



VOLUNTEER ROLES

What is Emmaus?

Emmaus is an organisation founded in France, by Abbe Pierre, just after the Second World War. Abbe Pierre was distressed to see so many people sleeping rough and started by supporting a vulnerable man in need. There are now over 29 communities in the UK and over 400 worldwide. Each community welcomes individuals and provides a home and working environment.

Those that come and live in the community are called Companions. Each Companion work in every aspect of the business helping make the community self-supporting. Emmaus communities earn their living by the re-sale of donated goods and the upcycling and repair of furniture and electrical goods which are sold in the community shops.

Volunteering

Volunteers are extremely important to us. Emmaus Village Carlton (EVC) relies on the contribution of all kinds of people to make our Charity a success. It is this rich range of backgrounds that benefits the community and enables us to provide valuable personal and professional experiences to all who are involved. EVC will look at each application and depending on placements available and your personal preferences, we will invite potential volunteers to an informal meeting. We welcome volunteers from all backgrounds and cultures. Here are details of our volunteer roles:

Under One Roof (U1R)

Role description

Our warehouse where all goods are sorted into the appropriate retail area. These are divided into the following areas: Books, toys, bric-a-brac and clothing. The main duties in these areas are sorting goods in to saleable items, steaming, recycling and waste.

Ideal skills

Ability to work with vulnerable adults
Ability to work as part of a team
Highly motivated with a positive and flexible approach.

Boutique

Role description

Duties may include serving customers, bringing clothes over from U1R, hanging them, labelling them with the size ready for sale. Our boutique also sells curtains, linen, cushions, lampshades, knitting goods, etc. which need to be stocked.

Ideal skills

Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Ability to work as part of a team
Attention to detail
A flair for creative design
Highly motivated with a positive and flexible approach.

Bistro

Role description

Duties may include serving customers, washing up or clearing up after customers.

Ideal skills

Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Ability to work as part of a team
Highly motivated with a positive and flexible approach.

Bric-a-brac

Role description

Duties may include serving customers, pricing goods, and ensuring the general area is kept tidy and well stocked.

Ideal skills

Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Ability to work as part of a team
Attention to detail
A flair for creative design
Highly motivated with a positive and flexible approach.

Ebay Sales Assistant

Role description

Duties may include packing sold items, research, selection of suitable items, photography.

Ideal skills

Ebay sales experience
Ability to work with vulnerable adults
Ability to work as part of a team
Attention to detail
Highly motivated with a positive and flexible approach.

Furniture

Role description

Duties may include serving customers, arranging furniture displays, pricing new furniture and ensuring the general area is kept tidy and well stocked.

Ideal skills

Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Ability to work as part of a team
Attention to detail
A flair for creative design
Highly motivated with a positive and flexible approach.

Gardener

Role description

Sowing seeds, propagation, planting out. Weeding, dead heading and general care and tidying of our garden area; Pruning and care of shrubs and trees.

Ideal skills

Ability to work with vulnerable adults
Some experience and knowledge of gardening and/or growing food
Knowledge of health and safety procedures
Reasonably fit with the ability to work out of doors independently
Highly motivated with a positive and flexible approach.

Driver / Van driver

Role description

Safe loading and unloading of goods to ensure secure transit
Collections/deliveries to/from customer's homes
Transporting Companions to medical appointments
Transporting Companions to our solidarity activities in the evenings.

Ideal skills

Full & clean driving licence
Reasonably fit with the ability to lift, carry and manoeuvre furniture
Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Highly motivated with a positive and flexible approach.

Marketing & Events Coordinators

Role description

Raise awareness of EVC in the local area through printed material and social media
Distribute EVC publicity materials in the local area
Plan, organise and deliver events.

Ideal skills

Social media experience
Good communication skills
Ability to work as part of a team
Good organisational skills
Attention to detail
Ability to inspire people about our work
Highly motivated with a positive and flexible approach.

PAT tester

Role description

Function and PAT test electrical items ensuring the items are legal and safe to use
Ensure the electrical sales area is kept tidy and well stocked with enough varied electrical items
Ensure the display looks interesting
Price items appropriately

Ideal skills

Appropriate skills and qualification
Ability to work with vulnerable adults
Ability to work as part of a team
Good organisational skills
Attention to detail
Highly motivated with a positive and flexible approach.

