

Oldham Inspiring Youth

Volunteer Role Descriptions

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General Notes for All Volunteer Roles

- **Voluntary nature:** All roles are voluntary and unpaid. OIY aims to support volunteers by reimbursing reasonable out-of-pocket expenses, such as travel or materials, in line with our expenses policy.
- **Safeguarding and compliance:** Volunteers are expected to adhere to OIY's Safeguarding Policy, Code of Conduct, and GDPR Policy at all times. Your wellbeing and the safety of participants are our top priority, and we provide clear guidance and support to help you fulfil these responsibilities.
- **Enhanced DBS checks:** Due to the nature of our work with young people and vulnerable adults, almost all volunteer roles will require an Enhanced DBS (Disclosure and Barring Service) check. OIY will guide you through this process and cover any associated costs.
- **Training and support:** All volunteers receive a full induction, role-specific training, and ongoing support from experienced staff or lead volunteers. You will never be left unsupported while carrying out your duties.
- **Ending a placement:** Volunteers can step down at any time, and we appreciate notice where possible. Likewise, OIY reserves the right to end a volunteer placement if policies or safeguarding standards are breached, to ensure the safety and wellbeing of all participants and staff.
- **Friendly and supportive environment:** We aim to make volunteering a positive and rewarding experience. Volunteers are valued as essential members of our team and will always be supported to contribute safely, confidently, and effectively.

Quick Summary Grid

| Role Area | Purpose | Example Tasks | Skills / Qualities Needed | Commitment & Supervision |
|---|--|--|---|---|
| Sports & Physical Activity Support | Support delivery of sports sessions and encourage participation. | Assist coaches, lead small groups under supervision, set up/pack away kit, referee games. | Friendly, approachable, interest in sport, team player. | Flexible; supervised by sessional coaches / Volunteer Coordinator. |
| Education & Learning Support | Support learning and skills development for young people and adults. | Help with homework clubs, life-skills workshops, mentoring. | Patient, supportive, good communicator. | After-school/evening; supervised by staff/lead volunteer. |
| Events & Community Engagement | Assist at events and fundraising activities. | Registration, stewarding, promoting events, distributing flyers. | Outgoing, organised, reliable. | Event-based; briefing provided by event lead. |
| Admin & Communications Support | Provide behind-the-scenes support for charity operations. | Data entry, registers, social media updates, design posters/newsletters. | IT/admin skills, reliable, creative. | Flexible, some tasks can be remote; supervised by Volunteer Coordinator. |
| Outreach & Inclusion Support | Ensure sessions are inclusive and accessible for all. | Support disability sessions, encourage harder-to-reach groups, translate, act as role model. | Inclusive, culturally aware, language skills helpful. | Flexible; supervised by Inclusion Lead/Volunteer Coordinator. |
| Health & Wellbeing Support | Promote health, wellbeing, and social connection. | Support wellbeing sessions, lead walking groups, promote healthy lifestyles. | Caring, approachable, good listener. | Flexible; supervised by Wellbeing Lead. |
| Practical / Facility Support | Help maintain safe and welcoming spaces. | Set up halls/fields, check/clean/store equipment, support transport. | Practical, reliable, health & safety aware. | Flexible, mainly before/after sessions; supervised by Facilities Coordinator. |

1. Volunteer Sports & Physical Activity Support

Purpose of role

To assist in delivering high-quality sports and physical activity sessions that engage young people and adults, helping them develop confidence, teamwork, and healthy lifestyles. Volunteers will play a key role in making sessions safe, fun, and inclusive.

Tasks may include:

- Assisting qualified coaches with warm-ups, drills, and games.
- Leading small group activities under supervision to build confidence and engagement.
- Helping to set up and pack away sports equipment, ensuring safety and organisation.
- Refereeing friendly games or matches.
- Supporting wellbeing classes or fitness sessions where appropriate.
- Encouraging participation and motivating young people to achieve personal goals.
- Observing and reporting any safeguarding concerns in line with OIY policy.

Skills and qualities:

- Friendly, approachable, and encouraging.
- Interest in sport, fitness, or promoting physical activity in the community.
- Reliable, responsible, and willing to work as part of a team.
- Patience and enthusiasm for supporting young people.

Commitment: Flexible, based on sessional needs.

Support and supervision: Volunteers receive guidance from sessional coaches and the OIY Volunteer Coordinator. Training in safeguarding, health and safety, and inclusion is provided.

2. Volunteer Education & Learning Support

Purpose of role

To support educational and skills development opportunities for young people and adults, helping participants build confidence, resilience, and a positive approach to learning. Volunteers contribute to a welcoming environment that encourages curiosity and personal growth.

