

Time & Talents

Volunteering Opportunities

This document will provide you with all the information you need to volunteer with Time & Talents. For your convenience, our opportunities have been divided into the following categories:



[Practical and environmental](#)



[Employability](#)



[Life skills](#)



[Skills for schools](#)



[Social engagement](#)



[Organisational support](#)



[Donations and giving](#)

Please follow the links above to see the available opportunities for each category.

Practical and environmental

Looking for an active, teambuilding approach to volunteering? These opportunities are ideal for medium- to large-sized groups who wish to support charities with hands-on, physical activities.

Number of volunteers: 5 – 30

Budget: £0 – 500

Projects include:

- Gardening and environmental regeneration
- Painting, decorating and restoration
- Preparing and serving food
- Competing in our 'Charity Shop Challenge'

Please enquire for more information on the above activities



Our top picks...

Take part in a practical project with an even greater community impact

Number of volunteers 5 - 10

Budget £100 - £250



The project

Our practical projects provide our community partners with the opportunity to carry out a project that they would not be able to without volunteer support. These projects are vital for the community, and through this initiative we would like to increase their impact further! We are looking for a team that are enthusiastic, sociable and supportive of others.

We will match a team of 5-10 corporate volunteers with a group of up to 5 Westminster community members from the target groups outlined below. The team will work together on a practical activity with one of our community partners - this could be painting, gardening, creating a mural or preparing and serving food. As part of this unique team, community members will be able to increase their confidence, self-esteem and team work skills. Corporate volunteers will be able to work closely with individuals they would not normally, socialising and helping them to feel more integrated within their local community. This project aims to have a high practical and social impact.

The organisation

One Westminster supports community members in Westminster to volunteer. Some people volunteer to learn a new skill or to meet new people, others want to get work experience or a reference, and some simply want to build their confidence and have fun. One Westminster supports everyone and strives to enable people that would not typically get involved to volunteer.

The people you would be working with on the day will be from one of the groups below, the group will generally be mixed:

- People who are unemployed
- People who suffer with substance misuse
- Young people, aged 16 – 24
- Older people, aged over 65
- People who are homeless

We are looking to run 2/3 of these projects from now until September. Each project can be with a different community partner, once we start working with an interested team we will identify the perfect project and organisation.

If your team is interested please get in touch and we can start to make plans. Ideally we are seeking a team that have some budget to pay for materials for the project and also for some refreshments on the day.



Rejuvenate a building for a vital community service

Number of volunteers 5 - 10

Budget £100 - £200



The project

The West London Day Centre is a busy hub that provides vital support for the homeless population in Westminster. The building that houses the centre is under a lot of stress with so many people utilising the fantastic service they provide every day. As a result, they are looking to carry out painting and regeneration projects around the centre. We need a team to help with these renovations and help with the cost of the materials. Tasks may include preparing surfaces (sanding), painting, cleaning and organising stock.

The organisation

WLDC, based in Westminster, is a service open to anyone over the age of 25 that is affected by homelessness. As part of the West London Mission, they are an organisation founded on Christian ethos but open to people of all faiths or none.

WLDC adopts a dual approach; providing short term relief with frontline services while working to support clients with long term solutions to their homelessness.

Support a local foodbank to organise their stock

Number of volunteers 2 – 5

Budget £0 - £50



The project

The North Paddington foodbank at the WALTERTON and ELGIN Community Homes (WECH) community hall has been neglected over the busy Christmas period and is in need of an enthusiastic team to clean, organise their stock, produce an asset list and if you are able to bring a budget to the project, supplement their stock for their upcoming community events.

The organisation

In Westminster an increasing number of people have difficulties in paying for their basic needs. Other needs may take up all finances, leaving nothing for food. The North Paddington Foodbank is there to help. With cash and food donations from businesses and ordinary people, the food bank provides a minimum of three days emergency food and support to people experiencing crisis in North Paddington. The North Paddington Foodbank serves wards in North Westminster these include Harrow Road, Queen's Park, Westbourne, Church Street, Little Venice, Maida Vale, Bayswater and Lancaster Gate Wards.

Employability

These opportunities allow you to share your educational and professional experiences with local community members who are out of work or seeking a better career. A high-impact way for individuals and teams to help others to help themselves.

Number of volunteers: 1 – 6

Budget: £0

Projects include:

- Mock job interviews
- CV writing support
- Professional skills development workshops
- One-to-one mentoring and advice

Please enquire for more information on the above activities.



