

Opportunities for Volunteers

Our volunteers support every department within the Hospice; several charity shops throughout Calderdale, donation centre in Elland and our three Friends Groups. To help you decide which area(s) you would like to support, please refer to the information below and indicate your preferences on the registration pack.

Available opportunities will be discussed during the interview/trial session. Some roles are subject to a Disclosure and Barring Service (DBS) check and have mandatory on-line training to complete.

Administration: The Administration opportunities are based within Overgate Hospice, Elland within the following departments: Finance, HR, Clinical Education, Retail and/or Volunteering. Volunteers will undertake a variety of general office duties, take telephone calls, get involved with exciting projects and various ad-hoc tasks. The volunteer must be IT competent and confident on the telephone. These opportunities take place Monday to Friday during normal office hours.

Art Therapy: We are looking for artistic volunteers to host some fun, interesting and engaging activities one day a week every 8 weeks.

Beautician: Qualified beauticians are required to help with our patients' well-being, offering manicure and pedicures. Please note this is subject to a Standard DBS check.

Breath of Fresh air: Breath of Fresh Air is a 7-week course of advice, education and information for people with a chronic lung condition and their carers to help them cope and learn strategies to manage this illness more effectively. Volunteers talk to patients and carers, assisting with activities/games and hospitality. This role is subject to a standard DBS check.

Capital Appeal Events Volunteer: We are looking for an enthusiastic and self-motivated individual to provide practical help to Overgate Hospice's Capital Appeal Team. These exclusive events may take place at a key supporter's home, within the Hospice or an external venue. It will be vital in engaging interest and support for the Capital Appeal.

Carers Group Support: A fortnightly drop-in group on Tuesday evenings 18:00 to 20:00 supporting relatives and friends of our patients. Volunteers meet and greet carers offering refreshments and a listening ear. Please note there are no current volunteering opportunities but expressions of interest will be kept on file.

Chaplaincy Team: The overall purpose of the Chaplaincy Department is to provide support to patients and their families; offer a listening ear and to make appropriate and sensitive pastoral responses. The time and resources of the Chaplaincy Team are available to people of any faith or none. Please note this role is subject to an Enhanced DBS check. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.

Clinical Education Support: Overgate's Education team provides teaching and learning sessions to hospice, community, and care home staff in Calderdale. Volunteers support a few

hours, during the week from Monday to Thursday and help with administration such as filing, printing, and preparing education resources. Occasionally we need help at study days with registering attendees and helping with refreshments.

Community Engagement: We are looking for bilingual and multilingual volunteers to represent Overgate Hospice in the Community. Talking to groups and organisations, attending events and giving speeches on behalf of Overgate Hospice. This is an exciting and rewarding opportunity to meet new people and help raise awareness of Overgate Hospice and all its services. Training and support will be given.

Complementary Therapist: Therapists must be qualified to Diploma level, registered with a professional body e.g., Reiki Federation or Federation of Holistic Therapies and be insured to offer aromatherapy massage or reflexology. Complementary Therapists will receive in-house training on working with life-limiting illness. This role is subject to a Standard DBS check.

Counsellor: Volunteer counsellors must be either a qualified counsellor or working towards a Level 4 Diploma or above in counselling studies. This role requires two or more hours per week, offering counselling to our patients and their relatives. Experience of palliative care/bereavement work is advantageous, but not essential. Overgate Hospice will pay travel expenses and reimburse supervision fees. This role is subject to an Enhanced DBS check.

Day Hospice & Hub Group Hospitality: Overgate Hospice runs a weekly well-being service at the Hospice every Thursday 9:30am to 12:00pm and again 1:00pm to 3:30pm. We also run our Community Hub groups at Hebden Bridge, Hipperholme, Ripponden; North Halifax, Central Halifax and Todmorden which are each run once a month either on a Monday, Tuesday or Wednesday 10:00am to 3:00pm. Volunteers talk to patients and carers, assisting with activities/games and hospitality. This role is subject to a standard DBS check. 1st Wednesday - Upper Valley/Hebden Bridge 2nd – Lower Valley/Hipperholme; 3rd – Calder & Ryburn/Ripponden; 4th – North Halifax/Ovenden and the 1st Monday of the month in Central Halifax/Kings Centre; 1st Tuesday – Todmorden Health Centre.

Day Hospice Public Speakers/Presenters (In Person or via Zoom): We are looking for volunteers who may have an interesting subject to share with our patients via zoom, at Support and Wellbeing programmes or Hubs. If you are a public speaker or have an interesting hobby/subject to share, please get in touch. This role is ad-hoc and does not require a registration form filling in.

