



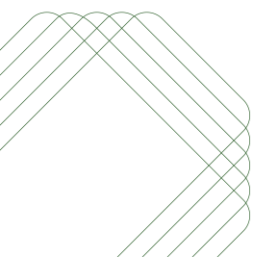
IRISH COMMUNITY CARE
CÚRAM POBAIL ÉIREANNACH
MANCHESTER

VOLUNTEER HANDBOOK AUGUST 2025





Irish Community Care
Cúram Pobail Éireannach
Manchester



August 2025



I.C.C.M



Irish Community Care
Cúram Pobail Éireannach
Manchester

WELCOME FÁILTE

A Message from Patrick Morrison - Our Chief Executive Officer

Volunteering lies at the heart of the Irish community's story in Manchester. Since ICCM was founded by volunteers in 1987, it has been shaped and sustained by the generosity, dedication, and spirit of people like you; individuals who give their time and energy to support others. Today, you continue that proud tradition.

"Ar scáth a chéile a mhaireann na daoine"
(We live in each other's shadows)

Through your support, you help ICCM grow stronger. By offering your skills, time, and compassion, you empower current and future generations of Irish people in Manchester to connect with their heritage, celebrate their identity, and build a vibrant, supportive community.

We hope your time volunteering with ICCM is fulfilling and meaningful. On behalf of the entire Irish community, thank you: your contribution makes a real and lasting difference

Go raibh maith agat.

Le gach dea-ghuí,

A Message from Martin Moran - Our Service Manager

I would like to send a genuine and heartfelt thank you to all of you for your continued support and commitment, volunteering for our Irish Community here in Manchester. You will know that Irish Community Care continues to go from strength to strength each year, where our charity is growing and the range of services we provide grows. As the manager I know very well that we would not be able to deliver all we do without you, our volunteers. The time you dedicate is priceless and is so incredibly valuable to the Irish Community, whether that is at the lunch groups, our community allotment, our cultural activities and supporting people as a befriender.

I'm so very proud of the work we all do and the services we provide to people who need our support.

You bring your energy and passion as well as a vast amount of life experience for the benefit of others as well as great humour, kindness and compassion.

It's a pleasure to work alongside you.

To reiterate, a heart felt thank to you all.

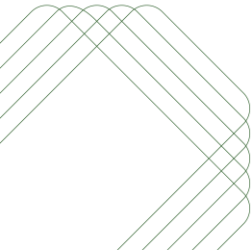
Cead Mile Failte

August 2025





Irish Community Care
Cúram Pobail Éireannach
Manchester



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1. OUR HISTORY ÁR STAIR

Irish Community Care Manchester was established in 1987, by pioneering volunteers, to meet the needs of Irish and Irish Travellers settling in Manchester. Many people who arrived and settled in Manchester had little or no support. They left their home in Ireland to find work in England. Very often the new arrivals had neither financial support nor the necessary information about services that could help them. The demand for our support and services enabled the charity to grow over the years. We continue to provide a range of services gaining the confidence and trust of our community as well as the wider communities, our stakeholders and commissioners by respecting, listening and understanding people's cultural, health and social needs without prejudice.

As we grew we became a beacon and a benchmark for other similar organisations across England to provide a culturally sensitive range of services to meet people's needs. Whilst ICCM was initially established to meet the needs of the Irish community, we pride ourselves on being open to people from all communities.

2. OUR VISION AND VALUES ÁR LUACHANNA

CARE CÚRAM

We know that every individual is important in their own right – and we treat them as such, with whole-hearted warmth, kindness and respect.

CULTURE CULTÚR

We value and celebrate the unique blend of Irish cultural identity in Manchester, evolving and adapting to ever-changing environments.

COMMUNITY COMHLUADAR

We believe that everyone should feel a sense of safety, belonging and connection within their community, and we're here to support this.



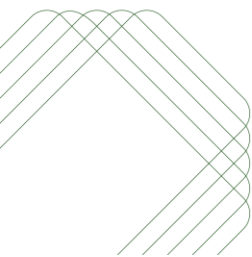
3. USING YOUR HANDBOOK AG ÚSÁID DO LÁMHLEABHAR

Volunteers are integral to our service, and as such we recognise the importance of supporting you as a part of the community we serve, and the community we wish to grow.

In this handbook you can find information on volunteering at ICCM, and some of our key policies, and information about your volunteer role and responsibilities.

This handbook is a guide for you to reference but if you have any questions or are unsure about any situation you find yourself in while volunteering for ICCM we urge you to ask a member of staff to help.

Our staff are all caring, professional, and are happy to support you where they can to ensure that your volunteering experience is fulfilling, safe, and enjoyable.





4. BECOMING A VOLUNTEER A BHEITH INA OIBRÍ DEONACH

We want to make volunteering as accessible as possible. We're committed to offering flexible and engaging opportunities that suit you.

It all starts with recruitment. This process is the same for everyone to ensure fairness and transparency.

1. Register your interest

You can do this in person or over the phone. We may ask you to send a quick email so we can reply with a copy of our volunteer handbook and arrange a time for a chat about volunteering at ICCM.

