

# VOLUNTEERING OPPORTUNITIES AT EVI



UK Government Wales  
Llywodraeth y DU Cymru



Cyngor Bwrdeistref Sini  
**Blaenau Gwent**  
County Borough Council







# EVI'S VOLUNTEER OPPORTUNITIES

Welcome to EVI. We are delighted that you are considering volunteering with us and we look forward to supporting you on your EVI journey. Our volunteers help support the many community services and activities available at the centre and they are invaluable to the successful future of the organisation.

We look forward to welcoming you to the EVI Team!

## TIME CREDITS

By volunteering at EVI, you can earn Time Credits for supporting your community.

For every hour you give, you earn one Time Credit. This can then be spent at EVI or other venues throughout the UK e.g. the Tower of London, and can also be shared with friends and family.





# EVENT VOLUNTEERS

**Purpose of Role:** To help the EVI team plan and deliver events at the Centre.

**Responsible to:** EVI Senior Development Coordinator

## What will I be doing?

- Meeting and greeting event customers
- Help set up and clear down the event
- Help with registration
- Support those taking part

## What skills, experience and attributes do I need?

- Enjoy meeting and talking to new people
- Be polite, friendly, and positive
- Reliable and able to work as part of a team
- Flexible and willing to work outdoors
- Enthusiastic about EVI and helping at events
- If you have specific event skills and experience that would be great but not essential





## Training and Support

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend accredited customer service training and development sessions relevant to your role
- Be part of a friendly team, work in an inspiring heritage building, and help make a difference in our community
- Be part of the EVI Events team, earning time credits for every hour you volunteer
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers

## How Do I Apply?

Simply email [sian@evi.cymru](mailto:sian@evi.cymru) to request an application form. Please get in touch if you have any questions or would like more information on volunteering.



# CAFE ASSISTANTS

**Purpose of Role:** To assist EVI Cook/Trainer to deliver a first-class service to customers.

**Responsible to:** EVI Cook /Trainer

## **What's involved?**

- Meeting and greeting customers and showing them to their tables
- Helping the Cook/Trainer to serve food and drink to tables
- Clearing empty plates and tables ready for new customers
- Ensuring the café area remains clean and tidy during service

## **What skills and experience do I need?**

- Enjoy meeting and talking to new people
- Be polite, friendly, and positive
- Reliable and able to work as part of a team
- Happy with an active role where you will be on your feet during busy times





## **Training and Support**

- An initial induction will be given to all volunteers
- Volunteers will also be offered the opportunity to attend accredited Hospitality Training and development sessions relevant to their roles
- Hands on experience working in hospitality
- Be part of a friendly team, work in an inspiring heritage building, and help make a difference to our community
- Be part of the EVI Time Bank, earning credits for every hour you volunteer
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers

## **How Do I Apply?**

Simply email [sian@evi.cymru](mailto:sian@evi.cymru) to request an application form. Please get in touch if you have any questions or would like more information on volunteering.

# COMMUNITY GARDEN VOLUNTEERS

**Purpose of Role:** To maintain, develop and protect our community garden so that it can be enjoyed by everyone.

**Responsible to:** EVI Senior Development Coordinator

## **What will I be doing?**

- Working as part of a team
- Help with the upkeep, development and protection of the garden so that it can be enjoyed by everyone
- Tidying up
- Dead-heading/weeding
- Pruning trees, shrubs and plants
- Creating a peaceful and friendly environment for visitors to the garden

**Time Commitment:** To be arranged but ideally 2 hours per week







## **What skills, experience and attributes do I need?**

- Some experience of gardening would be helpful but not essential
- Enjoy working as part of a team
- Reasonably fit
- Willing to work outdoors in all weather conditions

## **Training and Support**

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend other training and development sessions relevant to their role
- You will be supported by the EVI Facilities Team
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers
- Be part of EVI Time Bank, earning time credits for every hour you volunteer

## **How Do I Apply?**

Simply email [sian@evi.cymru](mailto:sian@evi.cymru) to request an application form. Please get in touch if you have any questions or would like more information on volunteering.

# REPAIR CAFE VOLUNTEERS

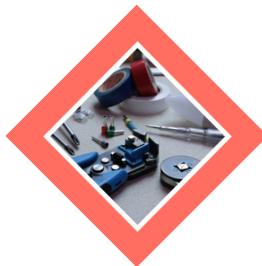
**Purpose of Role:** To help members of the community repair items - reducing waste and bringing the community together.

**Responsible to:** EVI Senior Development Coordinator

## What will I be doing?

- Helping to set up the Repair Café
- Meet and greet Repair Café customers
- Helping to repair broken items
- Sharing skills with community members
- Helping with administration of Repair Café alongside EVI team

**Time Commitment:** To be arranged but ideally 2-3 hours monthly





## **What skills, experience and attributes do I need?**

- Enjoy meeting and talking to new people
- Skilled to repair small household electrical goods, woodwork, jewellery repair, IT expertise, sewing (garment repair) or bicycle repair
- Polite, friendly and positive
- Reliable and able to work as part of a team

## **Training and Support**

- An initial induction will be given to all volunteers
- Volunteers will also be offered opportunities to attend training and development sessions relevant to their roles
- Be part of a friendly team, work in an inspiring heritage building, and help make a difference in our community
- Be part of EVI Timebank, earning time credits for every hour you volunteer
- We will hold regular volunteer meetings to provide an opportunity to feedback and contribute ideas, as well as the opportunity to meet other volunteers

## **How Do I Apply?**

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# CREDIT UNION VOLUNTEERS

**Purpose of Role:** To help the EVI team deliver a Smart Money Credit Union Collection Point.

**Responsible to:** EVI Senior Development Coordinator

## What will I be doing?

- Meeting and greeting event customers
- Help set up the Credit Union Collection Point
- Register new customers and take payments from existing customers
- Assist the Finance Officer to reconcile collections

**Time Commitment:** To be arranged but ideally 2–4 hours monthly

## What skills, experience and attributes do I need?

- Enjoy meeting and talking to new people
- Be polite, friendly, and positive
- Reliable and able to work as part of a team
- Some experience of finance would be beneficial but not essential as training will be given





## **Training and Support**

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend training and development sessions relevant to your role
- Be part of a friendly team, work in an inspiring heritage building, and help make a difference in our community
- Be part of EVI Time Bank, earning time credits for every hour you volunteer
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers.

## **How Do I Apply?**

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# TO REGISTER YOUR INTEREST

Email **sam@evi.cymru**,  
ring **01495708022** or  
pop in for a chat



@EbbwValeEVI



@evi\_ebbw\_vale



@ebbwvaleEVI



[www.evi.cymru](http://www.evi.cymru)

## MAIN FUNDERS

Ebbw Vale Institute is currently funded by the UK Government through the UK Community Renewal Fund\*



UK Government Wales  
Llywodraeth y DU Cymru



Blaenau Gwent  
County Borough Council

\*The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fundprospectus>

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