

Torch Volunteer Roles 2019/20

Torch has a range of current volunteering opportunities based at Torch House or based from home.

1. Torch House - at Market Harborough, Leicestershire

Audio - Transcription and Editing

What's involved - The Reading, proofreading, recording and/or editing of audio books and publications at the studios in Torch House.

What's required - For recording, an attractive accurate but natural reading voice with variable expression, inflections and intonation; the applicant will be required to record and pass a successful voice test before being considered for the role. For editing a good 'ear' and attention to detail.

What's the commitment - This is a part-time role with days and hours to suit the applicant. However, the applicant must be prepared to commit time to projects in order to meet deadlines.

Who's the supervisor? - Audio Transcription Coordinator.

Dispatch - Preparing Mailings to our Clients and Supporters

What's involved? - Collating, enveloping and sealing of items for mailings.

What's required? - Willingness and ability to undertake repetitive basic tasks of preparing mail items around a table in good company.

What's the commitment? - A minimum of half a day every month or so to coincide with circulation of materials.

Who's the supervisor? - Production Manager.

Housekeeping - Cleaning

What's involved? - to supplement our cleaning contractor services to make Torch House a fresh and inviting place for people to work in and to visit. Tasks can include hoovering, dusting and general office and common spaces cleaning.

What's required? - Good health and mobility with a willingness to serve.

What's the commitment? - As time permits, but as a guide a half day a week or every other would be of great help.

Who's the supervisor? - Operations Assistant.

Maintenance - Property and Grounds

What's involved? - Be part of our maintenance team to make Torch House a safe and inviting place for people to work in and to visit. Tasks can include keeping the exterior and interior painting to a high standard; basic repairs to chairs, tables. Basic maintenance tasks - light bulbs, taps etc.

What's required? - Experience in general DIY and practical matters.

What's the commitment? - As time permits, but as a guide a half day a week or every other can be of great help.

Who's the supervisor? - Chief Technical Officer & Operations Assistant.

Production - Purchases, Library orders and distribution

What's involved? - General collating, picking, sealing, packing of print runs, order and library items to serve our client and supporter base.

What's required? - General level of fitness, mobility and acumen toward practical tasks, administration and organisation. Confident and comfortable in dealing with computer screens and keyboard operations.

What's the commitment? - A minimum of one half day per week.

Who's the supervisor? - Production Manager.

Resources - PC Data input

What's involved? - To input data to Torch systems such as details of publishers' books and ensure records are completed correctly. Occasional research tasks using the internet.

What's required? - A good standard of computer literacy, accuracy and attention to detail.

What's the commitment? - A minimum of one half day per week.

Who's the supervisor? - Transcription Manager.

2. Torch National - Home based and in your locality

Audio - Transcription and Editing

What's involved? - The Reading, proofreading, recording and/or editing of audio books and publications in your own home.

What's required? - Good basic I.T., email skills and internet connection. For recording an attractive accurate but natural reading voice with variable expression, inflections and intonation; a quiet place to work without intrusive background sounds; the applicant will be required to record a successful voice test before being considered for the role. For editing a good 'ear' and attention to detail.

What's the commitment? - This is a part-time role with days and hours to suit the applicant. However, the applicant must be prepared to commit time to projects in order to meet deadlines.

Who's the supervisor? - Audio Transcription Coordinator.

Retreat/Event Assistant

What's involved? - Welcoming, guiding during outings including befriending guests throughout their retreat; general duties around assisting at mealtimes as directed by the Retreat/Event Leader.

What's required? - This role due to its nature will have an occupation requirement for being a Christian and require an enhanced level of DBS checking. Good communication and organisational skills; the ability to work in a calm, mature and professional manner; enthusiasm, creativity and flexibility; empathy for blind and disabled people. Able bodied to be able to undertake the range of support and guiding needed to the particular holiday/event.

What's the commitment? - Whilst Torch has a flexible approach to the hours for which an individual volunteers the commitment to the full length of a retreat/event if residential is essential. A contribution towards the cost of attending the retreat may also be required. Local day volunteers are also very welcome.

Who's the supervisor? - Communities Lead.

Sight Loss Friendly Church (SLFC)

What's involved? - Delivery of SLFC workshops, being a contact point between Torch Reps and individual churches in their locality. Manning exhibition stands and speaking to people regarding SLFC. Presenting SLFC/Torch to small groups.

What's required? - Active Church member, and a committed Christian. Good presentation skills. Ability to make own arrangements for travel and able to commit to evening and weekend work. A passion for helping churches be accessible. Able to relate to all denominations/different churches.

What's the commitment? - Availability will be ad hoc but will hopefully be able to be arranged around them most of the time.

Who's the supervisor? - Torch Representative and SLFC Manager.

Torch Fellowship Groups - Locally organised independent groups

What's involved? - There are many Torch Groups throughout the UK serving people with sight loss in their different localities. These Groups, usually monthly provide an opportunity for visually impaired and sighted people to meet within a Christian context and socialise with old and new friends around refreshments. All these can make the difference between friendship and encouragement or isolation and loneliness.

What's required? - If you are a Christian you can help make a difference by offering your skills and whatever time you have to the local Group. That could be baking a cake, serving the refreshments, chatting with folk, driving visually impaired people to a meeting, playing an instrument or simply setting out the chairs. These roles dependent upon their nature will have an occupation requirement for being a Christian and require an appropriate level of DBS.

What's the commitment? - As much as you are able.

Who's the supervisor? - As these are locally run you should contact the relevant local leader, or Torch House for more information.