

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

Telephone : (01524) 419021

Fax : (01524) 411541

Community
Legal Service



E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

**“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 [A] | Working with a variety of people, offering advice on various subjects i.e. Benefits, Housing, Legal, Medical and Health Identifying Clients needs and supporting client to achieve goals | Problem Solving Communication Skills People Skills, (inc. Empowerment) Listening Skills Possibly 2 nd language Specialist Skills including Benefits, homelessness, health issues, debt, racial awareness |

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) |
|---|---|--|
| Admin & Finance Work [A] | 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. Working with petty cash, invoicing, cheque writing | Communication Skills Listening Skills IT Skills Planning Skills Motivational skills |
| Working with Young People [P] + [L] | 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 | 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. |
| Catering (inc. Breakfast Clubs at Farringdon Park.) [P] + [L] | Working in a kitchen environment, helping to prepare and serve food, making tea and coffee, collecting payments, producing buffets. | Planning Skills Organisational Skills Communication Skills Cash Handling Skills Food Handling Skills Specialist Skills including Food Hygiene |

| Area of Work | Volunteering Opportunities | Skills Required (can be learned whilst Volunteering) |
|---|---|--|
| <p>Adult Case Work</p> <p>[P] + [L]</p> | <p>Supporting Groups</p> <p>Supporting Activities</p> <p>Identifying Clients needs and supporting client to achieve goals</p> <p>Working in a 1:1 situation</p> | <p>Organisational Skills</p> <p>Communication Skills</p> <p>Listening skills</p> <p>Planning Skills</p> <p>Motivational skills</p> <p>Groupwork Skills</p> <p>People Skills (inc. Empowerment)</p> <p>Possibly 2nd language</p> |
| <p>Being a Trustee</p> <p>[A]</p> | <p>Attending meetings supplementing or complementing the work done by The Management Team</p> <p>Giving advice and guidance on specific issues</p> | <p>Problem Solving</p> <p>Organisational Skills</p> <p>Communication Skills</p> <p>Planning Skills</p> <p>People Skills</p> <p>Listening Skills</p> <p>Motivational Skills</p> <p>Specialist Skills including an interest in aspects of Signposts work</p> |
| <p>Engaging and Motivating the Community</p> <p>[A]</p> | <p>Supporting Groups</p> <p>Supporting Activities</p> <p>Working towards Equality and Diversity amongst Signposts Clientele</p> <p>Working with people with disability issues</p> | <p>Listening Skills</p> <p>Motivational Skills</p> <p>Problem Solving</p> <p>Organisational Skills</p> <p>Communication Skills</p> <p>Groupwork Skills</p> <p>Planning Skills</p> <p>People Skills</p> <p>Possibly 2nd language</p> <p>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> |

| Area of Work | Volunteering Opportunities | Skills Required (can be learned whilst Volunteering) |
|-----------------------------------|---|---|
| <p>Childcare [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> |
| <p>Parenting [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 2nd language could be advantageous</p> |

Pam Beswick
Chief Executive
June 2011