



Supporting The Orkney Community

Summary of Volunteering Opportunities

March - 2018

With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering are enormous to you, your family, and your community. The right match can help you find friends, reach out to the community, learn new skills, and even help your career. Volunteering can also help protect your mental and physical health & wellbeing.

Here at Voluntary Action Orkney, we'll guide you through each stage of finding that right volunteering role, and if required give you some help too.

If you let us know the type of volunteering role you are looking for, we'll do our best to approach appropriate organisations and find an appropriate volunteering opportunity for you.

Some opportunities are marked "PVG" (Protection of Vulnerable Groups). If you are considering any of these volunteering opportunities, you would be required to become a PVG Scheme member. Please ask for more details.

If you would like more information on any of the volunteering opportunities below, please contact us on 01856 872897 or email robert.mcgregor@vaorkney.org.uk

Opportunity of the Month

St Magnus Centre Volunteers

The volunteer's role is to welcome visitors to the centre, explain about the 15 minute film which highlights the life of St Magnus and the history of the cathedral.

Assist all other users of the centre, take cash for souvenir items and

What we do

- “ Promote, support and encourage people to volunteer.
- “ Act as a central point for volunteers, putting them in touch with suitable placement organisations
- “ Guide people through the registration and placement process
- “ Develop new projects which offer placements for volunteers
- “ Support local community groups and statutory bodies in delivering best practise in volunteer management.
- “ Offer dedicated support to potential volunteers who may have additional support needs or those affected by confidence issues.
- “ Keep in touch with what is happening on the volunteering scene nationally.
- “ Advice and support to local groups around the management of volunteers
- “ Training courses for volunteers and for local voluntary committees
- “ Information and training around PVG membership
- “ We also support groups with Micro (One off) volunteering projects such as bag packing and one day community volunteering events. (e.g. tree planting)

What we offer

- “ Information about the many local volunteering opportunities
- “ Information on volunteering elsewhere in Britain and overseas
- “ A recruitment process and promotional avenue for local groups to advertise their vacant volunteering opportunities
- “ Advice and support for volunteers

Index of Categories

- **Administration/Reception/Secretarial**
- **Accommodation Provision/Hosting**
- **Advice & Welfare**
- **Animals & Pets**
- **Arts, Museums and Heritage**
- **Board/Committee Members**
- **Care Homes/Day Centres and Older People**
- **Digital Media/IT**
- **Driving and Transport**
- **Education/Tutoring**
- **Families, Children & Young People**
- **Fundraising**
- **Health, Wellbeing & First Aid**
- **Manual/Workshop**
- **Outdoor Activities – e.g. gardening, conservation, etc..**
- **Promotion and Advertising**
- **Retail/Charity Shops**
- **Supporting Social Activities – e.g. befriending**
- **Supporting People in Distress/Crisis/Emergency**
- **Short Term Opportunities**


Admin & Reception							Other Information
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Orkney Youth Cafe	Secretary	The Orkney Youth Café are looking for a volunteer for the role of secretary on the Board of Directors. The secretary would be expected to help with duties such as funding applications, taking minutes at meetings and general administrative tasks.	The board meet Once a month.	TBA	Knowledge of secretarial duties and knowledge of confidentiality issues.	The secretary will be supported by other directors and Youth Café staff.	An opportunity to brush up on administrative and secretarial skills.
OACAS	Cover Person/Receptionist	To provide out of office cover whilst counsellors see clients. Also some administration tasks	As and when required	1to 2 hours per session	Over 25 years of age preferred (client reservation who has access to information). Respect for all types of clients	General induction. How to work with difficult people. Telephone skills.	
Accommodation Provision/Hosting							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
HOST UK ❖ NATIONAL	Short Term Host – Cultural Exchange Weekends	Hosting adult international students, to learn about their culture whilst giving the student a chance to experience the “real” Britain”	Weekends		An interest in people	Induction to start.	

Advice & Welfare							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Timing	
The Blue Cross Pet Bereavement Service ❖ NATIONAL	Support Line Volunteer	Helpline volunteers offer emotional support for bereaved pet owners	From home few hours per month	See previous column	Warm and approachable telephone manner. Empathy with loss of a pet. (not recommended if loss of pet within the last 6 months)	Training from home, couple of hours per week over 16 weeks.	PVG
Alzheimer's Scotland ❖ NATIONAL	Helpline Volunteer	Provide a listening ear/relevant information	Ask for details	Ask for details	The helpline needs people who are good listeners and able to offer information and emotional support to people with dementia, their carers, relatives, friends and professionals working in this field. You can work from home. Minimum commitment of one shift per fortnight.	Need commitment of one year and 4 hours per fortnight	PVG
Orkney CAB - Urgent	Volunteer Advisers	General advice giving to the public	One full or two half days a week	4 hours per session.	Good listener and communicator	Full training as necessary	
Orkney Counselling and Advisory Service	Counsellor	To deliver one to one counselling sessions for people with alcohol or other problems.	To be advised.	To be advised.	Qualification or partial qualification in counselling.	Induction and ongoing training. Peer support and supervision from Practise Supervisor.	
Animals & Pets							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Cats Protection	Cat Welfare Volunteer	The Fosterers role requires the person to look after the welfare of cats in their charge including feeding, cleaning their living spaces/litter trays and socialising the cat every day. Welfare is the most intensive in terms of time as this requires daily response to the	TBC	TBC	Good people and animal skills. A passion for cat welfare.	Training will be available, both on the job and, for foster care and welfare, there is online training and occasionally off island training.	Excellent opportunity to combine your love of animals with volunteering.

