



Funding

Hands & Gillingham Volunteer Centre relies primarily on grants and donations to finance its administration and running costs. Volunteer expenses are always reimbursed, usually by the client but in exceptional circumstances from our own limited funds

Management

Hands & Gillingham Volunteer Centre is a Registered Charity No. 290169 and is a fully accredited member of Volunteering England. It is managed by a Board of Trustees, who are themselves volunteers.

HANDS & GILLINGHAM VOLUNTEER CENTRE

Cranford House
24a Longley Road
Rainham
Kent
ME8 7RU

E-mail: enquiries@gillinghamvolunteercentre.com
Website: www.gillinghamvolunteercentre.com

GILLINGHAM VOLUNTEER CENTRE

Telephone: (01634) 362119
Fax: (01634) 264464
Office Hours:
Monday - Thursday: 9.00am - 4.30pm,
Friday: 9.00am - 4.00pm

(Please be aware that from 1.00pm onwards staff may be undertaking duties out of the office.)

HANDS TRANSPORT

Telephone: (01634) 264464
(24 hour answerphone)
Office Hours: 9.30am - 12.30pm
(Mon - Fri)

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ALL YOU NEED TO KNOW ABOUT

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Hands & Gillingham Volunteer Centre gratefully acknowledges financial support from Medway Council, SEEDA and Awards for All



The beginning

Hands was formed in 1969 as a 'good neighbours scheme'. Initially based in Strood it quickly developed to cover the whole of Medway under two different offices. Later Gillingham Hands took on the duties of a Volunteer Bureau and became a registered charity.

Hands provides direct services whilst the Volunteer Bureau (which became known as a Centre in 2008) provides support, advice and guidance on all aspects of voluntary work and development

Aims and objectives

Hands provides practical help throughout the community in Gillingham and Rainham by the use of a dedicated team of volunteers. Hands regularly undertakes community transport, gardening and befriending for elderly, disabled or infirm people.

The Volunteer Centre actively supports the ongoing development and the expansion of all aspects of voluntary work and is involved in promoting public awareness and appreciation of the continuing need for the voluntary sector.

How does it work?

Hands & Gillingham Volunteer Centre has a Management Committee which decides and implements the overall aims and objectives of the organisation.

The Centre Manager deals with the day-to-day administration and co-ordination of the needs of the Centre, its volunteers and clients.

Requests for direct services are taken by our office staff, either voluntary or paid, and every effort is made to assist.

Hands & Gillingham Volunteer Centre works closely with the statutory bodies, such as Social Services, local Health Authorities and Medway Council, as well as other local and national charities, in order to provide a wide range of services to the community.

The Volunteer Centre responds to needs and so offers special projects. The Community Friendship Scheme, supports people who have become isolated, to enable them to work through their difficulties and get back into the community. Likewise, the Centre offers free ESOL training for people who have come from other countries and want to volunteer or find work and may need to improve their English.

Voluntary workers



People from all walks of life can benefit from volunteering and everyone has something to offer, even if only for an hour a week.

Gillingham Volunteer Centre recruits volunteers by local advertising, publicity and word of mouth.

Volunteers are interviewed on a one-to-one basis, and asked to complete a skills register before being referred to one or more of the many local organisations, including Hands, our own direct services.

Volunteers records and all information is kept strictly confidential.

All volunteers will be supported in their placement to ensure that they are enjoying the experience.

The Volunteer Centre operates an Equal Opportunities Policy, a Vulnerable Adults Policy, and follows strict Health & Safety Guidelines. The Centre has also achieved PQASSO and Volunteering England quality standards and carries out Risk Assessments and CRB checks, where appropriate.