



Volunteer Centre Sutton
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Volunteer role description

Organisation	This is a coordinated response between Volunteer Centre Sutton, Community Action Sutton, Sutton Food Bank, Age UK Sutton, and Sutton Carers Centre.
Role Title	Volunteer Driver: Afghanistan Donations
Location	<p><u>Donation Centres - Collection Points</u> Every Volunteer Driver will be allocated a Donation Centre from the list below.</p> <ul style="list-style-type: none"> • Volunteer Centre Sutton, 216-220 High Street, Sutton, SM1 1NU • Sutton Carers Centre, Benhill House, 1st Floor, 12-14 Benhill Avenue, Sutton, SM1 4DA • Hill House, Bishopsford Road, Morden, SM4 6BL <p><u>Donation Holding Area</u> The facility in Sutton will be confirmed after your application has been submitted.</p>
Time commitment	<p>All donations will need to be collected from each Donation Centre twice a week, but we are looking for volunteers that can commit to one shift per week. Please feel free to specify your availability and preferred Donation Centre on your application form. Each shift will approximately last (2-3) hours but might be subject to change.</p> <p>This is a short-term volunteering role that will take place during September 2021.</p>
Why you are needed	As part of a London-wide coordinated response at the request of the British Red Cross, we are making an appeal for donations to support individuals arriving from Afghanistan. Over the next few weeks, Sutton residents wishing to donate essential items can drop off items at Volunteer Centre Sutton, Sutton Carers Centre, and Hill House. We need a fantastic team of volunteers to help support with the collection and delivery of donations.
What you will be doing	<ul style="list-style-type: none"> • Collecting donations from either Volunteer Centre Sutton, Sutton Carers Centre or Hill House and taking the donations to the designated holding area in Sutton. • Loading and unloading donations from your vehicle, with the support of Volunteer Donation Packers.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
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	<ul style="list-style-type: none"> • Liaising with Volunteer Centre Sutton Volunteer Coordinators to ensure the smooth running of the service and reporting any issues or concerns.
Skills, Experience and Attributes	<ul style="list-style-type: none"> • You will need a clean UK driving license and access to a vehicle that is roadworthy, reliable, and suitable for the role. • This is a physical role, and we are looking for Volunteer Drivers that feel comfortable lifting carry bags and donations boxes. If you are able to deliver the items but need supporting lifting the donations, please still apply and let us know. • Be punctual and dependable in picking up donations at the agreed time and location. • Having a helpful and positive attitude and able to work as part of a team.
Volunteer expenses	<p>Volunteer Centre Sutton will reimburse reasonable out-of-pocket travel expenses of up to 45p per mile, per shift.</p> <p>All expenses must be agreed and signed off by your Volunteer Coordinator and submitted on the expense claim form on a monthly basis, either by email or in person. We will only be able to reimburse you for the amount specified and payment will be made by bank transfer. You will need to provide valid receipts to your Volunteer Coordinator.</p>
Induction and training process	<p>Volunteer Centre Sutton is committed to offering you clear and structured guidance, that will ensure your time with us is fulfilling and that you feel supported and confident in your role.</p> <ul style="list-style-type: none"> • Your induction and training will provide you with an opportunity to get to know the wider team and ensure you are familiar with the role. • The induction and training will lead straight into your first shift, which will give you a taster of what the role will entail. • Prior to your shift you will be given a guidance document that will provide key information and our volunteer policies and procedures.
Support available	<p>A Volunteer Centre Sutton Volunteer Coordinator will oversee your volunteer experience and will be someone you will have regular access to if problems arise or when help and support is needed.</p>
What to do if you are interested	<p>If you are interested in applying for the role or would like further information, please click on the link saved here.</p> <p>For any queries of questions, please email hello@vcsutton.org.uk or call 020 8661 5900.</p>