		Helpline/emails etc. and working closely with fosterers.					
Cat's Protection	Cat Fosterer	To provide temporary care and accommodation to stray, abandoned or injured cats.	When needed.	2-3 hours per day.	Patient. Must love cats and have the ability to use Facebook and or Email.	Practical training will be given by other fosterers.	
Therapet (Canine Concern Scotland Trust) ❖ NATIONAL	Therapet Volunteer	Volunteers and their registered pet, visit hospitals and residential, nursing homes etc	To be agreed	To be agreed	Ability to communicate especially with the elderly and infirm	Your pet will be examined by vet and assessed for suitability	PVG
Arts, Museums and Heritage							
Organisation	Opportunity	Description of Duties	Days	Times	Desirable Skills	Training	
Orkney Young Archaeologists Club	Branch Assistants	Develop, plan and deliver fun and educational sessions for young people, themed on archaeology. Supervise young people during sessions Work with the team to create an annual programme of sessions	No set days	6 hours per month	Reliable and trustworthy Have excellent communication skills Have excellent organisational skills Be fiendly and approachable Have the ability to support other volunteers Good with children	An informal induction meeting will be held with the YAC Orkney team.	PVG
Orkney Young Archaeologists Club	Session Coordinator	Coordinate Branch volunteers— in attending sessions and keeping note for YAC UK, who requires training/PVG checks etc. Coordinate booking session venue(s) Ensure Orkney YAC meets YAC UK's policies and procedures at all times (e.g. insurance) Oversee annual Orkney YAC session schedule and provide information for Membership secretary to send out to members. ·Keep in regular contact with YAC UK	TBA	2-4 hours per month	Reliable and trustworthy Have excellent communication skills Have excellent organisational skills Be fiendly and approachable Have the ability to support other volunteers	An informal induction meeting will be held with the YAC Orkney team.	PVG

Orkney Young Archaeologists Club	Club treasurer	Keep records of all membership fees paid annually Keep records of a small amount of expenses for running YAC sessions Being responsible for the Club bank account (pay in & writing cheques/internet banking) Submit a simple 'finance form' to YAC UK once a year to show the club's income & expenditure Be responsible for monitoring the use of any grant funding the club receives.	No set day	1-2 hours per month	Reliable and trustworthy Good record-keeping skills Diligent and can meet deadlines Good with basic finances Basic knowledge of Microsoft Excel would be an advantage	An informal induction meeting will be held with the YAC Orkney team.	PVG
St Magnus Centre	Centre Volunteers	The volunteer's role is to welcome visitors to the centre, explain about the 15 minute film which highlights the life of St Magnus and the history of the cathedral. Assist all other users of the centre, take cash for souvenir items and generally help visitors with information and keeping the centre tidy.	Mon to Sat	10am to 1pm and 1pm to 4pm	If you are enthusiastic and approachable and enjoy meeting members of the public from all over the world then this is the role for you.	All volunteers receive an induction and ongoing support.	
Orkney Archaeology Institute (Orkney Sites and Monuments Record Office, OSMR)	Cataloguing Archaeological Archive Box Files	Work with the Regional Archaeologist to improve cataloguing and searchability of records. Number shelves and box files. Creating a catalogue of box file contents in an Access database. Ordering and sorting other records held.	Any weekday except Wednesday	Morning or afternoon	Basic numeracy and IT skills. (Word, Excel, Access)	Background to OSMR and it's role in curating archaeological sites in orkney. Familiarisation with the OSMR and it's systems and holdings. Numbering and cataloguing using an Access database.	
Orkney Archaeology Institute	Mapping Magnus Project Archive Research	Research all properties in the Barony of Birsay. Create a database of properties. Contribute original research to the project.	Thursday/Fri day	Morning or afternoon	Basic numeracy or IT skills (printing, pdf's word, excel). Basic analytical skills for research.	Induction to volunteering in the AI. Basic IT training for the task – word excel. Background to Mapping Magnus Project with lecturer Sarah Jane Gibbon. Basic training in archive research with SJG and Orkney Archive staff.	

Historic Environment Scotland ❖ NATIONAL	Hackness Martello Towers Volunteer Guide	HES are looking for volunteers to provide support who can deliver to our excellent customer care standards. HES sites are at their busiest at weekends, on bank holidays, during school holidays and the summer months. It is at these times that they will schedule a number of specified tours of the towers.	TBA	TBA	<ul style="list-style-type: none"> • Are approachable, friendly and enthusiastic. • Can work in a team. • Are able to take, and act on instructions, including health and safety procedures. • Have excellent communication skills, are comfortable communicating with different age groups. 	Induction and ongoing support.	A fascinating opportunity and a great chance to get some tour guiding experience.
Board/Committee Members							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Relationships Scotland Orkney	Board Members	RSO are currently looking for Board members with a range of skills but in particular need someone with finance skills to act as Treasurer.	TBC	TBC	An ability to work as a team member.	Induction to RSO and ongoing support from other board members.	
Friends of Aurrida House	Committee Members	Support for families of special needs children and raising funds for Aurrida House for equipment and outings.	Meet 6 times a year.	TBC	Commitment and enthusiasm.	Ongoing	
Orkney Heritage Society	Minutes Secretary	Volunteer required to circulate papers before meetings. (Every 6 weeks) Take minutes of meetings. Forward correspondence. Collect and forward post. Forward e mails.	TBC	TBC	Previous experience useful. IT literate, careful attention to detail and interested in Orkney's heritage.	Introduction to Orkney Heritage Society. Training in role and ongoing support.	Make a contribution to preserving Orkney's unique heritage.
Orkney Heritage Society	Membership Secretary/Trustee	Volunteer required to maintain computer database of members. Respond to membership enquiries. Welcome new members. Send out newsletters. Liaise with treasurer on payments of fees. Be a Trustee of the board and attend meetings (every 6 weeks).	TBC	TBC	Previous experience useful. IT literate, careful attention to detail and interested in Orkney's heritage	Introduction to Orkney Heritage Society. Training in role and ongoing support.	
Employability Orkney	Board Members	Interested and enthusiastic board members required to support the charity, to join the board of directors and attend monthly meetings and support the work	2 Hours monthly	Monthly	A background in finance or business would be desirable	Induction and full training provided.	


