



City of  
Chelmsford

**Volunteer with us and  
help people grow**

# Hello!

City of Chelmsford Mencap relies on the commitment and skills of our dedicated and award-winning team of volunteers to help run its services and events.

From supporting members accessing our services to helping out in the office and at fundraising events, every contribution is valuable to our charity.

Whether you can give your time occasionally or on a regular basis, there are lots of ways to get involved and support us!

“

Life is hectic for us all but a day volunteering allows you to switch off from everything else and enjoy the moment.

”



You could be:

- ♦ A student gaining experience.
- ♦ Exploring a career in health and social care.
- ♦ Retired and wanting to share your skills.

# Join our team

To find out more, or to apply, please go to  
[www.cityofchelmsfordmencap.org.uk/volunteering](http://www.cityofchelmsfordmencap.org.uk/volunteering)

We have a simple, three stage application process: a form to complete, a visit to our Centre to meet staff and service users, and an Enhanced DBS check. We provide induction, training, and development opportunities.

We would love for you to join us and become a valued part of our vibrant and supportive community.

“

I was welcomed with smiles and kindness from everyone and the application process was very simple and easy.

”

Reasons to volunteer:

- Share and gain skills and make a real difference.
- It's the best 'job satisfaction' there is.
- You'll always be a star in our eyes.
- We have cake!



# Volunteer Tutors

We are always keen to talk to people who can design and deliver occasional classes and activities. From functional skills to floristry and from music to martial arts, you could help make our curriculum fabulous and fun!

Our lifelong learning students also love to find out about different cultures, to try new sports, and to learn through activities, games and quizzes.

We have opportunities for volunteer tutors throughout the year but especially during college holiday periods.

“

The students obviously benefit so much from the classes and love performing. I feel privileged to help them achieve.

”



You have:

- Experience in tutoring/ delivering activities.
- The ability to meet different learning needs.
- Great communication skills.

# Learning and Activities Support

We need people with enthusiasm and skill for various classes at our lifelong learning service, The Outreach Academy. Activities include art, music, dance, cooking and gardening. We also run courses on independent living skills and organise trips in the community.

You will support our students with a learning disability to take part in classes and activities, gain confidence and develop new skills. You will also assist staff and tutors with practical tasks, such as helping with tea breaks.

“

I now can't imagine my life without being part of the Mencap Magic and supporting students in their achievements and growth!

”

You have:

- ♦ An interest in the activity.
- ♦ Good basic literacy and numeracy.
- ♦ Enthusiasm, patience and a GSOH!



# Admin Assistants

We need volunteers in our office to support our senior management team with day-to-day administrative tasks, including scanning paperwork, maintaining databases and organising resources. You will also have opportunities for project work, such as preparing for events and conducting research.

You will work closely with staff and volunteers and have opportunities to interact with our service users and support their involvement in the life of our charity.

“

I love seeing the amazing work that CCM does. There is a wide range of tasks to do and there's never a dull day at Mencap Centre!

”



You have:

- Excellent literacy, IT and numeracy skills.
- An eye for detail.
- Great communication skills.
- A love of tidying up!

# Cooking/Catering Assistants

Our busy cooking classes need volunteers to help ensure they run smoothly. You will prepare ingredients, support our lifelong learning students, and keep the kitchen and preparation areas clean, tidy and safe.

Volunteers with experience in hospitality, catering or customer service will have opportunities to support our work training programmes, including our In!Catering team and our PopUp Cafes. You will work closely with staff and trainees to ensure customers receive a professional and friendly service.

“

I enjoy passing on my knowledge of cooking and it is satisfying to see the service users grow in confidence and skills.

”

You have:

- A love of good food.
- Knowledge of food safety and hygiene.
- Good organisational skills.
- Enthusiasm and patience.
- Hands that do dishes!



# Minibus Drivers

We need experienced and confident minibus drivers to enable our students to access activities, events and projects.

You will also support students and staff at their destination, whether it's enjoying a day trip to the seaside, tending a community garden or developing independent living skills.

We need drivers on most weekdays but occasionally have evening and weekend opportunities. You can volunteer on a regular or ad hoc basis.

“

Taking students out in 'Morris the Minibus' is great fun - I don't just drive but get to help them with their outings and gardening too.

”



You are:

- A confident driver.
- Experienced in driving minibuses.
- Happy to take part in trips and activities.
- Enthusiastic and patient.

# Volunteer Support Workers

We need committed and enthusiastic people with experience of support work or teaching to assist students with higher needs at our lifelong learning service, The Outreach Academy.

You will help people with a learning disability to enjoy a range of courses and activities, develop new skills and reach their potential.

You will work closely with our staff and contribute your observations and ideas to ensure person-centred support.

“

As an experienced LSA, I wanted to enjoy retirement while giving back to the community. Volunteering brings me so much pleasure.

”

You have:

- Experience of support work or teaching.
- Excellent communication skills.
- A good sense of humour!



# Charity Collectors

We need outgoing, smiley and committed people to help us with charity collections on an occasional basis.

City of Chelmsford Mencap organises or takes part in various fundraising events throughout the year, including street collections and festivals.

You will develop a good understanding of CCM so that you can be a great ambassador for the charity and promote our services, mission and vision to the general public.

“

Helping at collections at weekends allowed me to continue to support my favourite charity - CCM - when I started work!

”



You are:

- ♦ Outgoing and confident.
- ♦ Approachable.
- ♦ Happy to be yourself, a monkey or an elf!
- ♦ An excellent communicator.

# Events Assistants

We need proactive, communicative and outgoing volunteers to help with the preparation and delivery of awareness and fundraising events.

You will develop a good understanding of CCM so that you can be a great ambassador for the charity and promote our services, mission and vision to the general public.

This is an ad hoc role which may include evening and weekend opportunities.

“

I really enjoying helping out at awareness and fundraising events and spreading the word about the fabulous charity that is CCM!

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You need to:

- Be confident.
- Have excellent communication skills to promote CCM.
- Enjoy meeting people and be happy to chat!





**City of  
Chelmsford**

**Find out more about  
joining our wonderful  
team of volunteers**



Registered charity number 1171835