



Greenwich & Bexley Cottage Hospice ~ Volunteer Opportunities

VOLUNTEER VACANCIES BY TYPE

Updated Jan 2010

TYPE OF ROLE (alphabetical order)	REF NO.	LOCATION	WHEN NEEDED
Admin and clerical team (some office experience required). Some roles require a regular session, some require <i>ad hoc</i> or “floating” support with flexible time	1109A	Hospice Education Lymphoedema Lottery (single ticket) Clinical Finance Outreach Team Patients (discharge) Inpatients HR	Occasional, ongoing 1 day / week 1 day / week Occasional 1 week’s filing 1 day/week Occasional 1 day / week Occasional filing
Assistants for Retail Outlets		– see under “shop assistants”	
Café assistants / bakers	1109D	Hospice	Minimum 1 day/week
Designer of artwork ~ flair for promotional literature (using IT)	1109E	Hospice / home-based	By arrangement
Drinks Trolley Servers	1109F	Hospice	1 st & 3 rd Fridays each month
Drivers –21years old+ – Minibus / van (w full licence) – Of own car for patient transport (full licence & suit-able insurance required)	1209A 11092	Bellegrove Parade & Community Community & Hospice	Weekdays. Morning & afternoon on min 1 day/week, Mondays, Tuesdays or Thursdays
Events support team ~ Marshalling; Running stalls; Set-up & clear-down of tents etc	1109I	Community & Hospice	Usually evenings & weekends (see website for events calendar)
Flower care team	1109J	Hospice wards & public areas	Around once a week
Gardeners & Routine Maintenance team	1109K	Hospice	Any day ~ team meeting on Mons am.
Incoming goods sorters	1109L	Bellegrove Parade, Welling	Minimum 1 day/week, Monday to Sat am
Kitchen assistants (some experience preferred)	1109M	Hospice	Minimum 1 day/week
Library administration / cataloguer	0310	Hospice	Flexible – min 1 day per month
Photographer for events / publicity.	1109N	Community & Hospice	As per events calendar

Portable Appliance Testing and Electrical Shop Assistants	1109O	Welling	Any day.
Public Promotions for Hospice Lottery	1109P	Community events and Shops	By arrangement
Receptionists	0110A	Hospice	Evenings 5-8 pm & Weekends.
Retail maintenance support	0110B	Retail outlets & Welling offices	Various
Shop assistants	1109Q	Bexleyheath (Mall & Broadway); Sidcup; Eltham; Stratheden Parade (Blackheath); Greenwich (Trafalgar Road & High Road); Northumberland Heath; Bellegrove Parade (Welling)	Various shifts, esp. Saturdays.
SQL database experience & ASP.NET-builder	1109R	Hospice	By arrangement
Therapists (fully qualified & insured) – for complementary therapies – massage, Reike, reflexology, aromatherapy etc	1109S	Hospice (Day Hospice & Wards)	Any day
Till Reconciliation / bookkeeping	1109T	Hospice	1 hour at least 3 times weekly

Availability of vacancies changes constantly. This list is updated regularly. Availability of any role cannot be guaranteed at point of applying due to the varying lengths of time that the process takes, especially where a Criminal Record Bureau disclosure is required.

Further details

All volunteers must apply using the GBCH Volunteer Application Form. These are available, together with detailed Role Descriptions and a CRB application form from the Volunteers Dept, tel 020 8320 5812 or e-mail barbaraoakes@gbch.org.uk or from the relevant shop. Please note that a Criminal Record Bureau Disclosure (CRB) is required for any applicant who would be based at the Hospice premises. Occupational Health Clearance is also required for certain roles which have close contact with patients or involve driving.