		and ongoing development of the charity.			and a keen interest in employment issues.		
Home Start Orkney  Awarded 2011	Board Member/Trustee	To help in the overall management of Homestart. Ensuring compliance with all legal and regulatory requirements	Meetings are held every 6-8 weeks	See previous column	We would welcome people with a background in: PR and Marketing; Management; Personnel Management; IT and Fundraising.	Induction to start and ongoing training as required.	PVG
OACAS	Board Member	Members needed for committee	Every six weeks in Kirkwall		Non-judgemental, and experience of working with people who have personal issues	Induction into the workings of the organisations	
Diabetes Scotland (Orkney)	Committee Members	To help provide support and information, raise awareness, fundraise, campaign and plan social events	Committee meets on Wednesdays Every 2-3 months	TBA	Ideally, we would like to attract a range of people with an interest in Type 1 and Type 2 diabetes (as well as other types, such as gestational and MODY diabetes) and supporting the activities of the local and national group.	TBC.	
NHS Orkney	Public Partners (To attend the Drugs and Therapeutics Committee).	To provide governance to the drugs and therapeutics agenda within the NHS and provide strategic leadership to ensure that medicines in Orkney are clinically appropriate, available and used safely and efficiently.	Meets Quarterly.	TBC	People who are interested in this aspect of the NHS.	TBC.	Great chance to make a difference in an extremely important area of public life.
Orkney Children's Panel	Panel Practise Adviser (To Area Support Team)	Support children and young people through supporting Panel members. PPA's are responsible for selecting and recommending panel members for appointment to the National Convener. They also regularly observe panel member practice within children's hearings	Quarterly AST meetings are held in Kirkwall.	To be confirmed.	We are looking for those with good assessment, observation, interviewing and communication skills.	Training will be provided by Children's Hearing Scotland. Usually off Island. Additional support will be provided by current PPA's and other members of the AST.	

		and contribute to practice development within their AST area					
Marie Curie Fund Raising Group Orkney	Board Members	To meet Bi Monthly to discuss ways of raising money for Marie Curie Nurses who provide care for terminally ill patients at home.	Bi Monthly	To be confirmed.	Someone who is confident in dealing with the public, has ideas about fundraising and good with money.	TBC.	A great way to get involved with a local group and share ideas.
Care Homes/Day Centres and Older People							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
VAO Adult Befriending Service	Weekly Games Group Volunteer	To help with a new weekly games group for older adults to be run on Thursday afternoons. The volunteer will help out with teas, coffees and games. The games will include indoor bowls, boccia, quots and skittles. There will also be board and card games.	Thursdays	Afternoon	A caring nature and good communication skills along with the ability to support and encourage older people to take part.	Informal chat and full support from Adult Befriending staff during volunteering.	A chance to play games and have a cuppa with lovely older folk!
Marengo Lunch Club	Recreation/Music Volunteer	To help with activities, games and socializing. Someone with musical ability would be really appreciated to play with and for the members.	Thursday.	12-3pm	A sense of fun, ability to work with older folk from all backgrounds and good communication skills.	Induction and ongoing support.	PVG
Braeburn Court, St Margaret's Hope	Activities Volunteer	Helping with music, baking, cooking etc.	To be agreed	To be agreed	Good communication skills	Induction to start and then training as when necessary	
Braeburn Court, St Margaret's Hope	Craft Volunteer	Sharing craft ideas with service users	To be agreed	To be agreed	Good communication skills	Induction to start and then training as necessary	
Braeburn Court, St Margaret's Hope	Lunch Club	Helping out to make the Lunch Club an enjoyable experience for the service users	To be agree	To be agreed	Good communication skills	Induction to start and then training as necessary	
St Rognvald's House	Reading Aloud Befriender Saltire Award Compatible	Volunteer to read newspaper, poems, books to keep people up to date with what is happening in the community, encourage people to share their own stories interests	Up to 2 hours per week	Any morning or afternoon (except Sunday pm)	No experience necessary. Friendliness and willingness to read to people and to chat	Introduction to start and support as necessary	PVG





St Peter's House	Activities Volunteer/Music Entertainer	To help organise and participate in activities with tenants including musical activity	To suit volunteer	Any morning or afternoon except Sunday	Patience, knowledge of care of elderly, willing to learn about policies and procedures	Introduction to start and support as necessary	
St Peter's House Stromness	Beautician Saltire Award Compatible	Volunteer to spend time doing a basic manicure	1 hour or twice weekly	Any morning or afternoon (except Sunday pm)	No experience necessary. Ability to use emery board and apply nail varnish	Introduction to start and support as necessary	PVG
Sunnybrae (Eunson Kloss) Very Sheltered Housing	Activities Assistant	To help organise and participate in activities with tenants	Tuesday, Saturday or Sunday afternoon	See previous column	Patience, knowledge of care of elderly, willing to learn about policies and procedures	Induction to start, and ongoing training if required. 6 weekly supervision meetings	PVG
OIC Smiddybrae House, Dounby	Social Activities Supporter	Helping service users with playing games, baking, reading, listening etc.	To suit volunteer	To suit volunteer	Someone with a genuine fondness of elderly people, kind, patient, enthusiastic	Induction to start and ongoing support from staff	PVG
St Peter's, Stromness	Activities assistants	Running of activities e.g. bingo	Weekly	To be arranged	Someone with a genuine fondness of elderly people, kind, patient, enthusiastic	Induction to start and ongoing support from staff	PVG
West Mainland Day Centre	Activities/Music Assistant	Joining/organizing activities for attenders including music sessions if possible.	TBC	TBC	Caring person with ability to communicate with attenders, and join in with activities	Basic induction and support from staff	PVG
Gilbertson Day Centre	Activities Assistant	Joining/organizing activities for attenders			Caring person with ability to communicate with attenders, and join in with activities	Basic induction and support from staff	PVG
St Colm's	Social Activities Assistant	Volunteering with people who may have a wide range of disabilities. Undertaking a wide range of activities and generally putting fun into people's lives. Activities can be anything from going swimming, playing badminton, cooking, going out for walks, going to the cinema, craft activities, looking at books or playing board games.	Various – days can be flexible to suit individual.	Various – times can be flexible.	Must be patient, empathetic and have a good sense of humour.	Induction covers health and safety, confidentiality and an insight into working with adults with learning disabilities.	

