

The Lenton Centre

Mission :

The Lenton Centre is a social enterprise at the heart of an increasingly vibrant community, attracting and welcoming people from all generations and cultures into a bright, well-designed environment to enjoy a holistic range of learning and health-giving leisure activities.

A friendly sanctuary, the Centre will offer a first point of contact for residents and students, promoting harmony and well being.

Activities :

The Lenton Centre is a community owned health, leisure and community facility. We have a pool, gym and rooms for hire. We run a number of community projects, including WAPActiv2 - a health-related group for those with learning disabilities and Tasty Tuesdays - our weekly community meal. We are looking to increase the number of activities that are available to different groups within the community and to improve our facilities accordingly. We are therefore seeking a number of volunteers to carry out some key roles.

In return, we offer a supportive environment to work, where we value your input, initiative and effort.

We are able to offer training related to the voluntary role you undertake, including shadowing in other volunteer roles and to take on additional responsibilities, such as co-ordinating a team of volunteers.

Regular volunteers are also able to use the gym and pool.

Gardening Volunteer

Description :

Hi! We hope you can help, we are looking for green thumbed volunteers to help revive the community garden behind the Radford and Lenton Library.

We're looking for volunteers to help with labour and to work as part of a team to ensure that the garden is maintained and utilised by the public the whole year round.

We welcome volunteers to express their ideas for promoting the use of the garden with the community.

When Required : Time Flexible

Skills and Qualifications :

Donations such as seeds, soil or tools would be cherished.
No particular skills or qualifications needed

Marketing Volunteer

Description :

Support The Lenton Centre - A Community Run Social Enterprise and Registered Charity. Gain an up to date work reference, receive training, have free access to gym and swimming facilities and be part of a fantastic, energetic team.

The Lenton Centre are looking for a Marketing Volunteer to enhance and promote our activities and projects.

Key Responsibilities:

Capture the activities of The Lenton Centre using a range of media
Post engaging copy including videos and pictures from events and activities
Obtain relevant permissions to publicise pictures and videos
Produce posters and publicity material.

When Required : Monday-Friday

Skills and Qualifications :

Passion for marketing
Ability to write engaging copy
Good attention to detail
Creative with a positive attitude
Understanding of confidentiality

Reception/Admin Volunteer

Description :

To provide general administrative support to staff. Depending on your skills and experience, you may be asked to help with any/all of the following. Training will be given where appropriate.

Assisting with updating information and resources.
Photocopying.
Data entry for monitoring purposes.
Filing/archiving paper and electronic documents.
Assisting with word processing such as drafting letters
Helping with other general office duties as required by staff.

When Required : Monday-Sunday

Skills and Qualifications :

Fluent written and spoken English.
Basic IT skills (for letter writing, Data entry).
Effective communicator.
Able to answer phones in a professional manner.
Previous admin experience is desirable (but not essential).

Fundraiser

Description :

To prepare and write creative and accurate fundraising proposals and presentation outlines.
Securing donations and funding
To research and develop effective partnerships
To take responsibility for developing and maintaining partnerships

When Required : Mon-Fri day

Skills and Qualifications :

Excellent communication skills
Good negotiating skills
Able to use their own initiative
People-person
Pleasant/outgoing personality

Cafe Assistant

Description :

The Lenton Centre is offering you the chance to be part of their Tasty Tuesdays weekly community meal. You could also be involved in helping out with food and drinks on other days when other groups and activities are in.

Are you a people person who would like to welcome and enthuse, listen and help? Do you love variety, being busy and making a difference? Join our team and welcome visitors to our centre.

Cafe volunteers are trained to assist in a wide range of duties including:

- * Ensuring visitors feel welcome to the cafe
- * Working as part of a team to provide excellent and friendly

service.

- * Processing food and drink orders.
- * Ensuring you keep the menu updated.
- * Taking food and drink orders to clients at their table when needed.
- * Setting up and clearing of tables and chairs for meals.
- * Ensuring tables are kept clean and ready for meals.
- * Helping with washing up and keeping plates and cutlery replenished

when needed.

- * Attending to clients at the food and clothing bank.
- * Administrative tasks such as stocktaking and taking clients food and

clothing requests.

This would suit you if you are looking to help the vulnerable and give back to society, gain experience to enable you to get a paid job, refresh your skills after being out of work for some time and including retired people who would like to contribute their skills and meet new people and make new friends.

When Required : Friday Daytime

Skills and Qualifications :

Ability to work as part of a team

Communication skills

Willingness to interact with customers

Basic awareness of food hygiene and health and safety would be beneficial

Ability to remain calm and organised under pressure during very busy times

Catering experience not essential.

Sports Assistant for WAP ACTIV 2

Description :

Working with Disabled Adults on a Tuesday Evening 6- 8.30 pm helping them eat healthy and play sports. Assisting them in the Gym, Cricket, Table Tennis and Basket ball.

Join us to develop a wide range of sporting activities from The Lenton Centre with WapActiv 2.

Full training will be offered as well as the possibility of gaining accredited qualifications (depending on the sport and level of commitment to the role)

When Required : Tuesdays 5.45pm-8.30pm

Skills and Qualifications :

Enthusiastic, outgoing and encouraging individuals with a passion for sport and helping others with disabilities.