

Weekly Volunteering **Hot List**

Week Beginning 03/12/2018

Urgent and new volunteer requests.

Research Briefings Writer

[People Know How](#)

Research Briefings act as a supplement to our other projects; we want to support this work by linking it to academic literature. We are looking for individuals who are able to write literature review-style Research Briefings based on topics related to our current projects that we can publish on our website and use to instruct the work that we do.

Contact: Glenn Liddall 07714 586 971

glenn.liddall@peopleknowhow.org

Cathedral Shop Assistant

[St Giles' Cathedral](#)

Working in our shop means everything from standard up to point work to answering all kinds of enquiries; minimum working hours = one morning shift of 3 hours. It's helpful if you feel comfortable working in a public environment and have good communication skills, and any knowledge of a foreign language would be beneficial (but is not essential). Cathedral Shop Volunteers enjoy working in Edinburgh's ancient heart.

Contact: Caroline MacPherson 0775 145 9717

cmacpherson1961@hotmail.com

Home Visitor

[Blind Veterans UK](#)

We are committed to supporting our blind veterans no matter where they are. By popping by once a week or fortnight to see a veteran in their area, home visitors are a friendly face that can make all the difference to our veterans. A visit could be a simple chat and a cup of tea, helping out with odd jobs around the home that can otherwise be a struggle for our veterans to complete or getting out and about in the local area. You will never be asked to do any personal care.

Contact: Gemma Rome 020 7616 7935

volunteer@blindveterans.org.uk

Administrative Helper

[Bare Branding](#)

Administrative helper at our open access community makers' workshop will be in charge of stock control (i.e. regularly make sure we have enough materials including printable vinyl, paper, transfer papers, inks or any other materials required for specific jobs and order those if needed). He/she will preferably invoice people for using the workshop and the materials and do the book keeping using QuickBooks. It will ensure a more organized flow at the workshop.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

Social Media / Website Volunteer

[Bare Branding](#)

Engagement Coordinator will play an important role in reaching out for people through the social media. It includes (but is not limited to) maintaining our website, posting updates on Facebook and Instagram. Any creative approach to advertising, engaging with people and raising awareness about our makers' workshop will be encouraged, leaving a lot of freedom to have fun and test ideas. This role is essential for creating publicity about what can be made at the workshop.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

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Makers' Mentor

[Bare Branding](#)

Makers' Mentor following full training on the equipment will be in charge of helping the beginner makers. It will include operating a large scale Epson digital printer, vinyl cutter, OKI white toner printer, heat-press, laminator and optionally a screen printing set for printing onto garments. In return the Makers' Mentor will be allowed to use the equipment for personal use for free.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

Event Organiser

[Bare Branding](#)

Event Organiser will work closely with the Directors, Makers' Mentor and Engagement Coordinator to expand on various collaborations with other non-profit organisations, social groups and individuals. The main task will be to organise various events which would target and benefit certain groups of people (especially those from disadvantaged background) and encourage them to get involved in our makers' workshop.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

Fundraiser

[Bare Branding](#)

Bare Branding is a social enterprise and to function as a non-profit open access maker's workshop relies on funding. Fundraiser will have the responsibility to contact relevant bodies in regards to funding opportunities and fill in the relevant paperwork. It will allow to build budget to subsidize those who can't afford paying for the materials and in this way ensure equal opportunities for everybody. Moreover, funding will allow us to organise more events and workshops for targeted groups.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

Digital Media Mentor

[Bare Branding](#)

Most of the equipment in our makers' workshop is digital. Following full training the Digital Media Mentor will be helping makers to prepare their files in a correct format. Some people with non-digital artwork might require their work scanned or photographed and edited using Adobe Photoshop and Illustrator. Digital Media Mentor will also be in charge of leading any events that require digital skills.

Contact: Noel Spencer 07873 121 424

info@bare-branding.co.uk

Graphic Design Volunteer

[Hearts & Minds](#)

Responsible for the day to day delivery of the design output and execution for editorial layouts, POS, look books, brand guidelines and digital. Create adverts, flyers/leaflets, cards etc., Work to design briefs, Edit photos for publications, General administrative tasks.

Contact: Michelle Armstrong 0131 270 6051

info@heartsminds.org.uk

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Events and Community Fundraising

[Bethany Christian Trust \(Head Office\)](#)

To work alongside the Events and Community Fundraiser, supporting the preparation and deliverance of a range of fundraising events. The purpose of this role is to maximise income generated in a fundraising environment. To support the preparation and deliverance of upcoming events including Afternoon Teas and the Bethany Sleep Out. To utilise and maximise media opportunities that arise through our own social and digital channels and with external press and print media.

Contact: Edith Bovo 0131 561 8965

volunteers@bethanychristiantrust.com

Thinking about volunteering? Concerned that your health, disability or past offences may be a barrier? Considering helping a client into volunteering but not sure how to go about it? If you have answered yes to any of these questions then why not contact Sarah from our Health and Wellbeing Team.

Sarah Cleary - Health and Wellbeing Services Manager

Tel: 0131 561 8307 Email: sarah.cleary@volunteeredinburgh.org.uk



**volunteer
edinburgh**

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