Tasks may include:

- Supporting homework clubs, study sessions, or tutoring.
- Assisting in life-skills workshops such as CV writing, communication, and employability skills.
- Mentoring individuals or small groups to achieve personal learning goals.
- Encouraging resilience, problem-solving, and confidence-building.
- Assisting in planning and preparing learning materials.
- Supporting safeguarding and wellbeing during educational activities.

Skills and qualities:

- Patient, supportive, and approachable.
- Good communication skills.
- Comfortable working with young people in informal learning environments.
- Enthusiasm for education and personal development.

Commitment: Usually after-school or evening sessions; flexible according to availability.

Support and supervision: Supervised by OIY Trustees, Session leads, or lead volunteers. Volunteers receive training, induction, and ongoing support.

3. Volunteer Events & Community Engagement

Purpose of role

To help OIY deliver engaging, inclusive community events and campaigns that foster social connections and raise awareness of our work. Volunteers contribute to smooth delivery, positive participant experiences, and successful fundraising outcomes.

Tasks may include:

- Supporting sports days, tournaments, fun runs, or family events.
- Assisting with registration, stewarding, and welcoming participants.
- Helping with fundraising campaigns and local promotion.
- Distributing promotional materials or staffing community information stalls.
- Supporting event setup and pack-down.

Skills and qualities:

- Outgoing, friendly, and confident engaging with the public.
- Organised, reliable, and adaptable.
- Able to work collaboratively in a team environment.

Commitment: Event-based, flexible according to the calendar.

Support and supervision: Volunteers are briefed before each event and supervised by event leads.

4. Volunteer Admin & Communications Support

Purpose of role

To provide essential behind-the-scenes support that helps OIY run efficiently and stay connected with the local community. Volunteers ensure information is accurate, up-to-date, and presented professionally.

Tasks may include:

- Data entry, record-keeping, and managing attendance registers.
- Supporting social media accounts, website content, or newsletters.
- Designing posters, flyers, and digital content.
- Assisting with telephone, email, and general enquiries.
- Maintaining confidentiality and compliance with GDPR.

Skills and qualities:

- Organised, reliable, and attentive to detail.
- IT or administrative skills, including Microsoft Office and social media platforms.
- Creativity in writing or design is a plus.

Commitment: Flexible; can be done remotely or in the office.

Support and supervision: Volunteers are supported by the OIY Volunteer Coordinator and receive training and guidance.

5. Volunteer Outreach & Inclusion Support

Purpose of role

To ensure OIY activities are welcoming and accessible to all members of the community, supporting participation and engagement across diverse groups.

Tasks may include:

- Supporting sessions for people with disabilities, additional needs, or barriers to participation.
- Encouraging involvement among under-represented groups.
- Acting as a peer role model and mentor for younger participants.
- Translating or interpreting for families where relevant.
- Identifying and reporting barriers to participation to improve inclusion.

Skills and qualities:

- Inclusive, respectful, and culturally aware.
- Patience and empathy when working with diverse communities.
- Language skills where relevant.

Commitment: Flexible, based on programme needs.

Support and supervision: Volunteers supported by the Inclusion Lead or Volunteer Coordinator, with induction and training.

6. Volunteer Health & Wellbeing Support

Purpose of role

To promote health, wellbeing, and social connection through OIY activities, supporting participants to lead healthier, more connected lives.

Tasks may include:

- Promoting healthy lifestyles and nutrition.
- Supporting mental health and wellbeing sessions through listening and signposting.
- Leading walking groups, light exercise, or social activities for adults.
- Encouraging social interaction to reduce loneliness and isolation.

Skills and qualities:

- Caring, approachable, and non-judgemental.
- Awareness of common health and wellbeing issues.
- Ability to listen and support participants sensitively.

Commitment: Flexible, according to session schedules.

Support and supervision: Volunteers are guided by the Session leads and Wellbeing Lead and receive training in safeguarding and mental health awareness.

7. Volunteer Practical / Facility Support

Purpose of role

To help maintain safe, welcoming, and accessible spaces for OIY activities, contributing to a positive environment for all participants.

Tasks may include:

- Checking, cleaning, and storing equipment safely.
- Setting up halls, classrooms, or sports fields before sessions.
- Supporting health and safety standards.
- Assisting with transport and accompanying groups on walks or trips.
- Helping with general maintenance and practical tasks as needed.

Skills and qualities:

- Practical, hands-on, and reliable.
- Awareness of health and safety requirements.
- Flexible and willing to support varied tasks.

Commitment: Flexible, mainly before and after sessions or events.

Support and supervision: Volunteers are supported by session leads, with guidance and training provided.