

Volunteering opportunities at Wigan	
Lead person	to be main point of contact   oversee group activities and actions   work closely with the secretary to draw up the agenda and minutes   arrange and manage routine meetings and ensure they run to the agenda   monitor finances   produce basic accounts   look after the bank account
Admin support	Monitoring and responding to emails and enquiries   registration and initial assessment documentation   monitoring and evaluation paperwork   adhere to data protection rules   arrange on-going evaluation of the service through case study collection   new people induction and paperwork   collation and production of brief reports
Progression and development co-ordinator	*Be familiar with the initial needs assessment and progression planning documentation   help to undertake initial assessment and progression planning with parents, carers and staff to develop an individual development plan   record and monitor progress   produce reports to show benefit for funding bids and publicity
Communications, publicity and promotions lead	Draw up a communication plan   lead on communication including media contact and press releases   lead on social media activity   newsletter   help WCLT 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, local organisations, clubs and groups
*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   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
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   look for contacts that can help with legacies
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, facebook, 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
Mechanics	Undertake regular bike checks   identify repair needs   undertake training or be trained to undertake repairs   monitor spares and identify needs
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 - Supporters pack for fundraising –how to - just giving, sponsorship forms, posters, t-shirt, freebies, maps, existing long distance rides, activities ideas pack

\*In development initial needs assessment and progression planning documents