St Colm's	Craft Activities Assistant	St Colms has a well equipped craft room where they make all kinds of greetings cards and have just began making wedding invitations to order. We are looking for volunteers assist adults with learning disabilities with various craft activities with the main one being card making Tasks include cutting out shapes, assembling cards, computer work and photography.	Weekdays, either mornings or afternoons.	TBA.	This would suit someone who is creative but experience is not necessary as training will be given. Tasks are arranged to suit ability and preference.	Induction covers health and safety, confidentiality and an insight into working with adults with learning disabilities. Ongoing training in crafts as required.	PVG
Dementia Friendly Orkney	Volunteer Helper	To help at weekly singing group with making tea/coffee and biscuits and cleaning up afterwards. The group is held on a Monday afternoon 2.30pm – 4pm.	Monday Afternoon	2.30 to 4pm	Caring and patient person who enjoys working with the elderly.	Ongoing support from staff.	PVG
St Peter's House	Escort	To assist as an escort on outings, trips and appointments with residents from St Peter's.	Flexible.	Flexible.	Caring, patient and good with older people. Good communication skills and a pleasant and polite manner.	Induction and ongoing support from staff.	PVG
Digital Media/IT							
Organisation							
Opportunity							
Description of duties							
Days							
Times							
Desirable skills							
Training							
Orkney Talking Newspaper	Volunteer Recorders	Volunteers are needed to join a small team of volunteers to assist in recording audio versions of "The Orcadian" which are then sent out to service users in Orkney and beyond. As a recorder you will be required to commit to approx. one session per month, on a Thursday between noon and 3pm. The technical set up is quite simple using a mixer and external sound card connected up to a	Thursday	12 – 3pm	Some IT skills required and an ability to work as a team member plus the ability to confidently use a laptop. A familiarity with us of IT programmes is an advantage.	Full training will be given by other volunteers and co-ordinator. Comprehensive guidelines covering all aspects of recording will be supplied for your use.	Great chance to do some media related volunteering.

		laptop. Our recordings are made using a recording program and burnt to master discs.					
<p>Scottish Rural Action</p> <p>❖ NATIONAL</p>	Online Forum Volunteer	<p>To manage and moderate online discussion forums</p> <p>To respond to enquiries received through the forum</p> <p>To perform general moderator duties e.g. accept new members, flag issues with SRA staff</p> <p>To contribute to discussions/create discussion topics</p>	TBA	TBA	SRA welcome volunteers with previous experience of rural affairs, community work, experience in political or social organisations/movements, campaign experience or who live in very rural/remote areas.	Full training will be given.	Great opportunity to develop your online moderator skills.
Orkney Library and Archive	Code Club Volunteer	Orkney Library and Archive are looking for volunteers to help out at the library Code Club, which is for children aged 8 - 11. Volunteers must be aged 16 or over with basic coding skills and knowledge of Scratch.	Saturday	10-11am	Friendly, approachable, patient, computer literate, reliable, punctual.	Training is available online at www.codeclub.org.uk . Support will be given by Library staff.	PVG
Orkney Fair Trade Group	Social Media Promoter	<p>We are a small voluntary group that promotes the use of Fairtrade goods in Orkney, and publicises the work of the Fair Trade movement.</p> <p>We need help with setting up and making the most of social media for publicity and promotion. Setting up a facebook page with links to other relevant pages, and helping us to use this. And a Twitter account. And any other ideas.</p>	This can all be done very flexibly and from home of course, and to suit the volunteer's availability, but updating should happen at least weekly.	TBC	<p>Good knowledge of social media. Opportunities, risks and technical skills to manage these, plus enjoyment of communications via social media.</p> <p>It needs a commitment for at least six months initially to get processes well established and members trained up to use them. None of us are regular social media users.</p>	Volunteer will be familiarised with the organisation and the tasks involved and will be given ongoing support.	A chance to hone your digital skills in a real world environment.

Driving/ Transport							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Medical Detection Dogs  NATIONAL	Driver	If you enjoy driving, are a car owner with a few hours to spare on an occasional basis, Medical Detection Dogs require volunteers to transport puppies, dogs, clients and equipment for both short and long distances.	TBA	TBA	Good communication skills. Like working with dogs. Be client and customer focussed. A clean driving licence is preferred but minor driving convictions may not necessarily prevent a person from volunteering. All drivers will be expected to comply with the charity's driving license check process.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. There will be staff on-site so you will always be able to access support in your role. Invitation to an awareness/speaker training day.	
Restart	Van Driver	Restart are currently looking for a van driver to work every second Monday. There will be a trial period (approx. 2 shifts) and the vacancy is only until the end of June 2018.	Every Other Monday	9am to 4pm (1 hour for lunch)	They must be over 25 and have a clean licence (which Restart need to have sight of) and must be able to lift/ unload and load furniture.	A general induction and if possible try to get them to shadow main van driver	Travel expenses paid and £3 lunch expenses paid.
Smiddybrae House - Dounby	Driver	To take residents to events	As and when required	As and when required	Need to have a license with a D1. Effective communication. Knowledge of vulnerable groups. MIDAS trained.	Consideration given to training volunteer for MIDAS. Induction to start with.	PVG
Orkney Disability Forum	Driver	Drivers needed for taking older folk to Harray every 2 nd Monday for music evening. Also to take older folk to Dounby Car Boot sale 1 st Sunday of every month.	Every 2 nd Monday evening. 1 st Sunday in every month.	TBC	Must have D1 Category on driving licence and be able to assist people with restricted mobility.	MIDAS training will be given.	PVG

Cat's Protection	Cat Transporter	Driver required with vehicle to transport cats to and from the vets as and when necessary.	As and when needed.	TBA.	Must have driving licence and be fond of cats.	Induction and ongoing support.	
Families, Children & Young People							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Girl Guiding Orkney	Unit Leader Guides	To help run a Guide Unit (10 -14 years old) Keep database records and accounts	Kirkwall – Thursday evening Stromness – Friday evening		Previous knowledge of Guiding would be helpful but not necessary. Female between 18 - 65	All new leaders work through Girl guiding UKs Leadership Qualification with mentor support	PVG
Girl Guiding Orkney	Unit Leader Rainbows	To help run a Rainbow Unit (5-7 years old). Keep records and accounts	St Andrews Thursday afternoon.		Previous knowledge of Guiding would be helpful but not necessary. Female between 18 - 65	All new leaders work through Girl guiding UKs Leadership Qualification with mentor support	PVG
Girl Guiding Orkney	Unit Leader Brownies	To help run a Brownie Unit (7- 10 year olds). Keep database records, accounts and record meetings	Firth – Monday evening St Andrews – Thursday evening		Previous knowledge of Guiding would be helpful but not necessary. Female between 18 - 65	All new leaders work through Girl guiding UKs Leadership Qualification with mentor support	PVG
Bookbug The Aims of Bookbug are: To promote a love of books and reading from an early age which will last throughout life.	Book-bug Rhyme-time Helper	Volunteers are needed to help with sessions, reading, tidying up and helping with refreshments.	Monday morning in Dounby Friday morning at Stromness Library. Kirkwall in the Spring.	10.30 until 12.	Needs to be child friendly, gentle thoughtful and discrete and physically able.	Introductions to start.	PVG

