

# Expression of Interest Form

## Volunteering at Bedford House

Bedford House is piloting new opportunities for volunteering in the areas of Administration, Gardening, Maintenance, and Grounds-Maintenance.

Volunteering is great for sharing your existing skills, learning new skills, socialising, staying connected, maintaining mental health, wellbeing, and physical activity.

We will be piloting these new opportunities over the next few months, each volunteering opportunity is described below. In addition, Bedford House offers volunteers hot drinks free of charge during your volunteering day.

If you are interested in joining one of our volunteer teams please fill in the relevant part of the form and forward it to the Centre Manager, Lykke Leszczynski, on [CentreManager@bedfordhouse.org.uk](mailto:CentreManager@bedfordhouse.org.uk) . If you have any questions in the meantime please either email or call on 07475 018 057.

### I am interested in volunteering opportunities

First Name	
Surname	
Postal Address	
Town	Postcode
Landline / Mobile (please put both if you use both)	
Email	

I would like to volunteer at Bedford House, and I am interested in joining (please tick all that apply)

The Administration Volunteering Team	
The Gardening Volunteer Team	
The Maintenance Volunteer Team	
The Grounds-Maintenance Volunteer Team	

**Administration** – Administration Volunteers will act as first port of call for enquirers on the telephone or in person. They will support the Administrators in the Administration Office and be given small projects to work on. Admin volunteer roles are great opportunities to learn all aspects of administration such as customer service, enrolment, basic bookkeeping, promotion, sales, and occasional event support. If you have experience that’s great but Admin Volunteers do not need prior experience and we are a great place to learn for first jobbers, or those looking to refresh their skills. All we require is enthusiasm, reliability, and an interest in doing the best one can. Admin Volunteer shifts are likely to be 4-8 hours long to suit you, probably once or more every week. Bedford House is open 5-7 days per week, from 9:00 to 22:00 so the likelihood of a suitable shift is high.

**Administration Team**

Bedford House is open 7 days a week most days. Monday to Friday the Administration Team generally works 9:00 to 22:00 in shifts. Actual end time varies slightly depending on activities. Saturdays and Sundays the Administration team also works when we have activities. Our Hall is popular to hire for instance for children’s parties, which may run from 10 – 14 and 14 – 18. Weekend working fluctuates from one weekend to the next. We do not ask volunteers to do a shift on their own and there will be an Administration Team member on site when we have activities.

I am normally available to volunteer on these days and times below (please tick all that apply)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I am normally available every week	
I am normally available every fortnight	
I am normally available every month	

I am available to volunteer within these time periods below. Administration shifts are more meaningful if 3+ hours long.

9:30 – 13:30 approximately	
13:30 – 17:30 approximately	
17:30 – 21:30 approximately	

**Gardening** – Gardening Volunteers will initially focus on maintenance of the flowerbeds in the front of the Bedford House buildings. If you have gardening experience, we hope you will share it with the other gardening volunteers, but you do not need experience to join the Gardening Volunteers Team. Gardening is a great opportunity for gentle physical exercise, socialising, learning basic gardening skills, or sharing gardening skills, and reconnecting with nature, self and others. Gardening Volunteer shifts are likely to be 2-6 hours long to suit you, probably once or more per month. Initially we will organise one or two gardening team days every month. Most likely between 10:00 and 16:00. At this point we are open to organising team gardening on a weekday or weekend to provide accommodating options.

I am normally available to volunteer on these days and times below (please tick all that apply)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I am normally available every week	
I am normally available every fortnight	
I am normally available every month	

I am available to volunteer within these time periods below. Gardening activities can be 2-6 hours long.

10:00 – 13:00 approximately	
13:00 – 16:00 approximately	

**Maintenance** – Maintenance Volunteers will assist the Caretaker with light maintenance and caretaker’s tasks in general. The Caretaker works on Tuesday and Thursday mornings. Particularly on Thursdays it is helpful to be more than one person to do a piece of work such as one holding and the other drilling, or two to fold up a large screen and to set up and remove chairs, or sweeping the front car park. If you have experience in DIY that is helpful, but DIY experience is not a requirement to be a Maintenance Volunteer.

Maintenance Volunteering is a good opportunity to help with housekeeping, to support one of our Thursday courses, as well as the opportunity to learn new skills, or to share the skills you already have and to socialise. Maintenance Volunteer shifts can be 2-5 hours long on Thursdays between 8:00 and 13:00.

I am normally available to volunteer on these days and times below (please tick all that apply)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I am normally available every week	
I am normally available every fortnight	
I am normally available every month	

I am available to volunteer within these time periods below. Maintenance activities can be 2-5 hours long. Sometimes longer if we are working on a project.

10:00 – 13:00 approximately	
13:00 – 17:00 approximately	

**Grounds-Maintenance** – Grounds-Maintenance Volunteers will assist the Deputy Caretaker with project work such as painting the fences, clearing out brambles and mowing the lawn, etc. If you have Grounds-Maintenance experience, we hope you will share it with the other volunteers on the team, but you do not need experience to join the Grounds-Maintenance Volunteers Team. Grounds-Maintenance is a great opportunity for physical exercise, socialising, learning basic skills, or sharing your skills, and reconnecting with nature, self and others. Grounds-Maintenance Volunteer shifts are likely to be 2-6 hours long to suit you, probably once or more per month. Initially we will organise one or two Grounds-Maintenance team days every month. Most likely between 10:00 and 16:00. At this point we are open to organising team Grounds-Maintenance on a weekday or weekend to provide accommodating options.

I am normally available to volunteer on these days and times below (please tick all that apply)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I am normally available every week	
I am normally available every fortnight	
I am normally available every month	

I am available to volunteer within these time periods below. Grounds Maintenance activities can be 2-5 hours long. Sometimes longer if we are working on a project. Shifts are likely to take place in the morning slot when the Caretaker works, but it is useful to know your availability in principle if we are working on a project.

10:00 – 13:00 approximately	
13:00 – 17:00 approximately	

**Board of Trustees** – Trustees *'ensure their charity has a clear strategy, and that its work and goals are in line with its vision'*. A trustee's role in a charity is to be the *'guardians of purpose'*, making sure that all decisions put the needs of the beneficiaries first. The Board of Trustees meets 4 times a year currently on a Tuesday 18:30 to 21:00. A schedule of meetings for the Board and Sub-Committees is set at the beginning of a year for the year ahead. If you are interested in becoming a Trustee please see our dedicated [Trustees page](#).

You can also find this information on our dedicated ['Volunteer with Bedford House' web page](#).

If you are interested, please follow the instructions on the webpage or contact the Centre Manager on [CentreManager@bedfordhouse.org.uk](mailto:CentreManager@bedfordhouse.org.uk) or call on 07475 018 057.