

Current vacancies

To apply, visit [www.keech.org.uk/joinme](http://www.keech.org.uk/joinme), email volunteering@keech.org.uk or call 01582 497829

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| Retail roles Retail shop volunteer We have 32 charity shops located in Bedfordshire, Hertfordshire and Milton Keynes. We well good quality donated goods at great prices. With the support of our fun and friendly team of retail staff and volunteers, we can continue making the difference when it matters the most for seriously ill adults and children. Our volunteers undertake a variety of tasks which may include:* To welcome, assist and serve customers
* To assist with sorting, steaming, hanging, pricing and displaying stock
* To assist with gift aid
* General tidying of the shop
* Raising awareness of the work of Keech Hospice Care and the shop within the local community
* PAT (Portable Appliance Testing) testing (training will be given)

Ebay shop volunteerOur eBay shop, based in Leagrave Road, Luton is looking for volunteers to assist in different ways including:* Using specialist knowledge to assess value of stock including stamps, antiques, coins, designer clothing, etc.
* Desktop research
* Posting and packing items
* Administration support
* Listing items

Driver’s mate volunteer Based at the Distribution Centre, in Leagrave Road. Key tasks include:* Liaise with donors, members of the public, volunteers and staff in a friendly manner
* Assist with the collection and delivery of donated items from donors and across all of our shops.
* Comply with manual handling and health and safety procedures at all times.
* Please note this role can be physically demanding

Driver volunteer – minimum age 18Based at the Distribution Centre, in Leagrave Road. Key tasks include:* Ensure the safe transporation of donated items across Hertfordshire, Bedfordshire and Milton Keynes.
* Carry out daily routine maintenance checks on van (tyres, oil, water, etc)
* Drive in a competent manner at all times
* This role may also include assisting the driver’s mate with manoeuvring items.

Our shops in Bedfordshire

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| 24 Allhallows, Bedford, MK40 1LJ (01234 364720)  | 174 Marsh Road, Leagrave, Luton, LU3 2QL (01582 494837) |
| 58 Birdsfoot Lane, Luton, LU3 2DQ (01582 599496)  | 12-14 Park Street, Luton, LU1 3EP (01582 481130) |
| 9 Ashton Square, Dunstable, LU6 3SN (01582 476411)  | 3 Market Square, Sandy, SG19 1HT (01767 691304)  |
| 1 Cowlgrove Parade, Steppingley Road, Flitwick, MK45 1AJ (01525 721316) | 652-654 Hitchin Road, Stopsley, Luton, LU2 7XH (01582 732803) |
| 59 Katherine Drive, Dunstable, LU5 4NP (01582 477280 | 31 Sundon Park Parade, Sundon Park, Luton, LU3 3BJ 01582 579966) |
| Unit 3, Roman Gate, Great Denham, MK40 4FU (01234 327863) | Unit 8F Britannia Estate, Leagrave Road, Luton, LU3 1RJ (01582 480062) Distribution Centre |
| 249 Bedford Road, Kempston, MK42 8BP (01234 856500) | Unit 8F Britannia Estate, Leagrave Road, Luton, LU3 1RJ (01582 411180 Outlet). (01582 457058 Ebay) |

Our shops Hertfordshire

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| 35-37 Lower Kings Road, Berkhamsted, HP4 2AB (01442 863893) | 81 High Street, Hoddesdon, EN11 8TL (01992 462041) |
| 7 Witton House, 24-38 Lower Road, Chorleywood, Rickmansworth, WD3 5LB (01923 283023) | 18 How Wood, Park Street, St Albans, AL2 2P (01727 875532) |
| 130 The Gossamers, Watford, WD25 9AD (01923 671768) | 285 Watling Street, Radlett, WD7 7LA (01923 854576) |
| 12-13 Bowers Parade, High Street, Harpenden, AL5 2SH (01582 760450) | 21 High Street, St Albans, AL3 4EH (01727 895790) |
| 15 Bowers Parade, High Street, Harpenden, AL5 SH (01582 462578) | 7 Queensway, Stevenage, SG1 1DA (01438 314598) |
| 167 The Marlowes, Hemel Hempstead, HP1 1BH (01442 257050) | 46 High Street, Watford, WD17 2BS (01923 819812) |
| 12 The Queen’s Square, Hemel Hempstead, HP2 4ES (01442 768963) | 135 High Street, Waltham Cross, EN8 7AP (01992 643251) |
| 11 Maidenhead Street, Hertford, SG14 1DW (01992 503670 | 19-21 Cole Green Lane, Welwyn Garden City, (01707 376315) |
| 18 Churchyard, Hitchin, SG5 1HP (01462 441171) |  |