Orkney Youth Cafe	Volunteer Youth Worker	Working in partnership with managers to provide a stimulating environment for young people to meet	To be agreed	To be agreed	Good communication skills, empathetic and interested working with young people. Good team player.	Induction and training as required.	PVG
Home Start Orkney  Awarded 2011	Home Visitor/Family Support Volunteer Saltire Award Compatible	Volunteers to provide support for families with children under 5 years old	To be arranged	To be arranged		Full training given	PVG
Fundraising							
Organisation Opportunity Description of duties Days Times Desirable skills Training							
Medical Detection Dogs  NATIONAL	Regional Support Coordinator	Medical Detection Dogs wish to establish a national network of fundraising support groups. If you have experience of leading, supporting and motivating people to engage in meaningful and purposeful activity, and are interested in starting or joining a Regional Support group, then this role is for you!	TBA	TBA	Good communication and interpersonal skills. Enthusiastic, organized, confident and motivated. Act as an Ambassador. Good IT skills.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. Invitation to an awareness/speaker training day. Shadowing, training opportunities and peer support from Regional Fundraisers.	
Medical Detection Dogs  NATIONAL	Fundraiser	If you enjoy fundraising, organising events and engaging with the local community, why not become an active fundraiser? You will make a real difference to the work MDD do, you will have lots of fun, meet lots of new friends and contribute directly to a worthwhile cause	TBA	TBA	Good communication and interpersonal skills. Enthusiastic, organized, confident and motivated. Work as part of a team.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. Invitation to an awareness/speaker training day. Shadowing, training opportunities and peer support from Regional Fundraisers.	
Medical Detection Dogs  NATIONAL	Collection Box Co-ordinator and Leaflet Distributor	If you have very little spare time, but would still like to make a BIG difference to the charity, you could place collection boxes with local businesses or become a Leaflet Distributor, distribute literature and display posters in places	TBA	TBA	Good communication and interpersonal skills. Friendly, committed, honest. Happy to chat to local business owners in your community. Enthusiastic, organized and motivated.	Induction process. Regular and ongoing support from Medical Detection Dogs and Regional Fundraisers. Payment of out of pocket expenses. Invitation to an awareness/speaker training day.	

		that are local to you.			Good IT skills.	Shadowing and training opportunities and peer support from Regional Fundraisers and Regional Coordinator.	
Marie Curie Fundraising Group Orkney	Treasurer	Marie Curie Fundraising Group Orkney is looking for a new Treasurer. The current Treasurer will be stepping down at the AGM to be held in May 2018 but would like time to be able to go through her duties with the new person and to introduce them to the group before then.	TBA	TBA	The group are looking for a volunteer who is organised has their own transport, has access to their own computer and is good with money.	Training will be given in all aspects of the Treasurers role and Marie Curie fundraising procedures.	
Scottish Charity Air Ambulance ❖ NATIONAL	Collecting Can Co-ordinator	To place collecting cans in their local area. To be the point of contact in Orkney and do a regular check on the cans.	TBC	TBC	Would suit someone who enjoys getting out and about and confident enough to approach local businesses	Training will be done via SKYPE or telephone and ongoing support will be provided.	
Royal National Institute for the Blind ❖ NATIONAL	Sooty Charity Box Collector	Identifying and placing boxes in suitable locations. Speaking to shop owners etc about how the money raised is used. More information on request.	As and when necessary.	As and when.	Good communication and organisational skills and competent at money handling.	Induction and ongoing support given by national organisation.	
The Guide Dogs for the Blind Association ❖ NATIONAL	Fundraiser	To help with all aspects of fundraising for the association.	To suit volunteer	To suit volunteer	Reliable, enthusiastic, dependable and dedicated	Full induction and training which is relevant to the role	
OACAS	Volunteer Fundraiser	To assist with fundraising and raising the fundraising profile of OACAS.	Flexible to suit volunteer.	See previous column.	Good communication skills, confident and enthusiastic about the organisation's work.	Volunteer will work with the manager and administrator and receive ongoing mentoring and training.	
Marie Curie Fund Raising Group Orkney	Volunteer Fundraiser	To help with fundraising events throughout the year including collections outside public events.	As required.	See previous column.	Enthusiastic and a good timekeeper. Confident with the public	Ongoing support from fellow members.	

Health, Wellbeing & First Aid							
<i>Organisation</i>	<i>Opportunity</i>	<i>Description of duties</i>	<i>Days</i>	<i>Times</i>	<i>Desirable skills</i>	<i>Training</i>	
Fertility Network Scotland ❖ NATIONAL	Main Contact Volunteer	Help organise and support events in the local area. Main Contact volunteers will help to support people who are facing fertility issues in their local area by developing friendships, reduce isolation by organising social activities and provide advice and peer support.	Flexible	Flexible	Good communication and leadership skills, reliability and trustworthiness, knowledge of fertility issues (essential), motivated with IT and administrative skills, public speaking skills to address groups of people, willing to undertake training, attend events for or on behalf of the charity	Informal chat, home based training and ongoing support from Volunteer Co-ordinator	PVG
Fertility Network Scotland ❖ NATIONAL	Support Group Volunteer	As a Support Group volunteer with Fertility Network Scotland, volunteers will benefit from helping others in the area with fertility issues. Volunteers may develop friendships, meet and work with new people to provide a network of much needed and valued support in their area.	Flexible	Flexible	Good communication and leadership skills, reliability and trustworthiness, knowledge of fertility issues (essential), motivated with IT and administrative skills, public speaking skills to address groups of people, willing to undertake training, attend events for or on behalf of the charity	Informal chat, home based training and ongoing support from Volunteer Co-ordinator	PVG
Fertility Network Scotland ❖ NATIONAL	General Volunteer	General volunteers will promote the Fertility Network Scotland charity in the local area and the support we provide to people with fertility issues. Distribute Fertility Network Scotland leaflets/posters in the area including GP clinics, libraries, hospitals, community centres etc	Flexible	Flexible	Good communication skills, reliability and trustworthiness, knowledge of fertility issues (desirable but not essential), ability to work as part of a team, admin skills, willing to attend events etc	Informal chat, home based training and ongoing support from Volunteer Co-ordinator	PVG
Fertility Network Scotland ❖ NATIONAL	Student Ambassador Volunteer	Highlight our campaigns and projects (e.g. Your Future Fertility) to fellow students and lecturers etc including through social media. Assist Fertility Network Scotland staff at events such as Freshers Week. Fertility Network Scotland provides advice, information and	Flexible	Flexible	Good communication skills, reliability and trustworthiness, ability to work as part of a team, motivated with good administrative and IT skills, public speaking skills in order to comfortably address teachers, students and	Informal chat, home based training and ongoing support from Volunteer Co-ordinator	PVG