Reception

Role description

Answering phone calls, completing admin duties and booking collections and deliveries.

Ideal skills

Ability to work with vulnerable adults
Excellent customer service
Good communication skills
Organised and methodical
Highly motivated with a positive and flexible approach.

Other Volunteering Opportunities

We always welcome volunteers with experience of general building maintenance, decorating, DIY, cleaning, in fact the list is endless and there is bound to be something you will enjoy!!

Volunteering is a great way to learn new skills and meet new people at the same time as helping your local community and supporting the Emmaus ethos. At Emmaus Village Carlton our volunteers work alongside our Companions and staff, sharing activities and responsibilities and helping to build our social enterprise together.

For an update of current vacancies or more information about volunteering, please call us on 01234 720 826.

Emmaus Village Carlton

School Lane, Carlton,
MK43 7LQ
01234 720826

Tuesday to Saturday

9.30am—4.30pm

Sunday

10am—4pm



www.facebook.com/EmmausVillageCarlton



@EmmausVC

Website: https://www.emmaus.org.uk/village_carlton

Emmaus Village Carlton registered charity number: 1083113

VOLUNTEER APPLICATION FORM

Please tick the role you would like to be considered for:

<input type="checkbox"/> U1R	<input type="checkbox"/> Boutique	<input type="checkbox"/> Bistro	<input type="checkbox"/> Bric-a-brac	<input type="checkbox"/> Furniture	<input type="checkbox"/> Ebay sales
<input type="checkbox"/> Garden	<input type="checkbox"/> Driver	<input type="checkbox"/> Marketing & Events	<input type="checkbox"/> PAT tester	<input type="checkbox"/> Reception	

1. Your details

Full name:			
Address:			
Telephone:		Mobile:	
Email:			

2. Availability

When can you volunteer? Please note this information is for guidance only. When we meet we can discuss and agree a timetable that works for you and for us.

Please circle the times that you are available:

Mon am / Tue am / Wed am / Thurs am / Fri am / Sat am / Sun am / Flexible

Mon pm / Tue pm / Wed pm / Thurs pm / Fri pm / Sat pm / Sun pm

3. About me

3a. Why do you want to volunteer? (continue on a separate sheet if necessary)

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3b. Please tell us about yourself, e.g. Any skills, experience or qualifications you may have that would be suitable for the volunteer role. Have you volunteered before? If so, for which organisation? Are you currently working or in education? (continue on a separate sheet if necessary)

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4. References (references can be work colleagues, employers, tutors or friends but not family members)

First reference

Full name:			
Address:			
Telephone:		Mobile:	
Email:			
How do they know you?			

Second reference

Full name:			
Address:			
Telephone:		Mobile:	
Email:			
How do they know you?			

5. Criminal Offences

Because volunteers may be working with vulnerable adults we will be required to carry out a DBS check. Under the rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions? Yes No

If the answer is YES please provide details of the offences, penalties, dates and the country in which they occurred, or of any allegations made against you, in a sealed envelope marked private and confidential with your name, the volunteer role and attach this to your completed application form.

6. Data Protection

Confidential personal information recorded about volunteers is not shared with other bodies and is maintained in compliance with data protection legislation.

7. Consent for record checks and declaration of suitability

During my volunteering I understand that I may have access to information that is not public knowledge and I will ensure this information remains confidential.

I understand insurance for personal effects is my responsibility.

By signing and returning this form I agree to the terms stated and declare the information I have provided is true.

Signature: _____ Date: _____

Emmaus Village Carlton will not sell your name and address to any organisation. We will retain your details for personnel administration and analysis of your work as a volunteer, including assessing your suitability for future volunteering or employment opportunities. Emmaus Village Carlton would like to hold details about you to send further information about our work, including fundraising, events and campaign work. If you are in agreement to us using your details in these ways, please tick here.

8. Where did you hear about Emmaus Village Carlton?

- Family/friends Emmaus Website Emmaus Leaflet Other (please specify)

Please return the completed form to Barbara Fitzgerald (Retail Manager) via e-mail at barbarafitzgerald@emmausvc.org or via post at Emmaus Village Carlton, School Lane, Bedford, MK43 7LQ.

INTERNAL USE ONLY: Received By: _____	Date received: / /
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