Our shops in Milton Keynes

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| 170 Queensway, Bletchley, Bucks HP2 2SW (01908 370836) | 28 High Street, Newport Pagnell, Bucks MK16 8AQ (01908 216565) |

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Support roles

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| Trustees Are you highly experienced in organisational development? Do you have a good understanding of governance? Are you specialised in one of the following areas?1. Facilities, Contracts, buildings experience
2. Income/fundraising/retail.
3. Clinical
4. Digital Marketing and Communications

Are you dedicated and driven to make the difference when it matters the most? Then we would love to hear from you. As the Board of Trustees, the trustees are legally responsible, both individually and corporately, for the activities and governance of the charity. The overriding duty of trustees is to act in good faith within the charity law and to make sure the charity pursues its aims; uses its assets exclusively to pursue those aims and acts in the interests of its beneficiaries. Trustees will be expected to commit up to 15 days a year. This will include attendance at Board meetings and other meetings as necessary.  |
| Volunteer Lifeguards and Volunteer Poolside Assistant volunteers |
| **Volunteer Poolside Assistants** * 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.
* You may also be given the opportunity to train as a Lifeguard as you progress in your role.
* **Minimum age 16**

Volunteer Lifeguards * 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.
* **Minimum age 16**

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. |

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| Reception VolunteersWe 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 weekSite and Grounds Maintenance and Support Volunteer

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| 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.
* Volunteers may volunteer regularly or on a adhoc / flexible basis.
* **Minimum age 18. Training provided**
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Care roles |

Complementary Therapists Volunteer

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| 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

Bereavement Support Visitors VolunteerOpportunities available throughout the week in the Luton area |

the week in the Luton area

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| 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.**
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Hospice at Home / Befriending Volunteers

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| 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. Full training provided.
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Palliative Care Volunteer Drivers

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| 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.
* Volunteers will need to be friendly and compassionate
* Training is provided and mileage expenses reimbursed.
* Volunteers may volunteer regularly or on an adhoc / flexible basis.
* **Minimum age 18.**
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Independence and Wellbeing Volunteers

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| 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.
* To ensure consistency in wellbeing groups, this role will require regular commitment
* **Minimum age 18. Training provided.**
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Fundraising Roles

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| Event Support volunteersWe are looking for volunteers to join our friendly team to support the Fundraising Department in organising and running a variety of 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
* **Minimum age 16 (Note some roles will require volunteers to be 18 or over)**

Current and upcoming events include:* + Smiley Sam 28 November – 24 December

Luton's Smiley Sam and Bedford's Sleigh have been visiting streets in the Luton area and supermarkets for many years.2020 Events will be available shortly. Collection box volunteersCollection box agents will be responsible for a number of collection box sites in their local area and work as part of a team. They will be responsible for the efficient collection and delivery of boxes and maintaining accurate records and will be a primary point of contact for the Charity. Tasks include:* + - * + Identifying new outlets for collection boxes and liaising with local traders to seek permission to place boxes.
				+ Maintaining a supply of empty boxes, stickers etc in order to facilitate replacement of boxes when needed.
				+ Delivering collection boxes to sites, in response to requests for new boxes or as part of a regular replacement programme.
				+ Maintaining accurate records of sites where boxes are placed using the forms issued and notifying the FR Admin co-ordinator so that the Charity’s records are constantly updated.
				+ Returning full boxes to the FR department promptly to ensure timely banking and acknowledgement of the proceeds.
				+ Generally, volunteers should maintain a safe working environment and observe Health and Safety guidelines. They should also represent the Charity in a positive and friendly manner within their local community.

Minimum age 18Volunteer community presentersFundraising Volunteer Representatives act as ambassadors for the Charity at chequepresentations, awareness raising events and speaking engagements. The hours of work andgeographical areas covered are flexible and can vary to suit the individual but some evening and weekend engagements are likely. You will need to be friendly and reliable and demonstrate a positive attitude to supporters of the Charity. You will require an ability to speak simply and with clarity about the Hospices and to alter presentations to suit audiences. You will also require access to a car: travel and out-of-pocket expenses can be reimbursed. Tasks may include:* Collecting cheques and saying a few words of thanks on behalf of the Charity
* Attending speaking engagements and giving a 15-20-minute talk about the Hospices and answer questions.
* Supporting at awareness stands at fundraising events

**Minimum age 18** |