Current vacancies

To apply please go to <https://www.keech.org.uk/support-us/volunteer> or contact us at volunteering@keech.org.uk or call 01582 497829.

|  |
| --- |
| Retail Volunteers and Drivers/Driver’s Mate |
| Our fun and friendly team of retail staff and volunteers support Keech Hospice Care by raising £1.4 million each year. We have 32 shops across Bedfordshire, Hertfordshire and Milton Keynes. Many of our shops are looking for volunteers to assist in many different ways including:* To welcome, assist and serve our customers in a warm and friendly way
* To assist with sorting, steaming, hanging, pricing and displaying stock
* Dealing with customer purchases and gift aid.
* PAT (Portable Appliance Testing) testing (training will be given)
* eBay Shop Volunteers: to help with desktop research and management of our eBay shop. Knowledge of antiques, collectables, coins, stamps or specialised items desirable
* Driver/Driver’s Mate: Collect and deliver donations (minimum age 18).

**Keech Hospice Care Shops in Bedfordshire**24 Allhallows, Bedford, MK40 1LJ (01234 364720) 58 Birdsfoot Lane, Luton, LU3 2DQ (01582 599496) 9 Ashton Square, Dunstable, LU6 3SN (01582 476411) 1 Cowlgrove Parade, Steppingley Road, Flitwick, MK45 1AJ (01525 721316)59 Katherine Drive, Dunstable, LU5 4NP (01582 477280)Unit 3, Roman Gate, Great Denham, MK40 4FU (01234 327863)249 Bedford Road, Kempston, MK42 8BP (01234 856500)174 Marsh Road, Leagrave, Luton, LU3 2QL (01582 494837)12-14 Park Street, Luton, LU1 3EP (01582 481130)3 Market Square, Sandy, SG19 1HT (01767 691304) 652-654 Hitchin Road, Stopsley, Luton, LU2 7XH (01582 732803)31 Sundon Park Parade, Sundon Park, Luton, LU3 3BJ 01582 579966)Unit 8F Britannia Estate, Leagrave Road, Luton, LU3 1RJ (01582 480062) Warehouse (01582 411180) Shop and eBay **Keech Hospice Care Shops in Milton Keynes**170 Queensway, Bletchley, Bucks HP2 2SW (01908 370836)28 High Street, Newport Pagnell, Bucks MK16 8AQ (01908 216565)**Keech Hospice Care Shops in Hertfordshire**35-37 Lower Kings Road, Berkhamsted, HP4 2AB (01442 863893)7 Witton House, 24-38 Lower Road, Chorleywood, Rickmansworth, WD3 5LB (01923 283023)130 The Gossamers, Watford, WD25 9AD (01923 671768)12-13 Bowers Parade, High Street, Harpenden, AL5 2SH (01582 760450)15 Bowers Parade, High Street, Harpenden, AL5 SH (01582 462578)167 The Marlowes, Hemel Hempstead, HP1 1BH (01442 257050)12 The Queen’s Square, Hemel Hempstead, HP2 4ES (01442 768963)11 Maidenhead Street, Hertford, SG14 1DW (01992 503670)18 Churchyard, Hitchin, SG5 1HP (01462 441171)81 High Street, Hoddesdon, EN11 8TL (01992 462041)18 How Wood, Park Street, St Albans, AL2 2P (01727 875532)285 Watling Street, Radlett, WD7 7LA (01923 854576)21 High Street, St Albans, AL3 4EH (01727 895790)7 Queensway, Stevenage, SG1 1DA (01438 314598)46 High Street, Watford, WD17 2BS (01923 819812)135 High Street, Waltham Cross, EN8 7AP (01992 643251)19-21 Cole Green Lane, Welwyn Garden City, (01707 376315) |

CARE AND SUPPORT ROLES:

|  |
| --- |
| Trustee – with clinical experience |
| Have you got clinical experience? Do you have an understanding of governance and organisation development? Are you dedicated and driven to make the difference when it matters the most?Then we would love to hear from you.Currently, we are looking for a Trustee with a clinical background to join our Board of Trustees. For more details, please contact us on volunteering@keech.org.uk 01582 497829 |

|  |
| --- |
| Volunteer Lifeguards/Volunteer Poolside Assistants |
| **Volunteer Poolside Assistants – Minimum age 16*** We’re looking for volunteer poolside assistants to provide supervision of pool users.
* Volunteers will be responsible for the safety of all pool users and to ensure that pool rules are enforced.
* Duties include observing pool users for signs of danger, getting buoyancy aids/equipment and sweeping away puddles to prevent slipping.