Day Hospice Driver: Volunteer drivers are required to transport patients to and from Day Hospice. Varying hours depending on service required (not Saturday or Sunday). Own transport is essential, with mileage/petrol reimbursed accordingly. Drivers must inform their insurers of their voluntary driving. We complete an online driving licence and MOT certificate check and an enhanced DBS with barred list check.

Diversional Therapy Assistant: Diversional Therapy provides creative support for our patients on the Inpatient Unit, Support and Wellbeing Sessions in Day Hospice, in our Hubs and in our Time To Think group. This therapy may help divert thoughts away from challenging times, illness and pain. It can provide a creative, non-verbal outlet for complex emotions and help to raise self-esteem. Providing something to anticipate, through the development of a new skill and interest at a time when old hobbies may no longer be available. The Diversional Therapy Assistant will conduct activities depending on the patients' needs and interests such as chatting to patients, reading to them, playing games or doing a craft activity - we have a wide range of craft activities available and a selection of board games. This is subject to a standard DBS check. We would particularly like some male volunteers to join the existing team.

Estates Data Inputter: Assisting the Estates Lead with essential data inputting onto our online tool

'Vantage' following the planned preventative maintenance at the Hospice and the shops.

Estates Maintenance Support: The Estates Team are looking for an enthusiastic individual to help our paid maintenance support staff in our shops throughout Calderdale. General duties would include basic joinery, painting, tiling and general maintenance including putting pictures and whiteboards up. We will provide tools and protective clothing to ensure a safe place of work.

Estates Tea Trolley: Reporting to the Catering Manager, volunteers will set up the trolley and serve refreshments to patients, visitors and staff on the Inpatient Unit. Collecting and washing up used crockery. The role is 2:15pm to 3:30pm daily and is subject to a standard DBS check.

Friends Group Volunteer: We have three active Friends of Overgate Hospice groups: Brighouse, Elland and Sowerby Bridge. We are currently working towards creating a fourth within the Hebden Bridge and Todmorden area. Each group meet a few times a year to arrange events and run stalls in their community to raise vital funds for the Hospice.

Fundraising Events: Event volunteers are required to help run stalls at our own or at community events including registering participants and marshalling. If you do not feel like 'being on the front line' there are several ways in which you can assist i.e. If you were happy to use your vehicle, we have posters and information leaflets that need distributing around local areas and in public buildings. Mileage/petrol will be reimbursed. Please note: some events will be on a weekend or an evening.

Fundraising Door Drops: We are always looking for volunteers who enjoy getting out in the community, helping with our leaflet door drops. These door drops help circulate information on Overgate Hospice events and campaigns. This role can be anytime during the day, posting leaflets in the local area.

Fundraising Lottery support: We are looking for a volunteer who is confident and professional speaking on the telephone to come into the fundraising office for a couple of hours on the first Monday of each month (or thereabouts) to call newly registered lottery players to thank them.

Fundraising Supermarket Stall: In supermarkets throughout Calderdale, we run stalls on an ad-hoc basis. Distributing leaflets, bucket collections with responsibility of the money donated.

Gardening: Volunteers are required to help maintain our gardens, vegetable/herb plot and the pots and tubs on the terraces. Predominately during the spring and summer seasons – preferably on a Monday or Wednesday when our paid gardener works.

Hairdresser: Qualified mobile hairdresser/barber required to help with our patients' sense of well-being. All hairdressing equipment will be required to be brought in. Please note this role is subject to a Standard DBS check.

Housekeeping Support: Volunteers are needed each day, to assist the housekeeping team. Light duties including making drinks, changing water, talking to patients, caring for the flower displays, keeping the ward kitchen stocked and surfaces clean. Weekend volunteers also clean the reception area and the link corridor. This role is subject to a standard DBS check.

In Patient Unit Support: Supporting the nursing staff with ad-hoc tasks i.e., testing the nurses call system; water temperature etc. Please note this role is subject to a standard DBS check.

IT Training Support: We are looking for volunteers with good IT skills to mentor staff and volunteers who are undertaking online training, such as sitting with them to guide them through accessing and opening training packages. This will be ad-hoc and will be mainly during the week.

Kitchen Assistant: Volunteers are needed to help with basic kitchen work such as food preparation and washing up. You will be given basic food hygiene training. The commitment would be one session a week or fortnight including weekends. Sessions available from 17:00-19:00.

Reception: As the reception desk is the first port of call for most people visiting Overgate Hospice a warm, welcoming manner and confident communicator is essential for this role. Volunteers are required to cover one shift per week during weekends or evenings. Good computer and telephone skills are also required. Monday to Friday 15:00 – 19:00 and Saturday and Sundays 12:00 – 16:00. This role is subject to a standard DBS check.

