

Volunteer Role Description

About Us:

The Orpheus Centre is a specialist further education college and charity working to support young disabled adults, who are passionate about the arts, to achieve their potential and lead independent lives.

Set up by musician and songwriter Sir Richard Stilgoe, Orpheus offers learning, supported housing and personal care on the same site in Godstone, Surrey.

Volunteer Role:

Collection Box Coordinator – 2 hours a week

Why volunteer:

Through volunteering with us you will gain a greater sense of purpose and help with fundraising for Orpheus. You will coordinate the regular collection and replacement of Orpheus donation boxes within the local area and liaise with other volunteers to inform them which boxes need collecting. You will also need to maintain our database, inputting current and new locations, reporting stolen or broken boxes, researching new locations to distribute boxes and inform the Community Fundraiser.

This role would suite someone who is self-motivated, have a confident manner and experience of dealing with the public face-to-face. Experience using excel spreadsheets or databases would be beneficial, however we can provide training if necessary. You'll need to be reliable, an excellent communicator, have a friendly and enthusiastic personality and committed to helping. Being a car driver will help you within this role.

You will have a mentor who will help and guide you when you first start volunteering at Orpheus.

Training:

Role relevant training, including Equality, Diversity and Inclusion and Safeguarding will be given prior to start date. There is also the opportunity to attend our Learning Support training.

On-going support will be available throughout your time at Orpheus.

Benefits/What you'll get:

- Experience of volunteering in an education setting.

- Working within a team as well as independently.
- The opportunity to meet new people and having fun.
- Develop confidence, empathy, listening and communication skills through working with our students.
- Gain experience in the charity sector.
- Opportunities to volunteer at other fundraising or on site events at Orpheus.
- Free on-site parking and expenses claimed back.
- Discounted lunches.
- Volunteer social events, like our Volunteer tea party.

Safeguarding:

Orpheus is committed to safeguarding and promotes the welfare of all service users. We are committed to the promotion of equal opportunities.

This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an Enhanced disclosure through the Disclosure Barring Service (DBS).

Equality & Diversity:

- To enforce the zero tolerance policy of all forms of victimisation, discrimination and harassment in the workplace.
- To be tolerant of differences and use respectful language.
- Ensure professional standards and boundaries are clear.
- To treat everyone respectfully.

Application Process:

Please apply via our website: www.orpheus.org.uk/volunteering

Once your application has been received it will be reviewed, you may then be invited in for an informal interview.

Your references will be checked and you will need to complete the online DBS application before bringing the relevant documents in to be checked.

You will then need to attend all of our training. This can all take 3-4 weeks to be completed before you start volunteering with us.

We look forward to hearing from you.