

CURRENT VOLUNTEERING OPPORTUNITIES APRIL 2024

[Our Overall Volunteering Objective](#)

When you volunteer with us at St James's you are joining us in our efforts to create a just, diverse, and inclusive community where life in abundance is promoted and everyone's gifts and skills are valued and celebrated.

[Current Volunteer Engagement Process](#)

For most of the roles, the recruitment process involves the completion of an **application form** which we will send to each prospective volunteer once they notify us of their interest.

Where applicable, we will also collect references from two (2) people nominated by each prospective Volunteer, as well as other relevant pieces of information.

The referees will be requested to make short statements regarding the suitability of the prospective Volunteer in relation to the role in which they are interested.

We would be happy to provide additional information on the process, once you notify us of the specific role in which you are interested. The process is simple and straightforward in each case.

[Current Volunteering Opportunities](#)

1) **10-minute Audience surveys** which require Volunteers who:

- are outgoing and happy to approach and talk to strangers to fill in questionnaires.
- understand the need for accuracy in doing face-to-face surveys.

This is an-ongoing role and commencement date will be discussed with Volunteers after the recruitment process is concluded.

2) **Survey Data entry** which requires:

- familiarity with entering results into an online survey analysis package.

Commencement date will be discussed after the recruitment process is concluded.

3) **Lunchtime recitals - Wednesdays and Fridays**

These are a renowned part of St James's year-round music programme. They are free and feature an exciting range of excellent repertoire.

- 12:30 Volunteers arrive to welcome and potentially give out audience surveys when people arrive.
- 13:10 lunchtime recital begins, Volunteers sit inside and assist members of the audience as may be required.
- When the recital ends, Volunteers hold cash basket for donations as people exit and follow St James's staff instructions. Assist with resetting the space as required.
- Finish by 14:30.

4) **FEAST - Monday evenings.**

On Monday evenings, we cook for and offer hospitality to our guests, where we provide a 2-course sit-down meal in the church for around 35 people who are experiencing homelessness or on low income. The food, donated by some corporate partners, is freshly prepared and served by volunteers who cook and host the meal.

- Volunteers help with welcoming, cooking, food serving, tea/coffee serving, table hosting and related roles during Monday evening meals.
- Volunteers arrive around 5.30pm and serve until about 8.30pm
- There are approximately 35 guests each week.

This is an-ongoing role and commencement date will be agreed after recruitment is concluded.

5) **Sunday Breakfast** - Sunday mornings.

Similar to the service we provide on Monday evenings, on Sunday mornings, we provide cooked breakfast to about seventy-five (75) persons currently experiencing homelessness.

- Volunteers help with activities similar to the FEAST's, during breakfast on Sundays.
- Volunteers arrive around 8.00 a.m. (those working in the kitchen arrive by 7.15 a.m.) and serve until around 10:00 a.m.

6) **Co-Kitchen Leads for both FEAST and Breakfast**

The Co-Kitchen Lead should, ideally, be Level 1 Food safety trained who will lead the cooking/general food preparation for the day. They will be required to have some level of familiarity with handling mental health issues or be willing to be trained if they don't. They should be able to do heavy lifting of food and other required items and be able to coordinate washing up and well-ordered storage of kitchen equipment, plates, etc at the basement and other locations after each FEAST or Sunday Breakfast. They should be happy to go through necessary induction.

7) **Wardrobe Organiser** - Sunday mornings

During Sunday Breakfast, we usually distribute good-quality donated clothes and shoes to those of our guests who need them. The Wardrobe organiser will regularly arrange the items in the proper order in the store, bring them out and distribute on Sunday mornings as needed and generally keep stock of our Wardrobe items.

In addition, they will work with the Food Outreach Coordinator to regularly replenish stock.

8) **Courtyard Cleanliness Support**

This role is responsible for ensuring that the whole courtyard environment (and sometimes within the church as well) is kept clean **after** each FEAST and Sunday Breakfast event. This will involve working with the kitchen and the food serving teams. They will also 'patrol' the venue to report any issues that may require the attention of those leading the activity for each day.

9) **Soul at Saint James (SASJ)**

On the first Sunday from March to December, we hold an afternoon music festival in our courtyard, with a free Gospel and Soul singing workshop, a renowned choir, and special guest artists. There are two specific Volunteer roles as follows:

- (a) **Production Role** - This involves setting up the event through manual labour including assembling the stage and necessary equipment with a team.

