

Current vacancies

To apply, visit www.keech.org.uk/joinme, email volunteering@keech.org.uk or call 01582 497829

Retail roles

Retail shop volunteer

We have 34 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 volunteer

Our 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 18

Based at the Distribution Centre, in Leagrave Road. Key tasks include:

- Ensure the safe transportation 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

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)
6 North Street, Leighton Buzzard, LU7 1EN (01525 384374)	

Our shops Hertfordshire

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

170 Queensway, Bletchley, Bucks HP2 2SW (01908 370836)	28 High Street, Newport Pagnell, Bucks MK16 8AQ (01908 216565)
87 High Street, Newport Pagnell, Bucks MK16 8AB (01908 616471)	

Support roles

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.

Audit and Risk Committee – Independent Member (volunteer)

We are looking for an Independent Member to be part of the committee to assist in formulating the clinical and support assurance needs of Keech Hospice Care, agree an annual programme of activity, participate in annual assessments of the Committee's performance and support the Chair in ensuring the main functions of the Audit and Risk Committee are effectively discharged.

To apply for this role, you must have experience of organisational performance, risk management and control and familiarisation with a broad range of strategies to assess and manage corporate risk. You will also have proven experience of improving performance while maintaining high service standards and ensuring value for money. Desirable criteria include having Audit and Risk Committee experience and/or experience of the Health sector in general and end of life care.

Catering volunteers

Have you an interest in cooking or food preparation? Are you able to work well in a team and independently? Would you like to be part of a friendly catering team, assisting in the smooth running of a busy kitchen?

The busy kitchen at Keech Hospice Care produces delicious food for patients and their families, as well as for staff, volunteers and visiting members. We are looking for volunteers to who can offer a regular shift each week of between 4 and 6 hours (between the hours of 9am and 2pm). You should preferably have catering/kitchen experience, although training will be provided. Tasks may include preparing, cooking or serving food and cleaning duties, adopting a clean-as-you-go principle.

Applicants must have availability on a weekday and give regular commitment. At present we are particularly keen to hear from anyone available on a Thursday morning.

Trusts and Grants volunteer

We are looking for a volunteer to support the Trusts and Grants team with research into potential trusts and foundations for grant applications and appeals. Research will be mainly via the internet and the role will ideally be based at the hospice, though there is flexibility to carry out the role remotely from home.

If you are highly motivated and enthusiastic about Keech Hospice Care, have excellent research skills, a good eye for detail, a sound knowledge of Word and Excel packages and the ability to distil key facts from a breadth of information, then why not get in touch to find out more.

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 in the Hydrotherapy Pool

- 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.

Complementary Therapists Volunteer

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**

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. Full 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.
- 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.**

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

Fundraising Roles

Event Support volunteers

We are looking for volunteers to join our friendly team to support the Fundraising Department in organising and running a variety of events and activities. Alternatively, if you would like to take part and fundraise for us, why not see what's on and register at:

<https://www.keech.org.uk/whats-on>

Volunteer 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)**

2020 Events include:

- Legowalk / Firewalk 2 February 2020
Volunteer or take part in our lego walk or firewalk. Brave the thousands of lego bricks barefoot or hotfoot it over burning coals.
Keech Hospice Care, Luton
- Bedfordshire's Biggest Afternoon Tea 29 March 2020
Volunteer or join us for an elegant tea party with the finest food and great entertainment.
The Cross Keys, Pulloxhill, Bedfordshire.
- Open-Air Cinema 6 June 2020
Volunteer or join us for movie magic in our beautiful gardens.
Keech Hospice Care, Luton

- **Bubble Rush** 5 July 2020
Volunteer or sign up for a fun-tastic family run, walk or dance through multicoloured bubble cannons – the ultimate bubble bath.
Regional Recreation Ground, St Thomas' Road, Luton.
- **Keechfest 2020** 6 September 2020
Volunteer or bring the family and soak up an afternoon of live music and bands on the Keech Main Stage.
Keech Hospice Care, Luton.
- **Santa Run** 13 December 2020
On your marks, get set... Ho ho go! Join us for some festive family fun.
Bedford Embankment
- **Keech Christmas Market** 21-22 November 2020
Volunteer or come and start your /Christmas shopping.
Barnfield College, Luton
- **Smiley Sam** 28 November – 24 December 2020
Save your pennies or volunteer for everybody's favorite visitor. Luton's Smiley Sam and Bedford's Sleigh have been visiting streets in the Luton area and supermarkets for many years
- **Bob Sleigh** December 2020
Join Bob Sleigh and Santa as they do their much loved rounds. Bedford and the surrounding villages.
- **Light up a Light** 6 December 2020
Volunteer or join us outside to light the tree and remember loved ones.
Keech Hospice Care.
- **Breakfast with Santa** 12 December 2020
Breakfast, gifts and lots of fun – and you get to meet Santa.
- **A Christmas Carol Concert** 21 December 2020
Held at the Priory Church of St Peter, Dunstable

Collection box volunteers

Collection 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 18

Volunteer community presenters

Fundraising Volunteer Representatives act as ambassadors for the Charity at cheque presentations, awareness raising events and speaking engagements. The hours of work and geographical 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