Retail Charity Shop: We have several charity shops located throughout Calderdale, which include furniture shops in Hebden Bridge and Brighouse. Little Stars, our three children's shops in Elland, Brighouse and Sowerby Bridge and a boutique shop in Brighouse. We require volunteers aged 14 and above to help with sorting donations, pricing, steaming, displaying, stock rotation, using the till and customer service. Please note: Opening times vary for each shop.

Retail West Vale Charity Shop Cleaner: The West Vale shop are looking for a cleaner to work on a Saturday morning 9am to 11am to clean the staff areas, dust the shop including skirting boards. The shop is open to the public at 10am.

Retail Donation Centre Assistants: Based in Elland, we are looking for volunteers to accept donations from the public and promote the Gift Aid scheme. Help sort the stock into various categories and identify donations for eBay, Ziffit and other online sales or auctions.

Retail Donation Centre Drivers Mate: Based in Elland, driver's mates will assist drivers with collections from donor houses and deliver them to the donation centre (DC). Volunteers will promote the Gift Aid scheme to donors and move stock from the DC to shops and between the shops. Minimum age 16 years old.

Retail Shops Drivers/Drivers Mates: we have two furniture shops, one in Hebden Bridge and the other in Brighouse. Hebden Bridge require volunteer drivers to use the Overgate Hospice vans for collections and deliveries of items of furniture, both shops are looking for driver's mates. Drivers must be aged 21+ however driver's mates are accepted from 16+. *Please note these roles and in particular the role of furniture shop drivers/drivers' mate, are very physical and involve lifting/carrying on a regular basis.*

Retail Jewellery Expert: Volunteers required authenticating and identifying metal and stones in jewellery and watches to help value the items.

Retail Art Expert: Our retail team are looking for Art Experts to help identify and price the artwork we have donated to sell on EBay or at auction, may be required to travel to more than one shop however mileage expenses will be paid.

Retail Book Expert: Required to help identify and price rare editions and collectors' items donated to our shops, may be required to travel to more than one shop however mileage expenses will be paid.

Retail Bric-a-Brac Expert: We are looking for porcelain/pottery enthusiasts to help identify and price rare collections which are donated to our shops, may be required to travel to more than one shop however, mileage expenses will be paid.

Retail New Goods support – Based at the eCommerce hub in Elland, helping with pricing stock on a Tuesday or Wednesday.

Retail New Goods Driver – Collecting stock from the eCommerce hub in Elland on a Tuesday or Wednesday and delivering them to our shops throughout Calderdale. Own transport is essential, with mileage/petrol reimbursed accordingly. Drivers must inform their insurers of their voluntary driving. We complete an online driving licence and MOT certificate check.

Retail eCommerce volunteer: Are you a treasure hunter at heart? Do you have a keen eye for spotting hidden gems? Overgate Hospice is seeking passionate individuals to join our team as eCommerce Volunteers! As an eCommerce Volunteer, you'll dive into the exciting world of donated goods, uncovering treasures from jewellery to vintage vinyl records. Your mission? To evaluate, photograph, and list these treasures for sale on eBay, all while supporting our hospice's invaluable care for those at the end of life and our ambitious 'Big Build' project. From sorting to selling, this role promises an adventure with purpose, where every item you discover helps make a difference. Join us in turning donations into dreams fulfilled!

Retail Vinyl Records Expert: Volunteers are required to help us accurately price vinyl records in our Hebden Bridge and Brighouse furniture shops and spot the rarities and collectable labels which should be sold at auction. Mileage expenses will be paid.

Stories for Life (Previously Hospice Biographer): Meeting patients to produce an audio recording on USB stick of a patient's life stories to pass onto loved ones. Training is provided by the Chaplain. Minimum commitment required is half day a fortnight. A standard DBS check will also be undertaken. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.

Time to Talk: A monthly bereavement support drop-in group. Volunteers offer hospitality to attendees and a listening ear. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.

Time to Think: Hospitality volunteer required to help at a dementia support group. Volunteers meet and greet the attendees (patients and carers) and offer refreshments. This is held on a Friday morning 9:30am to 12:00pm and the programme lasts for six weeks.

Time for Me: A monthly bereavement support drop-in group with a focus on wellbeing activities. Volunteers offer hospitality to attendees and a listening ear. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.

What Happens Next: A bereavement support group meeting every fourth Tuesday evening for the recently bereaved. Volunteers offer hospitality to attendees and a listening ear. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.

Words from the Heart: Supporting patients in providing a written legacy to pass onto loved ones. Training is provided by the Chaplain. Minimum commitment required is half day a fortnight. A standard DBS check will also be undertaken. Please note there are no current volunteering opportunities, but expressions of interest will be kept on file.