		support for anyone affected by fertility issues.			members of the public, attend events if required		
Fertility Network Scotland ❖ NATIONAL	Local Contact Volunteer	Liaise with the Volunteer Coordinator who will connect you to people looking for support. Local Contact volunteers will help to support people who face the challenges of childlessness in their local area by developing friendships, reduce isolation by organising social activities and helping those who need much needed support.	Flexible	Flexible	Good communication and leadership skills, reliability and trustworthiness, knowledge of fertility issues (essential), motivated with IT and administrative skills, public speaking skills to address groups of people, willing to undertake training, attend events for or on behalf of the charity	Informal chat, home based training and ongoing support from Volunteer Co-ordinator	PVG
NHS Orkney PVG Must be over 16	Volunteer Lead Health Walker	Volunteer to encourage inactive people to join in with walks	Once a week	See previous column	Physically fit, friendly, non-judgemental. Well organized and a people person.	Induction to start and ongoing as required.	PVG
Emergency Care Group	Volunteer First Aider	To be a part of a small team of first aiders who provide medical cover at a wide range of events, possibly drive emergency vehicle when required.	As and when necessary and to suit the volunteer		Ability to keep calm in an emergency situation, good communicator and able to work as part of a team	Full training given (Certificated course). Volunteer would always be accompanied by an experienced first aider.	PVG
Manual/Workshop							
Organisations							
Opportunity							
Description of duties							
Days							
Times							
Desirable skills							
Training							
Restart	Van Assistants	Restart are looking for one or possibly two van assistants. Age is not an issue but they must be able to lift/ unload and load furniture. There will be a two shift trial period, and the vacancy is only until the end of June.	Every Other Monday.	9am to 4pm (including 1 hour for lunch)	The applicants should have undergone manual handling training.	A general induction and assistants could also work alongside one of the van 'boys' to get a feel for the job.	Travel expenses paid and £3 lunch expenses paid.
Salvation Army Kirkwall	Kitchen Volunteer	A friendly team player needed who can join the SA kitchen team at the weekly drop in lunch. The volunteer will be responsible for washing up, loading the steriliser and general kitchen tidying.	Wednesday	12-2pm	Friendly and a team worker. Must be able to carry dishes and pans and use industrial sink.	On the job training. Supported by a team of volunteers. Full training of industrial kitchen machinery given.	This is a great opportunity to talk to members of the public and provide a hot meal to those


							who may be vulnerable or just in need of some company.
Restart Orkney	General Assistant 2 opportunities	Generally refurbishing items, cleaning items, assisting to keep warehouse in order. Assisting with painting shelving and furniture. Also to cover van when needed	9 until 1 or 1 until 5	Any weekday	Physically fit, good personal hygiene. Eye for detail especially when painting items.	General induction to start. Manual Handling training and any other relevant training.	
Orkney Zero Waste	Maintenance Volunteer	To help with grounds maintenance e.g. weeding, grass cutting , small repairs etc.	OZ is open on Saturdays between 10.00am and 3 pm.	Between 1 to 5 hours. Some flexibility.	Someone with horticultural, gardening and practical DIY knowledge.	Induction to OZW.	
Orkney Zero Waste	Scrapstore Volunteer	Sourcing of recycled material or items (bruck); assessment of suitability, cleaning of items and making them safe to use. Delivery to schools.	OZ is open on Saturdays between 10.00am and 3 pm.	Between 1 to 5 hours. Some flexibility.	Educational background an advantage. An understanding of the aims of Scrapstore.	As required for role.	PVG
Orkney Zero Waste	Upcycling/Reuse Volunteer	Upcycling of items for display; Reuse of items e.g. bikes and bike parts.	OZ is open on Saturdays between 10.00am and 3 pm.	Between 1 to 5 hours. Some flexibility.	Creative, practical and hands on with a sense of humour as work and people can be varied.	As required for role.	
Orkney Zero Waste	General Housekeeping Volunteer	Collection and transfer of broken or unusable items to a Household Waste Recycling Centre.	OZ is open on Saturdays between 10.00am and 3 pm.	Between 1 to 5 hours. Some flexibility	Keen knowledge of recyclable materials and recycling, with a sense of humour as work and people can be varied.	As required for role.	
St Colm's	Workshop Assistant	St Colms has a well equipped workshop and produces many woodwork items such as planters, birdhouses, garden benches, pet houses, creepies and one off items as per customers' orders. We are looking for volunteers to assist adults with learning disabilities with woodworking	Week-days either mornings or afternoons	TBA	This would suit someone with an interest in woodwork but experience is not necessary as training will be given. Tasks will be arranged to suit ability and preference.	Induction covers Health and safety; insight into working with adults with learning disabilities. Specific health and safety training for working with workshop machinery.	PVG