Our top picks...

Develop a project management workshop for unpaid carers



Number of volunteers 1 - 6

Budget £0

The project

We are looking for volunteers to join a team that will deliver a one-off workshop for unpaid carers focussed on developing their project management skills. The Carers Network are aware that the carers they work with want to have the opportunity to upskill in their roles for their future work and they do not currently have access to training sessions. The team will work together to develop a training session from their own experiences, they can focus on the theoretical principles of project management as well as sharing practical advice and tips. This is a fantastic opportunity to work as part of a team to share a very valuable skill and it may also serve as a reflective exercise to understand your own strengths and weaknesses with project management. Time and Talents will support the team with all the planning and adapting delivery to the audience.

The organisation

The Carers Network vision is that every unpaid carer in the areas in which they operate is recognised, and leads a healthy, fulfilling life with control over their caring role. They aim to deliver high-quality, front-line services to meet carers' needs, and work closely with carers to better understand what those needs are. They have dedicated staff that personally support carers in Westminster to ensure they are supported and thriving in their role, they can offer financial support, time off from their caring responsibilities and support from their peers through support groups and drop-in sessions. Their vision is to support carers to support each other and lead their own support groups within the community.

Design, plan and deliver an employment workshop

Number of volunteers 1+

Budget £0



The project

We are looking for volunteers to join a team that will deliver an employability workshop for women that access the services of the Migrants Resource Centre. As a member of the team you will design, plan and deliver a workshop that will ultimately help the women that attend feel more confident and prepared when applying for jobs. Areas that could be covered:

- CV Writing
- Cover letters and application forms
- Interview tips and practise

Volunteers will be supported by staff at the Migrants Resource Centre and Time and Talents to develop the workshop.

The organisation

The Migrants Resource Centre (MRC) offers a range of free services to support migrants, refugees and asylum seekers on their journey towards integration into their host society. By supporting them to develop their skills and understand their rights and responsibilities, MRC enables them to fully participate in and contribute to that society. MRC provides a safe place in which users are able to learn, to meet with others, to speak out for a better world and to move on feeling stronger.

Life skills

Share the skills we often take for granted with those in need. Life skills volunteering focuses on giving people the tools they need to lead a fulfilling, self-sufficient life in Westminster.

Number of volunteers: 1 – 6

Budget: £0 – £75

Projects include:

- IT and tech support
- Cookery and healthy eating classes
- Budgeting and personal finance workshops
- Motivational talks

Please enquire for more information on the above activities.



Our top picks...

Help young people to travel with confidence

Number of volunteers 1+

Budget £0



The project

Volunteers are needed to support the creation and delivery of a workshop that will help people with a range of disabilities to feel more confident and comfortable using public transport. This role will involve a lot of preparation, research and planning. Although it may seem like a big challenge you will be fully supported by the members of staff at Caxton Youth and Time and Talents to devise this invaluable project for young people.

The organisation

Caxton Youth Organisation has been working with young people from different communities in Westminster since 1948. Their focus is on improving services, delivering independent living and social skills for young people with disabilities in Westminster. They provide members with facilities for recreation and informal education in the interests of social welfare and with the object of developing their mental, physical and spiritual capacities.

Share your story with aspirational women

Number of volunteers 1+

Budget £0



The project

Migrants Organise work with people who have recently arrived in the UK and they help them to adjust to the culture and society. We are looking for women willing to meet with a group of service users to instil confidence, to raise the aspirations of the women adjusting to the UK and whom have a history in their own life or family of migration. Are you passionate about the importance of migration for society and want to increase the self-esteem and confidence of a group of women that have aspirations for themselves and their family? Please get in touch!

The organisation

Migrants Organise is a platform where refugees and migrants organise for power, dignity and justice. They develop leadership and open up spaces for relational, organised participation of migrants and refugees in public life. From two decades work as the Migrant and Refugee Communities Forum, they know that migrants and refugees make a positive contribution to our country. Their holding principle is that migration is a fact of life, instead of resisting it – let's organise it.

Social engagement

Many members of the Westminster community struggle with social exclusion, isolation and loneliness. Others may simply need some extra support when going through a difficult time in their lives. These opportunities allow volunteers to engage with people through social activities, events and one-to-one meetings to promote social cohesion and integration.

