

Cycling4All Shrewsbury - Volunteering opportunities	
Chair/treasurer/finance	to be main point of contact chair meetings and ensure they run to the agenda oversee group activities and actions work closely with the secretary to draw up the agenda and minutes arrange and manage routine meetings responsibility for financial transactions and bank account
admin support/secretary	Deal with enquiries and mail arrange meetings support the chair manage documents for meetings circulate agenda and minutes minute taking keep contacts and membership up to date new people induction and paperwork registration documentation monitoring and evaluation paperwork Keep documents correctly filed adhere to data protection rules collation and production of brief reports
Progression and development co-ordinator	*Be familiar with the initial needs assessment and progression planning sheet with parents, carers and staff develop an individual development plan record and monitor progress using the sheet
Communications, publicity and promotions lead	Lead on communication including media contact and press releases lead on social media activity newsletter through mail chimp develop promotional materials devise a list of local contacts promote the centre to local authorities, GPs, Occupation Health professionals, health organisations, physiotherapists, veterans associations, stroke groups, autistic support groups, weight management groups, care homes, educational establishments, local organisations, clubs, groups and individuals or families
*Fundraising activities and outreach	Devising and arranging activities to raise funds engaging local businesses and educational establishments and individuals or families in conducting fundraising activities with the centre as the beneficiary Contacting and engaging local businesses, educational establishments, local organisations, clubs, groups and individuals or families to support, sponsor and take part in activities at or organised by the centre to raise funds engage local organisations, businesses, charities as supporters and promoters
Fundraising – grants, bids and awards	Identify opportunities to bid for funding and awards take the lead on applications co-ordinate information for applications take responsibility for processing applications and be the main point of contact
Events support	Helping with organising and conducting events hands on assistance on the day
Volunteer recruitment	Find new people to fill volunteer roles – identify contacts and advertise roles through emails, face book, twitter engage and contact parents, carers and participants, businesses, colleges and Universities (work experience) further develop job descriptions for engagement of more volunteers *oversee and arrange training opportunities for volunteers
Sessional support workers	Deliver and take part in sessions and support the delivery of activities, undertake training as necessary and help with stretch activities – led rides, skills courses
Ride/activity leaders	Undertake ride leader training or be suitably trained already programme a wide variety of rides and activities lead rides as appropriate to the participants develop activities as appropriate to the participants risk assess rides and activities complete RA paperwork liaise with carers, parents and the progression and development co-ordinator to ensure suitability of participants
What they want to do	Any other activities that people feel would be useful to the centre



*Ideas for fundraising - fun days, sponsored rides, cake bakes, summer fairs, skills challenges - sportives, long distance rides, family fun days, taking part in existing rides such as family fun days, annual cycling and walking festival (like opening of the track event) race nights, local school based sponsored rides, competitions, workplace challenges, cycle quiz etc. organising and running

*In development initial needs assessment and progression planning documents

*In development - List of Available Training and providers