

Volunteering opportunities Salford WFA	
Monitoring and evaluation	Monitor registration documentation undertake monthly reporting of participant numbers Keep documents correctly filed using data protection rules arrange evaluation through feedback and case study collection new people induction and paperwork Record keeping collation and production of brief reports monitoring and responding to emails and enquiries
Progression and development co-ordinator	*Be familiar with the initial needs assessment and progression planning documentation 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	lead on communication including website, media contact, press releases and social media activity Develop promotional materials devise a list of local contacts promote the centre to local authorities, GPs, Occupation Health professionals, physiotherapists, veterans associations, stroke groups, autistic support groups, weight management groups, care homes, educational establishments, 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 and to support, sponsor and take part
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 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 led rides and skills courses
Mechanics	Undertake regular bike checks identify repair needs undertake training or be trained to undertake repairs monitor spares and identify needs
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

*In development - List of Available Training and providers