Number of volunteers: 1 – 10

Budget: £0 – 200

Projects include:

- Throwing a party at an elderly care facility
- Arts and crafts workshops
- Befriending vulnerable adults
- Organising outings and day trips

Please enquire for more information on the above activities.



Our top picks...

Help to run a community tea dance

Number of volunteers 6 – 12

Budget £0 - £100



The project

To ensure the smooth running of the event, the Abbey Centre have requested a small team of volunteers to support their tea dance on **Tuesday 28th March 2017**. The event brings together socially isolated or vulnerable people from the South Westminster area to socialise, be active and dance! Volunteers are required to help set up, serve tea, coffee and sandwiches, sell raffle tickets, and – if they feel really adventurous – offer their services as dance partners.

The organisation

Established in 1948, The Abbey Community Association supports the communities of South Westminster to improve their quality of life. Their focus is households with priority needs living in the wards of Churchill, Tachbrook, Vincent Square, Warwick and St James.

Let's get creative

Number of volunteer 4 - 8

Budget £20 - £50



The project

To supplement the range of activities The Westminster Society for People with Learning Disabilities (WSPLD) offer, a group of volunteers are required to deliver an arts and crafts workshop. Let your creative juices flow and see what masterpieces you can create with some of the WSPLD service users. WSPLD staff will provide support in the planning of activities, but volunteers are encouraged to get creative with their suggestions.

The organisation

WSPLD is a charity providing quality services for people with learning disabilities and their families in London. They provide housing options, outreach support, learning and recreational activities, after school and holiday schemes, play and youth services, a specialist integrated nursery and family support services.

Skills for Schools

Educate, motivate and inspire the next generation through our 'Skills for Schools' programme, linking companies with local schools and colleges to enhance their current curriculum.

Number of volunteers: 1 – 30

Budget: £0

Projects include:

- Developing pupils' specific employability skills
- Our 'Money Skills' workshop for primary school children
- Mentoring students on a one-to-one basis
- Supporting school careers day

Please enquire for more information on any of the above activities.



Our top picks...

Support a CV writing workshop

Number of volunteers 2 - 15

Budget £0



St. George's Catholic School
'Inspired by Gospel Values to Learn, Achieve and Excel'

The project

CV Writing skills workshop, Tuesday 31st January 2017, 8:45am – 1:30pm

Volunteers will support the students of St. George's Catholic School to learn about the recruitment process and what employers are looking for in a CV. Volunteers need only a basic understanding of recruitment from personal experience and a willingness to facilitate small groups of students using pre-designed activities.

The school

St. George's School is an independent Academy School and part of the Cardinal Hume Academies Trust. They aim to create an ordered and exciting Catholic learning community achieving the highest standards for boys and girls aged between eleven and nineteen. They believe it is important to provide a firmly disciplined learning environment with quality teaching and high expectations. They aim to provide young people with the wide range of skills necessary to become high achievers and leaders in an uncertain dynamic global economy.

Represent your business at a careers fair

Number of volunteers 2 - 4

Budget £0



The project

Careers Fair, Wednesday 2nd February 2017, 1pm – 5:30pm

Your role during the event will be to host a table/stall for your career sector and business. Students will be able to visit as many tables as they like, to ask questions about the sector, your job role, entry routes into the sector, qualifications needed etc. Business guests are welcome to bring banners, posters and table cloths to decorate your table, and resources such as pens, leaflets or brochures to give away to students. Students attending the event will be aged between 12 and 17.

The school

St. Marylebone School, a Church of England Foundation, aims to achieve the highest standards of effort, behaviour and commitment so that all pupils have an opportunity to realise their full potential. The school seeks to inspire a love of learning and a genuine respect for all members of their multi-cultural, multi-faith community. As a church school they nurture respect for religious, moral and spiritual values.

Demonstrate how maths can be used in the work place

Number of volunteers 2 - 10

Budget £0



The project

Maths at Work, Tuesday 7th February 2017, 8:30am – 1pm

This morning at The Grey Coat Hospital School is designed to promote awareness of the different job roles that utilise maths. Volunteers will be working with female students aged 11/12. Volunteers will be encouraged to talk about their own job roles and to share their own experiences during school, further education and their careers. There will be a number of pre-designed activities, the workshops will be interactive to enable the students to work closely with the volunteers.