First Team of Volunteers

Arrival time - 9:00am

Stage movement and setup - 9:10 - 10:00am

Branding and lighting setup: 10:00am - 11:00am

Any additional setup: 11:00 - 12:00pm

Second Team of Volunteers

Arrival time: 4:00pm

Take down: 4:00pm - 6:00pm

(b) Hosting - a social hospitality interface role, this involves engaging with audience members and the general public, greeting visitors, taking donations during the music session using an iZettle machine, and handing out promotional material. Training is provided.

Arrival time: 1:00pm

Finishing: 5:00pm

10) **Refugee & Asylum Seeker Support** - there are several roles under our Refugee and Asylum Seeker Support as follows:

➤ **English Language Support**

This Volunteer role will work directly with community members, both individually and in groups, in accordance with community member's expressed needs. Volunteers should have a good knowledge of spoken and written English language, grammar and syntax and be able to communicate this clearly and concisely, with teaching made accessible for learners or all ages.

- Sensitive and respectful towards different learning styles, abilities, and paces
- Able to clearly communicate complex rules and nuances in English language.
- Able to respond to individual needs and chosen areas of development/ improvement.
- Flexible in teaching style and delivery, able to meet changing needs of learner/s
- Able to motivate and encourage learners.
- Resource material not required/ experience creating/ developing resources would be beneficial.
- Good time management and organisational skills

➤ **Employment Skills Clinic**

This Volunteer role will support community members to navigate the different processes and stages for seeking and gaining employment; support ranging from initial CV creation and development, help accessing and filtering job search portals, support with completing applications and cover letters through to interview preparation/s.

- Support with CV creation and preparation, adapting as necessary dependent on role.
- Help individuals identify key skills, experiences, strengths alongside transferable skills.
- Support individuals in finding and filtering relevant job opportunities and matching.
- Assist in the creation of cover letters and supporting statements.
- Able to motivate and encourage others, in line with their chosen goals & visions.

- Interview preparation, practice, advice, and guidance.

➤ **Travel Companion/ Befriender**

Community members will often be called to the Home Office, tribunals or other spaces at various times whilst seeking asylum and in transition to refugee status.

- Travel with individuals to and from significant interviews.
- Some knowledge and awareness of the process for seeking asylum preferred.
- Good relationship skills, comfortable in processing and managing complex emotions.
- Able to provide emotional support and companionship within scheduled visits.
- Able to empower and encourage individual's self-advocacy.
- Basic safeguarding trained, willing to be trained.
- Good timekeeping essential.

➤ **IT Tech support**

This volunteer role will work alongside individuals to identify their goals to want to use/ understand technology, whilst supporting them overcome any barriers they may be experiencing.

- Good understanding of, and general interest in technology and software packages
- Sensitive to different aptitudes and motivations to use technology.
- Able to communicate sensitively and clearly potentially complex and technical information.
- Able to encourage and empower others' use of technology.
- Awareness or keenness to learn of barriers to technology, i.e., data poverty.
- Basic safeguarding trained, willing to be trained.

11) Fundraising Party/Events Volunteers.

This role supports our various public-facing fundraising events such as parties and other social activities which may occur at any time during the year but particularly around Christmas. Venues and audience profiles may vary but this role will be suitable for individuals who are:

- Friendly and articulate.
- Know a little about St James's, and/or are happy to learn(more).
- Can help to set up the venue.
- Can warmly welcome guests and engage with them.
- Can help with the raffle or other fundraising activity.

12) Fairtrade Volunteers - The Fairtrade Stall at St James's Church.

Most people are aware that Fairtrade is a mission to ensure that makers of food and other items in the developing world, get a fair price for their produce.

The St James's Fairtrade Stall is housed in a bespoke oak wood cabinet donated to us in 2018. The produce is usually items like coffee, chocolate, jams, dried fruits, tea, and olive oil.

The Fairtrade Stall is open for sales immediately after the Sunday morning services on the **second and fourth** Sundays of every month.

The Volunteer Role

Arrival time - 10.30am

Prompt arrival is important. Before the service, volunteers are asked to ensure that the produce is smartly presented in the stall. They may be asked to assist in adding and pricing new produce to the stall. The cabinet is closed during the service for security reasons.

Immediately after the service, volunteers reopen the stall and sell items to congregation members and visitors in a friendly and efficient manner.

Payments are taken by card only, using the Zettle machine. Full training is provided.

Volunteers also make a written note of what they have sold on a dedicated Sales Record sheet.

At the end of the coffee/tea refreshments, volunteers lock up the cabinet. The Sales Record sheet should be left inside the stall and the Zettle machine is returned to the Vestry.

Finishing time - 1pm

For further information on any of these roles and/or other Volunteer-related matters, please contact **Ayla Lepine** Associate Rector on: associaterector@sjp.org.uk

Thank you.