Volunteer Lifeguards in the Hydrotherapy Pool – Minimum age 16 * We’re looking for qualified lifeguards. However, full training can be provided for those who do not have the NLPQ. Volunteers must be confident swimmers; able to swim 50 metres in less than a minute. 5 day training courses take place at Lewsey or Inspire swimming pools during school holidays.
* Volunteers must be reliable, honest and trustworthy.
* Excellent communication skills, able to volunteer as part of a team and able to follow instructions.

Applicants must have availability weekdays between either 10.00 am – 1.00 pm or 1.00 pm – 4.00 pm and can give a regular commitment. Both opportunities are based at our hydrotherapy pool at the hospice in Luton. We are also looking for people on an adhoc basis for holiday times. Training will be given. |

|  |
| --- |
| Volunteer Assistant Pool - aids |
| We’re looking for a volunteer to support a member of our care staff, who will be in the pool with a patient. You will remain at poolside and not be in the pool itself. Duties include:* Adhering to health and safety requirements at all times.
* Following instructions from a key member of staff, passing relevant aids or equipment safely.
* Volunteers must be reliable, honest and trustworthy.
* Volunteers must have excellent communication skills, able to volunteer as part of a team and follow instructions.

Applicants must have availability regularly on a Wednesday morning between 10.00am and 1.00pm. This role is based at our hydrotherapy pool at the hospice in Luton. Training will be given.**Minimum age 18**  |

|  |
| --- |
| Volunteer Complementary Therapists |
| Our friendly team of staff and volunteers provide complementary therapy to hospice patients and their carers Tuesday – Friday each week. Volunteer requirements:* Excellent communication skills to communicate with patients, carers and families.
* Good listening skills, sensitive, tactful and emotionally mature.
* Must be a member of a professional association which undertakes a programme of Continued Professional Development.
* At least a Level 3 Diploma or equivalent in two or more therapies from the following: massage; aromatherapy; reflexology; infant massage; reiki; Indian head massage; shiatsu; acupuncture; hypnotherapy. Two-year post-qualification experience.
* Attend our volunteer meetings held throughout the year, volunteers would be expected to attend at least two meetings.
* Commitment to ideally one day each week essential to ensure consistency of care

Minimum age 18 |

|  |
| --- |
| Volunteer Bereavement Support VisitorsOpportunities available throughout the week in the Luton area |
| Volunteer support-visitors provide bereavement support to their clients according to the philosophy of the Hospice Bereavement Support Service, acting always in such a manner as to justify trust and confidence and to safeguard the interests of the client. Volunteer requirements:* Visit bereaved people referred by the Bereavement Service with the aim of establishing, within accepted boundaries and agreed time contracts, a supportive and caring relationship that will enable the bereaved to experience the natural process of grieving.
* May assist at memorial events at both the hospice and local venues.
* May assist at support groups.
* Must have excellent communication skills to befriend adults with life-limiting illness and their families in their own homes. **Minimum age 18. Full training is provided.**
 |

|  |
| --- |
| Hospice at Home / Befriending Volunteers |
| Befriending volunteers provide additional support to patients experiencing a life limiting illness, and those that live with them. We provide support where it matters – in the home. Befriending volunteers provide time, emotional support and practical help to enable people to continue living with dignity, respect and companionship. Volunteer requirements|:* Supporting adult patients and their families in their own homes.
* Excellent communication skills to befriend adults with life limiting illnesses and their families in their own homes.
* Commitment to regularly offering a few hours per week, essential to ensure consistency of support and attend at least 50% of monthly supervision sessions Minimum age 18.
 |

|  |
| --- |
| Children’s Day Support Volunteer  |
| * Children’s Day Support Volunteers provide assistance in activities and specialised play for children with life-limiting illnesses who are accessing hospice services. Our children include babies, toddlers and children up to the age of 19.
* Volunteers assist the Play Specialist and work alongside parents in the hospice to deliver activities and specialist play for children.
* Volunteers support and assist children in the hospice, on outings and events; this may be in groups or on a one to one basis. Duties will include the delivery of activities, topical projects and creating memories.
* Volunteers occasionally may assist with support in the hydrotherapy pool.