The school

The Grey Coat Hospital, is a Church of England school for girls aged eleven to eighteen which is mixed in the Sixth Form. The school is committed to ensuring that each student is known as an individual, develops the knowledge, skills and personal qualities to lead successful and fulfilling lives, and is empowered to do so. They aim for excellence both in and out of the classroom, seeking to develop the qualities of inquisitiveness, resilience, independence, humility and kindness. The school emphasises the learning of languages as they believe that it is important to develop the linguistic skills to communicate with people from around the world as well as to gain an understanding and an appreciation of other countries and cultures.

Interview techniques...with a twist

Number of volunteers 1 - 5

Budget £0



Paddington Academy
The best in everyone™
Part of United Learning

The project

The Paddington Academy have a student interview panel and when the academy hires a new member of staff this panel are part of the interview process. We are looking for volunteers to advise these young people on how to develop their technique, their questions and responses, and what to look for in a candidate. The academy would like to make this into an opportunity for these committed students to learn and gain real value from their position. This could be a workshop or potentially you could observe an interview and give tailored feedback and/or build a training activity from your observations.

The school

Paddington Academy has sustained rapid improvement since opening in 2006 to become an outstanding academy under the exceptional leadership and direction of the Principal and senior leaders. The promotion of equality of opportunity is exemplary. It is at the heart of the academy's work and underpins students' good and sometimes outstanding learning and progress, together with the exceptional care, guidance and support they receive. Examination results have improved steadily at GCSE and A Level and are above the national averages. Achievement in English, mathematics and the specialist subjects is particularly strong.

Organisational support

Use your professional skills to help small local organisations improve their work in the community. Just a few hours of your time can provide crucial support that our partners would otherwise be unable to access.

Number of volunteers: 1 – 6

Budget: £0

Projects include:

- One-to-one peer mentoring
- Professional workshops or training for charity staff, e.g. marketing, project management
- Trusteeships and advisory roles
- Business management, bookkeeping or IT and web support

Please enquire if you are interested in offering organisational support, and we will send you a copy of our 'Skillshare Profile' to complete. This allows us to assess your interests, strengths and experience, so that we may more accurately match you with one of our community partners.

We survey all of our community partners each year to learn and develop our service.

Below are the top 5 training topics that have been highlighted from our most recent survey:

1. Fundraising/business development
2. Marketing
3. Website development
4. Creating partnerships
5. Monitoring and evaluation



Donations and giving

We facilitate thousands of pounds-worth of donations every year through our corporate partners. Organise a clothing or food collection, or donate unwanted office supplies and equipment, to make an immediate impact in the community. If you wish to make a donation, please enquire for more information. Please find below a few specific requests that our community partners have requested.

Fund and/or attend a day trip

Volunteers 5 - 10

Budget £0 - £500

A day trip is often a really special occasion for service users across many of the organisations we work with, it is a chance to explore places that they may not normally feel comfortable visiting or have never had the chance to visit before. For more information about organisations looking for trip support or to ask any questions please contact us.

Support a local food bank

Budget £1 - £100

Collect non-perishable food items in your office for Walterton and Elgin Community Homes (WECH). WECH is a beacon of how resident control can not only revitalise the physical environment of run down estates but also create sustainable and inclusive communities from the bottom up.

Make space for some kids

Family Learning Involvement Project (FLIP) would like to take their young people to a new space to run an activity. Do you have or know of a space that would be suitable for a young group to utilise?

Towels and food

West London Day Centre provide their service users with a breakfast and shower every day. As a result they are always looking for donations of towels. Also they are always open to food donations, this may be for their breakfast service or non-perishables for the food packs they give to their service users transitioning into accommodation.

General Information

- All of these opportunities are flexible on timings, unless otherwise stated. If any take your interest, please do get in touch and we can try to work around your schedule.
 - This is a tailored list and if nothing appeals then please contact Time & Talents for more options.
 - In the case of opportunities that require a budget, this will need to be supplied by the volunteer(s).
 - Budgets are approximate values only, to be decided at a project planning meeting.
 - Teams who are unable to secure the required budget for their chosen project are encouraged to find ways of fundraising themselves, e.g. through office bake sales or sponsored events. Please speak with your Time & Talents contact for advice.
 - Any DBS checks required will be arranged by the community organisation concerned, or by Time & Talents.
 - We have a huge demand for customer services, marketing, IT and business workshops; please contact Time & Talents for more information.
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