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Community  
Legal Service



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**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer



Help Point

## Signposts Multi Agency Resource Centre Limited Volunteering Opportunities

Volunteering opportunities at Signposts have been outlined in the following table (which is not exhaustive):

### Key

[L] = Lancaster, Morecambe, and District

[P] = Preston

[C] = Cumbria

[A] = All of the above

Area of Work	Volunteering Opportunities	Skills Required (can be learned whilst Volunteering)
Info + Advice (inc. Prison Visitors Centre and Working Together (Cumbria))  [A]	Working with a variety of people, offering advice on various subjects i.e. Benefits, Housing, Medical and Health Identifying Clients needs and supporting client to achieve goals	Problem Solving Communication Skills People Skills, (inc. Empowerment) Listening Skills Possibly 2 <sup>nd</sup> language Specialist Skills including Benefits, homelessness, health issues, debt, racial awareness
Inc. Online Centre [L]	To assist clients with using computers and the internet.	All the above inc. I.T. skills to include internet usage.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Area of Work	Volunteering Opportunities	Skills Required (can be learned whilst Volunteering)
<p>Admin Work (inc. Working Together (Cumbria))</p> <p>[A]</p>	<p>Assisting in the smooth running of Signposts offices. Duties could include Filing, Photocopying, Typing, Answering telephone, Doing mailouts, checking resources are in date, producing posters for events and/or information.</p>	<p>Communication Skills Listening Skills IT Skills Planning Skills Motivational skills</p>
<p>Working with Young People (inc. Prison Visitors Centre)</p> <p>[A]</p>	<p>Working in a 1:1 situation Supporting Groups Supporting Activities Planning sessions and monitoring and evaluating these sessions Working with young people with disability issues Offering information about sexual health</p>	<p>Communication Skills Listening Skills Planning Skills Motivational Skills Organisational Skills People Skills Groupwork Skills Specialist Skills including a Knowledge of issues affecting young people, C Card Training and knowledge or an interest in disability and issues arising from being disabled.</p>
<p>Catering (inc. Breakfast Clubs at Tanterton and Farrington Park.)</p> <p>[P] + [L]</p>	<p>Working in a kitchen environment, helping to prepare and serve food, making tea and coffee, collecting payments, producing buffets.</p>	<p>Planning Skills Organisational Skills Communication Skills Cash Handling Skills Food Handling Skills Specialist Skills including Food Hygiene</p>
<p>Working with Dads</p> <p>[P]</p>	<p>Supporting Groups Supporting Activities Identifying Clients needs and supporting client to achieve goals</p>	<p>Communication Skills Listening skills Planning Skills Motivational skills People Skills Groupwork Skills Problem Solving</p>

Area of Work	Volunteering Opportunities	Skills Required (can be learned whilst Volunteering)
<p>Adult Case Work</p> <p>[P] + [L]</p>	<p>Supporting Groups Supporting Activities Identifying Clients needs and supporting client to achieve goals Working in a 1:1 situation</p>	<p>Organisational Skills Communication Skills Listening skills Planning Skills Motivational skills Groupwork Skills People Skills (inc. Empowerment) Possibly 2<sup>nd</sup> language</p>
<p>Being a Trustee</p> <p>[A]</p>	<p>Attending meetings supplementing or complementing the work done by The Management Team Giving advice and guidance on specific issues</p>	<p>Problem Solving Organisational Skills Communication Skills Planning Skills People Skills Listening Skills Motivational Skills Specialist Skills including an interest in aspects of Signposts work</p>
<p>Farming and Rural Health</p> <p>[L]</p>	<p>Identifying Clients needs and supporting client to achieve goals Supporting Activities, (inc. Coffee Mornings, Events (fetes, fairs, Church days) Supporting Groups Attending Auction Marts offering advice on health</p>	<p>Listening Skills Motivational Skills Problem Solving Communication Skills Organisational Skills People Skills Specialist Skills including a Knowledge of health problems affecting this community</p>

Area of Work	Volunteering Opportunities	Skills Required (can be learned whilst Volunteering)
<p>Engaging and Motivating the Community (inc. Working Together (Cumbria))</p> <p>[A]</p>	<p>Supporting Groups Supporting Activities Working towards Equality and Diversity amongst Signposts Clientele Working with people with disability issues</p>	<p>Listening Skills Motivational Skills Problem Solving Organisational Skills Communication Skills Groupwork Skills Planning Skills People Skills Possibly 2<sup>nd</sup> language Specialist Skills including either an interest, or specialist knowledge in Equality and Diversity and Knowledge or an interest in disability and issues arising from being disabled.</p>
<p>Childcare (inc. Prison Visitors Centre)</p> <p>[A]</p>	<p>Supporting Groups Supporting Activities Working in a 1:1 situation Planning sessions and monitoring and evaluating these sessions</p>	<p>Motivational Skills Planning Skills People Skills Communication Skills Groupwork Skills Organisational Skills Specialist Knowledge including knowledge or interest in working in playgroup areas, can also include food hygiene</p>

Area of Work	Volunteering Opportunities	Skills Required (can be learned whilst Volunteering)
<p>Parenting (inc. Prison Visitors Centre) [A]</p>	<p>Assisting the District Parenting Support Adviser with the preparation for the monthly Parenting Forum; setting up/visiting parent groups; designing and distributing leaflets/posters; working with parents and agencies ie; consultation / questionnaires and helping with events/roadshows across the district</p>	<p>Communication Skills Groupwork Skills Organisational Skills Planning Skills Listening Skills Specialist knowledge/skills of being a parent/carer and perhaps using some of the wide variety of services across the district.  Did the services deliver to your satisfaction? If not, how can we make them better?</p>
<p>Family Support  [P + L]</p>	<p>To assist parenting workers to deliver Family support to a variety of families with varying degrees of difficulty.</p>	<p>Communication Skills Listening Skills People Skills (inc. Empowerment) Problem Solving Motivational Skills Organisational Skills Knowledge of a 2<sup>nd</sup> language could be advantageous</p>

Pam Beswick  
Chief Executive  
March 2010