

# people and places: responsible volunteering

## SUPPORT PLAN FOR WORK OF VOLUNTEERS AT EMMANUEL ADVICE CARE CENTRE, PORT ELIZABETH 2016-2017

This plan describes ways in which volunteers can help this project to develop their aims and goals.

Comments are based on the work of volunteers in the period up to December 2015, and are derived from questionnaires completed by the projects and reports written by the volunteers. New aims and actions, if any, are shown in green and these have either been identified from requests made by the projects or have arisen from the work done by volunteers.

AIMS	ACTIONS
<p>1. To support the staff at Emmanuel in their work with the community</p>	<ul style="list-style-type: none"> <li>• Volunteers with experience of nursing, physiotherapy or other aspects of health care could accompany the care-givers on their visits to members of the community in their homes, providing guidance and advice to clients as and when appropriate. <span style="color: green;">Previous volunteers have joined the care-givers on their visits to many of their clients.</span></li> <li>• Volunteers with experience in social work could help to support the work done by care-givers in the community, and could possibly organise and run community events or workshops on relevant topics.</li> <li>• <span style="color: green;">Volunteers with experience in counselling could help to counsel clients in the community. One volunteer spent six months here, using her counselling skills both in the community and for the benefit of the staff at Emmanuel.</span></li> <li>• Volunteers with knowledge of diet and nutrition could run workshops on healthy diets, bearing in mind the constraints of lack of money to buy food and the dietary needs associated with specific illnesses.</li> <li>• Volunteers with expertise in gardening could work with the community to help people to plant vegetable gardens specifically designed to encourage healthy eating. They could also</li> </ul>

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	<p>help to develop the garden at Emmanuel, with the aim of growing enough food to feed a larger number of children from the community.</p> <ul style="list-style-type: none"> <li>• Volunteers with experience in nurseries or pre-schools could work in the crèche, helping the staff to provide appropriate play and educational activities for the children. <b>Many previous volunteers have spent some time working with the children in the crèche.</b> They could also work in the community, providing advice on various aspects of early childhood care.</li> <li>• Volunteers with experience of working with children could organise holiday activities for vulnerable children from the community</li> </ul>
<p>2. To help develop strategies to ensure the long-term sustainability of Emmanuel</p>	<ul style="list-style-type: none"> <li>• Volunteers with experience of fund-raising could help with grant applications and bids for sponsorship. <b>Some volunteers have worked on various ideas to help counteract the ever-present shortage of funds.</b></li> <li>• Volunteers with expertise in marketing could help to publicise the valuable work done by Emmanuel, thereby developing a wider network of people who support them.</li> <li>• Volunteers with management, administrative and/or business experience could help support the staff at Emmanuel in reviewing their business and financial plans and ensuring that the organisation is managed efficiently.</li> </ul>
<p>3. To help to develop the skills and expertise of the staff, providing them with training which will help them both in their work at Emmanuel and possibly in other jobs in the future.</p>	<ul style="list-style-type: none"> <li>• Volunteers could use their expertise to run workshops for the staff in relevant aspects of their work, ensuring they build on work done by previous volunteers to provide a coherent training programme. <b>Many previous volunteers have run workshops on a variety of different relevant topics.</b></li> <li>• By working alongside staff as they go about their everyday jobs, volunteers could take the opportunity to share ideas, skills and expertise and to demonstrate new ideas and methods where appropriate.</li> </ul>

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- Some volunteers could provide training in computer skills and other aspects of communication and office management.
- A volunteer could review the personal development needs of individual staff and begin to put in place a programme for achieving them.

Reviewed October 2015