BUILD provides 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.

Role	Description	Skills and experience	Commitment
Saturday Swimming - support volunteer	Supporting a small group of people with disabilities to take part in a public swimming session on the first Saturday of the month between 11.30am and 1pm at Riverside Norwich.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team. No regular requirement to be in the pool, as other volunteers may cover this.	Monthly commitment, normally the first Saturday in each month.
Sunday Cinema - support volunteer	Supporting a small group of people with disabilities to visit the cinema in Norwich on the last Sunday of the month normally during the afternoons in central Norwich.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Monthly commitment, normally the last Sunday in each month
Weekend Walkabout - support volunteer	Supporting a small group of people with disabilities to enjoy short outdoor country walks on the third Sunday of the month normally during the afternoons.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Monthly commitment, normally the third Sunday in each month.
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.

Role	Description	Skills and experience	Commitment
“Bounce with BUILD” Party Hosts	On Monday afternoons/early evenings from April 2017 we are hosting trampoline parties at Gravity Trampoline Park in Riverside Norwich and need volunteers to support people on arrival.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team. This will not involve going on the trampoline, but helping people fill out forms and find their way around.	Weekly commitment between 5.15pm and 7.15pm on Mondays, but not necessarily every week.
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 50 th anniversary celebrations in 2017.	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 towards an exhibition in 2017
Sunday Lunch Club – support volunteer	Supporting a small group of people with disabilities to enjoy meals in local pubs and restaurants on the first Sunday of the month.	Good communication and facilitation skills, the ability to encourage and support, and the ability to work as part of a team	Monthly commitment, normally the first Sunday in each month.
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.

Role	Description	Skills and experience	Commitment
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.
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.