Currently we are looking for volunteer support each Tuesday from 10am to 3pm. Minimum age 18. Training provided |

|  |
| --- |
| Palliative Care Volunteer Drivers |
| Volunteer drivers transport adult patients to and from our Keech Palliative Care Centre in Luton:* + our adult patients live in Bedfordshire, Hertfordshire and Milton Keynes
	+ our children live in Bedfordshire, Hertfordshire and Milton Keynes
* Most opportunities are Monday to Friday, between the hours 9.00 am and 4.30 pm; occasionally we require drivers of an evening and at weekends.
* Volunteer drivers assist patients with life-limiting illnesses and their families/carers to access services provided by the hospice by the provision of transport.
* Volunteer drivers must drive and act in accordance with the Highway Code and legislation relating to driving a vehicle, ensuring the safety and comfort of patients during journeys.
* Volunteer drivers can use either their own vehicle or a hospice fleet vehicle.
* Training is provided and mileage expenses reimbursed. **Minimum age 18.**
 |

|  |
| --- |
| Independence and Wellbeing Volunteers |
| The Independence and Wellbeing Service supports and educates patients to self-manage their condition and improve their well-being. Patients participate in walking, exercise and movement therapy sessions on Tuesdays, Wednesdays and Thursdays. Volunteer requirements:* Volunteers and staff support patients in the self-management of their condition to improve their well-being and quality of life.
* To assist the Physiotherapist and Occupational Therapist in the running and setting up of palliative rehabilitation and wellbeing groups.
* Excellent communication skills to communicate with patients, carers and families.
* **Minimum age 18.** Training provided.
 |

|  |
| --- |
| Reception Volunteers |
| We are looking for receptionist volunteers to welcome patients and visitors on arrival at the Hospice and carry out his/her responsibilities according to the Hospice philosophy. Duties may include: * answering the phone
* dealing with enquiries
* ensuring people sign in and out
* take messages
* general administration duties
* Receive donations (incl cash handling) and gifts following the correct procedure as directed
* Sell lottery tickets, according to the regulations

Currently we are looking for regular weekend and evening support in this role and adhoc support during the week.  |

|  |
| --- |
| Site and Grounds Maintenance and Support Volunteer  |
| Working alongside the Contract and Procurement Manager, to assist with the overall maintenance of Keech Hospice premises and its grounds. Activities vary, depending on skills, experience and individual choice. Tasks may include: * Carry out minor repairs to external facilities and assist with landscaping repairs
* Maintain areas, including drainage clearance, pathways, car park, steps and mowing grass areas using hospice equipment
* Basic DIY tasks, such as general repairs, replacing shelves, filling and painting
* Clear weeds from the roadways and paved courtyard areas
* Treat pathways every 2-3 months with algae treatment
* Keep cobwebs clear around doors/tops of windows etc
* Carry out any other grounds work when required
* Assist gardeners with tasks, such as digging, cutting down bushes and shrubs
* Assist with setting up tables for conference and training bookings.

Minimum age 18. Training provided |

FUNDRAISING ROLES

|  |
| --- |
| Fundraising Volunteers |
| We are looking for volunteers to join our friendly team to support the Fundraising Department in organising and running events and activities. Tasks may include:* Helping to set-up and run a stall at a fundraising event; including handling cash
* Office administration
* House-to-house, street or store collections
* Setting-up/breaking-down display stands at events
* Marshalling or car parking stewards
* Collecting cheques or giving presentations to local groups - training is provided
* Delivering/collecting goods or collection boxes

2019 events include:* + Firewalk / Legowalk 17 February 2019
	+ Bedfordshire’s biggest afternoon tea 24 March 2019
	+ Bubble Rush 16 June
	+ Santa Run Bedford Embankment 1 December
	+ \*Smiley Sam 28 November – 24 December
	+ Keech Christmas Market 23 and 24 November
	+ A Christmas Carol Concert 9 December
	+ Light up a life 1 December

\*We are particularly keen to hear from anyone who can support our Smiley Sam events at present.Go to [www.keech.org.uk](http://www.keech.org.uk) for up to date information on events.Minimum age 16 (Note some roles will require volunteers to be 18 or over) |