

# The Hope Hub

## Volunteer Role Description & Person Specification



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| <p><b>Volunteer Role</b><br/><b>Recipe Cards – Content Volunteer</b></p>   | <p>As part of our portfolio of Living Well Courses we run a series of cookery workshops where our Service Users learn to cook healthy and nutritious meals using whatever they have. This may be cooking in a motel with a kettle, in temporary housing with microwave, from the back of a van with a gas burner or in their own kitchen. Some Service Users rely heavily on food parcels and we try to extend this to including free or cheap surplus vegetables. Budgets are tight and recipes need to be creative and healthy.</p>   |
| <p><b>Service Pathway:</b><br/>Empowerment Services: Living Well Courses</p> <p><b>Responsible to:</b><br/>Project Officer: Helen Robinshaw</p> <p><b>Mentor:</b><br/>Volunteer Lead: Ali Robertson-Fox</p> <p><b>Days and Hours:</b><br/>Any time to suit you.</p> <p><b>Time frame:</b><br/>Initially we need to tidy and distribute 10 finished recipe cards before the end of March 2022. Then we will be looking for a way to add to and developing our collection of recipe cards.</p>   | <p>We are looking for volunteers to help us extend our collection of affordable, healthy recipes to use with Service Users individually and on our cookery courses. This position links with another for a Recipe Card Graphics Volunteer who will design a format for the recipe cards that can be printed and added to food parcels or accessed on-line.</p> <p>The Recipe Card Content Volunteer will take responsibility for researching, adapting and writing recipes that Service Users with different levels of cooking skills can create on a tight budget or by making good use of food parcels and seasonal or frozen vegetables.</p> |
| <p><b>Essential requirements:</b></p> <ul style="list-style-type: none"> <li>• The ability to work remotely using your own IT equipment to research, adapt and write new recipe cards.</li> </ul>  |   |
| <p><b>Key Tasks</b></p> <ul style="list-style-type: none"> <li>• Review the content of the current recipe cards for the Affordable Cookery courses.</li> <li>• Research and standardise all the recipes into one format including weights and measures etc</li> <li>• Research new recipes to promote cooking healthily on a tight budget to supplement the offer</li> <li>• Extend these recipe cards, including safety tips and ways of adapting recipes to meet the needs of different Service Users.</li> <li>• Help us to sustain the project by developing a format that we can add to.</li> <li>• Liaise and collaborate with the Recipe Cards – Graphic Volunteer and Project Officer to ensure that the first 10 cards are in print by the end of March 2022.</li> </ul> <p><b>Your Safety and Protection</b></p> <ul style="list-style-type: none"> <li>• You will be asked to read and continue to have access to our policies and procedures for keeping you, our Service Users and our staff safe and for meeting the ethos of The Hope Hub.</li> </ul> |   |

- Relevant guidelines relating to Covid-19 will always be followed for any onsite meetings or visits.
- At least two references will be required following a successful interview.
- Our Project Officer and Volunteer Support Co-ordinator will provide further support.

### **Benefits of the Role**

- Experience volunteering at one of the most dynamic charities in Camberley.
- Know that you provide hope, empowerment and crucial support to some of the most vulnerable people in our community.
- Be part of a team, using your personal skills to advantage and learning new skills from others.
- Gain experience and insight into working within the charity sector. This is an excellent opportunity for anyone who is considering a career in voluntary, charity, social care and health services or in catering roles.
- Comprehensive induction, ongoing training, and Volunteer 'thank you' and support sessions.
- Scope to extend into other areas of volunteering at The Hope Hub, in the community and/or at the Emergency Accommodation Service.
- Out of pocket expenses are covered in line with our policy.

### **We are looking for a Volunteer who:**

- Is able to tidy and present 10 recipe cards for print by the end of March 2022.
- Will continue to work with us or help us to sustain the project.
- Is able to work as part of a team and independently.
- Has excellent attention to detail.
- Has an interest in sharing practical, affordable cookery tips.
- Can reflect good food safety and hygiene practices.
- Will be reliable and committed to the role and the team.

### **Next Step**

Please complete and return The Hope Hub Volunteer Application Form that you will find on the 'Volunteering' section of our website or call us for further information.

**The Hope Hub** | [www.thehopehub.org.uk](http://www.thehopehub.org.uk) | 01276 581174 | [connect@thehopehub.org.uk](mailto:connect@thehopehub.org.uk)  
Registered Address: Knoll Road, Camberley, Surrey, GU15 3SY | Charity Number 1176452

**Thank you for your interest in The Hope Hub and for thinking about Volunteering with us. As a charity, we have continued to grow and serve more people in need during the pandemic and very much look forward to welcoming more Volunteers back to support our many new initiatives.**