

# Volunteer for Active Prospects



Active Prospects is a charitable organisation based in Reigate, Surrey with nearly 30 years' experience providing a range of specialised accommodation and support services across Surrey and Sussex. We support over 300 people with learning disabilities, autism, mental health needs, acquired brain injury and those with complex needs to live full and aspirational lives.

## We have lots of volunteer opportunities available, please see details below:

### Garden Maintenance and DIY

Active Prospects is looking for volunteers who can help with basic maintenance of the gardens of some of our residential and supported living services in Surrey for people with learning disabilities or autism.

We have struggled to maintain the gardens due to our maintenance team being short-staffed and our care workers having to prioritise supporting people. The type of help we're looking for would be mowing grass, pruning, weeding etc.



### Charity shop support

We need enthusiastic, energetic, and committed individuals to ensure the success of our charity shop in Reigate. We need volunteers to encourage donation of stock and increase sales by giving customers a positive shopping experience.

Tasks will vary but may include:

- Increasing sales by providing help and advice to customers.
- Serving customers in the shop, taking money, wrapping goods and using the till if you feel comfortable.
- Accepting and processing donations, including promoting our Gift Aid scheme, sorting, steaming, pricing and hanging of clothes.
- Checking stocks of new products and replenishing when necessary.
- Keeping the shop clean and tidy and displaying goods, creating attractive window displays.

### Office Administrator

We are looking for volunteers to facilitate the smooth running of our head office based in Reigate and to assist the members of staff who work there. Volunteers are required to help with administration duties.

Tasks will vary but may include:

- Sorting and filing documents.
- Photocopying.
- Shredding obsolete documents for secure disposal.
- Updating spreadsheets and/or databases in order to keep records up to date.
- Preparing documents, e.g. class registers, client feedback forms.
- Contacting clients to get feedback about our services, then recording and collating the data.
- Assisting with the preparation of reports.
- Preparing and distributing mail shots.
- Answering the telephone and ensuring that messages are passed to the relevant member of staff





## Fundraising Administrator

We're seeking fundraising admin volunteers to assist with administration and Tasks will vary but may include:

- General administrative support, for example photocopying, creating fundraising packs for supporters, preparing materials for events, updating documents (spreadsheets and word), etc.
  - Create thank you letters for our supporters that highlight the value of their support.
  - Accurately record and update all our records in our CRM system.
- Approaching local community groups and asking for support whilst raising awareness of Active Prospects where possible.
  - Keeping the Fundraising Manager updated with any activities and progress.

## How to volunteer:

If you would like to volunteer or need more information, please don't hesitate to contact our fundraising manager via [fundraising@activeprospects.org.uk](mailto:fundraising@activeprospects.org.uk) or call 07971 954912.