		activities which include dismantling pallets, chopping kindling, cutting out wooden shapes, sandpapering and painting.					
St Peter's House	Handyman/Painter	Various handyman tasks including replacing latches, bolts and general tasks where required. Possibly some painting	Flexible	Flexible.	Enthusiasm, ability to work unsupervised, DIY skills.	Induction and ongoing support from Staff.	PVG
Outdoor Activities – e.g. gardening, conservation, etc.							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
OIC (Marine Services (Ferry Services))	Volunteer Relief Pier Worker - Moaness	The MV Graemsay runs a scheduled service to Graemsay and North Hoy out of Stromness. In certain tidal conditions and poor weather, the vessel will call upon a person to be present on the pier to assist with catching berthing ropes to ensure safe berthing of the vessel.	This happens on an ad hoc basis and would require a person to be available to take a phone call and report to the pier	As and When	No particular skills required although some nautical knowledge may be of benefit.	Training requirements are limited. Some nautical knowledge may be an advantage, but is not necessary. The induction includes the issue of PPE and basic procedures and will include introduction to the vessel and her crews.	
St Rognvald's House	Gardener	Someone who is interested in gardening/outdoor work. This would also be a chance for residents to socialize and join in with parts of the gardening which does not include heavy lifting etc.	To suit volunteer at a time when residents with an interest can join in with the gardening activity.		An interest in gardening and enjoy socialising with St Rognvald's residents	Induction to start and introductions to staff and residents as appropriate.	PVG

CLAN Cancer Support	Gardener	Volunteers needed to maintain and upkeep garden in Kirkwall.	Monday and Thursday mornings	Ask for details	Enthusiasm for gardening.	Manual handling and some garden instruction.	Be involved in one of Orkney's showpiece gardens.
St Peter's House	Gardener	To do all aspects of gardening (weeding, tidying) lawns, vegetable patch. Also Greenhouse on site.	Any time to suit volunteer, as little or as much input as volunteer wants.		Needs to be reasonably fit		PVG
Braeburn Court St Margaret's Hope	Gardener	Helping service users in a supportive environment with the upkeep of the garden	To be agreed	To be agreed	Good communication skills	Induction to start and then training as and when necessary	PVG
RSPB	Reserve Work Party/Practical Conservation	Helping with reserve management. A chance to make a genuine contribution to conservation	Usually weekdays, but some weekends occasionally		Enthusiasm and an interest in conservation are. No specialist skills but a good level of fitness.	Induction to start and learning through experience of different tasks	Up to date tetanus injection required.
OIC Smiddybrae House, Dounby	Gardener	Assisting with all aspects of gardening at the Centre	To suit the volunteer	To suit the volunteer	Knowledge of gardening, interact well with elderly people. Caring and patient	Induction to start and ongoing support from staff	PVG
St Colm's	Horticulture Activities Assistant	St Colms has a large polytunnel and garden area with cold frames where they grow and sell plants. We are looking for volunteers to assist adults with learning disabilities with horticulture activities. This could be in the polytunnel or outdoors. Tasks include sowing seeds, planting out seedlings, weeding and watering. This would suit someone with an interest in gardening but experience is not necessary as training will be given. Tasks will be arranged to suit ability and preference.	Weekdays either mornings or afternoons.	TBA	This would suit someone with an interest in gardening but experience is not necessary as training will be given. Tasks will be arranged to suit ability and preference.	Induction covers health and safety, confidentiality and an insight into working with adults with learning disabilities.	PVG
Plantlife Scotland]	Flora Guardian	Volunteers monitor the spread of invasive species in some of the most vulnerable habitats in Scotland. You could directly	TBA	TBA	You should have an interest in conservation and the environment and be able to	Free training workshops in Scotland and materials and full colour wild flower id guide provided.	

❖ NATIONAL		contribute to the preservation of some of our most threatened wild flora.			follow survey methods and conduct simple fieldwork.		
Plantlife Scotland	Plant survey volunteers for the National Plant Monitoring Scheme	Volunteers adopt a kilometre square and survey small plots within this kilometre	TBA	TBA	Interest in plants/conservation and keen to contribute to long term data collection for conservation purposes.	Interest in plants and conservation.	The ideal outdoor volunteering opportunity!
❖ NATIONAL							
Promotion and Advertising							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Medical Detection Dogs	Speaker	Medical Detection Dogs require a national network of speakers to help promote awareness of the charity, the work we do and the life changing difference our assistance alert dogs can make. As well as promoting the charity, speakers help raise much needed funds and encourage others to fundraise in various ways	TBA	TBA	Good communication and interpersonal skills. Enthusiastic, organized, confident and motivated.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. Invitation to an Awareness/Speaker Training Day. Shadowing, training opportunities and peer support from established volunteers and Regional Support Groups.	
❖ NATIONAL							
Medical Detection Dogs	Writer	Medical Detection Dogs are seeking passionate and creative writers and editors nationwide, who can assist their clients and volunteers tell their stories for the magazine (which is published twice a year), by conducting interviews as well as writing portfolios and features.	TBA	TBA	Good communication and interpersonal skills. A good understanding of written English and grammar. Enthusiastic, organized, confident and motivated. Work as part of a team.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. Invitation to an Awareness/Speaker Training Day. Shadowing, training opportunities and peer support from established volunteers and Regional Support Groups.	Great for your CV!
❖ NATIONAL							
Medical Detection Dogs	Photographer	Medical Detection Dogs are looking for people with a talent in and a love of photography to help them. They have events taking place in your local community and need your help to capture them for their social media platforms and website. You would also support them by taking images of clients, dogs and volunteers for the	TBA	TBA	Good communication and interpersonal skills. Enthusiastic, organized, confident and motivated. Work as part of a team. Access to a good resolution camera is essential. A love of and talent for photography.	Induction process. Regular and ongoing support from Medical Detection Dogs. Payment of out of pocket expenses. Invitation to an Awareness/Speaker Training Day. Shadowing, training opportunities and peer support from established volunteers and Regional Support Groups.	Great for your CV!
❖ NATIONAL							

		magazine which is published twice a year.					
Help for Heroes ❖ NATIONAL	General Volunteer	Long-term recovery is more than repairing damaged bodies and minds; it's about rebuilding lives. To help H4H achieve this they need volunteers to Help out at events. Run merchandise stalls. Provide talks at schools etc. Hold bucket collections. Promote National campaigns	Flexible	Flexible	No experience required and full training will be given. Good people skills and the confidence to interact with people would be great.	Training will take place at events in Scotland throughout the year. Two regional gatherings per year are also held where all volunteers are invited to go along, learn more about the charity/meet other volunteers and take part in further training.	Help for Heroes supports those with injuries and illnesses sustained while serving in the British Armed Forces.
Scottish Charity Air Ambulance ❖ NATIONAL	Volunteer Speaker	To raise awareness of the charity by speaking to groups and attending cheque presentations. Would suit someone who likes speaking to groups and inspiring their audience.	TBC	TBC	Someone who is keen to raise awareness of the charity by presenting to groups and clubs. Someone who is used to public speaking, especially in a professional capacity.	Will be provided via SKYPE via experienced speakers and ongoing support will be provided.	Will suit someone who enjoys public speaking.
Orkney Zero Waste	Swish Volunteer	Organise swishing (swapping) party with friends. Weigh materials brought in. We would like folks to have swapping parties or swishing as it's known. It can be swishing clothes, jewellery, toys, tools – anything that might otherwise be skipped!!	To suit volunteer	See previous column	People skills and interest in reducing waste.	Must attend induction.	
Retail/Charity Shops							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Restart	Retail Volunteers	Restart would like to recruit some new volunteers to their busy retail operation. The volunteers will receive training and experience in Restart's retail business and they would be more than happy to recruit volunteers who are artistically minded and would like to help with display and presentation.	Monday	TBA	Enthusiastic and enjoys working in a team environment and with the public.	Training and Induction to Restart.	Get a real grounding in a unique retail environment.

Salvation Army Care and Share Shop	Shop Assistant	To serve in the shop in Kirkwall. Handling cash, sorting and pricing donated goods.	Flexible	See previous column	Ability to use a till would be helpful. Other training would be given to start.		
RVS  NATIONAL	Retail Assistant	Enabling people in hospital to buy goods, as well as giving important social interaction.	2 hours per week	Weekday morns/afts	Must be 18 and able to work alone	Induction to start until volunteer confident to work on own. Ongoing support as required.	PVG
British Red Cross	Lead Volunteers for Kirkwall shop	To undertake duties as appropriate to the shop, serving customers, cash handling, stock control	Friday 9-1 or 11-2 Saturday 9-12 or 2-5		Must be willing to learn	Induction to start and full training as required.	
British Red Cross	Shop Volunteer Stromness Saltire Award Compatible	To help with a variety of tasks in the Stromness shop	Any day to suit volunteer	See previous column	Able to get on with others in the shop/ customers Willing to help	Induction to start and full training as required.	
Cats Protection	Shop Volunteer	To help with all aspects of the shop in Stromness	Ask for details	See previous column	Must be customer focused and enjoy working with the public.	Basic induction and ongoing support.	
CLAN	Shop Volunteer	To help with all aspects of the shop in Kirkwall.	Ask for details	See previous column	Enjoy working with customers and sorting stock.	Basic induction and ongoing support.	
Supporting Social Activities – e.g. befriending							
Organisation	Opportunity	Description of duties	Days	Times	Desirable skills	Training	
Voluntary Action Orkney – Young People’s Befriending Project	Young Person’s Befriender	A Befrienders role is to come alongside a young person who is struggling with some element of their life, and offer them support and a break from the norm. Befrienders meet with their young person for 2-3 hours every fortnight and take part in fun activities that they choose together – movies, climbing, sports, crafts,	To suit volunteer and young person	To suit volunteer and young person	Volunteers should be enthusiastic, friendly, light-hearted, great listeners, and reliable and flexible. 18+	Full training given	PVG

		meals out etc etc. All expenses paid.					
Voluntary Action Orkney – Adult Befriending Service	Adult Befriender Volunteer	Volunteers can help enhance the quality of life to members of the community who are socially isolated	To suit volunteer and could take place anywhere in Orkney	As previous column	Volunteers should be over 18 with the ability to be a good listener, reliable, and with a sense of fun.	Full training will be given.	PVG
OIC Smiddybrae House, Dounby	Volunteer Escort	Helping residents whilst out in the tour bus.	Whenever the trips take place	Whenever the trips take place	Someone with a fondness of elderly people, kind, patient, understands confidentiality	Induction to start and ongoing support from staff	PVG
Riding For the Disable	Volunteer	To help physically and mentally disabled adults and children participate in a healthy activity.	TBA	TBA	Caring, enthusiastic and good with animals and people. No previous experience required as training will be given.	No previous experience required as training will be given.	
Supporting People in Distress/Crisis/Emergency							
<i>Organisation</i>	<i>Opportunity</i>	<i>Description of Duties</i>	<i>Days</i>	<i>Times</i>	<i>Desirable Skills</i>	<i>Training</i>	
RVS ❖ NATIONAL	Escort Service	Accompanying patients to and from hospitals in Aberdeen and Inverness to make sure they get to their appointments	As and when necessary	See previous column	Must be fit to use wheelchair and adhere to strict confidentiality rules.	Full training given and ongoing local support as necessary. All reasonable expenses paid. Not suitable for younger volunteers.	PVG
Police Scotland ❖ NATIONAL	Special Constables	As a special constable, you'll forge strong partnerships in the community, patrolling our streets, preventing crime and interacting with all kinds of people to help keep your local community safe.	TBA	TBA	Must have a genuine interest in police work, be in good health and be physically fit.	Full training given.	PVG
Orkney Samaritans	Listening Volunteer	Volunteers are needed to become a full listening volunteer following training and a probationary period. Duties will be to provide emotional support to callers who are distressed and could be suicidal.	TBC	TBC	Good listening skills; patience; non-judgemental.	Full training given.	PVG

Short Term Opportunities							
<i>Organisation</i>	<i>Opportunity</i>	<i>Description of Duties</i>	<i>Days</i>	<i>Times</i>	<i>Desirable Skills</i>	<i>Training</i>	

KEY

- ❖ NATIONAL = National organisation managed out with Orkney and which have their own registration process.

The Quality Volunteering Award gives recognition to organisations that have all the essential procedures and policies in place for their volunteers, which goes towards ensuring that all volunteers should have a positive experience during their time with the organisation. To view this summary online go to www.vaorkney.org.uk