2. Come for an informal interview

Usually over a cup of tea and some biscuits! We'll collect some basic information like your contact details, a few demographic questions, and references. We'll also talk about what kind of volunteering you're interested in, so we can figure out the best way to support you.

3. Background checks (if needed)

Depending on the role, you may need to complete a DBS check. This is only required where legally necessary and relevant to your role.

4. Training

All volunteers go through our induction training. Depending on your role, there may be additional training too.

5. Try it out!

You're welcome to come along to one of our sessions before committing to anything. Every opportunity is different, and we want you to be sure the role is right for you.

6. You're in! Thank you!

Once all that's done, you're officially a volunteer. We really appreciate you giving your time!



5. OUR VOLUNTEER AGREEMENT COMHAONTÚ DEONACHS

Volunteers are integral to our service, and as such we recognise the importance of supporting you as a part of the community we serve, and the community we wish to grow. We want you to enjoy your time volunteering with us.

This agreement outlines what you can expect from us, and our community expects from you.

We expect you:

- To treat others with respect and courtesy.
- To perform your Volunteering Role to the best of your ability.
- To follow ICCM's procedures and standards, including Health & Safety, Safeguarding, Equal Opportunities & Diversity and Data Protection.
- Respond to attempts to contact you within a reasonable timeframe.
- To attend on time, or to give at least 24 hours' notice to cancel or rearrange, meetings with staff and community members.
- To complete risk assessments, with the support of staff, for any events or activities.
- To let ICCM know of any problems or difficulties you experience during your Volunteering role.
- Report any safeguarding issues you notice immediately.
- Attend all training.
- Not to purchase any goods or services without speaking to the relevant staff member first.
- To act professionally when working with community members.

You can expect from us:

- To always treat you with respect and courtesy.
- To respond to any contact from you within a reasonable timeframe.
- Support in conducting Risk Assessments.
- To Provide Training, Support, and resources to help you conduct your volunteering Role.
- Ensure you are never out of pocket due to your Volunteering, providing this has been approved by the appropriate staff member.
- To support you in raising and reporting safeguarding issues when they arise.
- To act on your complaints and concerns in a timely and professional manner.
- To deliver any materials or support on time, as agreed with you.

Please Note: This Volunteer Agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.



6. RECOGNITION AND REWARD AITHEANTAS AGUA LUAÍOCHT

ICCM values all of the work that our volunteers do to continue to support and make our community great, and as such we appreciate that all our volunteers deserve to be recognised for the fantastic work you do and the time you contribute. Every year we host a St Brigid's meal in order to celebrate our volunteers and the amazing work. ICCM is also committed to ensuring that you feel valued and aim to support our volunteers in reaching their own professional and personal goals.

7. TRAINING OILIÚINT

ICCM is committed to training all our volunteers so they can fulfil their potential in whatever role they choose.

This includes an induction programme that covers our key policies and procedures and full staff support to help you with any questions you have or support you need.

Due to the nature of our volunteer roles our initial induction sessions are considered compulsory and are the minimum required in order for you to complete your role.

Ensuring you have the skills and knowledge to perform your role to the best of your abilities is very important to ICCM and so we will continue to offer opportunities for personal and professional development after your initial induction and training.

If you feel you would like more information on a subject, or would like access to further training opportunities, please contact a member of staff and they will be happy to help you.



8. HEALTH AND SAFETY **SLÁINTE AGUS SÁBHÁILTEACHT**

Volunteering is vital and hugely important to the running of our charity and we hope you find your time at ICCM fulfilling and enjoyable. A large part of ensuring that this is the case is guaranteeing you can volunteer safely. ICCM maintains insurance policies that covers public liability for its staff and volunteers in all work locations. It is important you follow all policies and procedures to maintain your safety and the safety of others. When running events, or working with vulnerable people, you may be required to produce a risk assessment. All risk assessments must be checked by a member of staff.

Particular care must be taken if you are Lone Working and as such it is important that you follow all lone working procedures to the letter.

All ICCM events or groups involving food must be risk assessed and relevant guidelines for how food will be handled, purchased, transported, displayed, distributed or stored should be included in the risk assessment. Food poisoning, contamination and allergic reaction are of particular note as hazardous effects should be avoided at all costs.



9. DATA PROTECTION COSAINT SONRAÍ

Data protection (GDPR) is a serious business and guidelines must be strictly followed. Under the Data Protection Act (2018) individuals are as responsible for the information they collect and store as organisations. This means that as a volunteer you have a personal responsibility to ensure you comply with this Act. This means if you are collecting any personal information you need to ensure you have communicated and recorded the following:

- The reason for collecting the information.
- How the information will be used.
- How long you will keep it for and when you will destroy.
- Any plans to share information, including what and with whom.

You are also responsible for storing information correctly and safely, and disposing of it correctly once the information is no longer needed for its original purpose. For example, ensuring information is stored securely, with access limited to only those that need to have access. You should use a shredder (available in the ICCM office) to destroy paper copies of information you have and destroy/delete any information you have stored. If you are a lead volunteer your details may be passed on to those interested in volunteering in a similar role and may appear on the appropriate website page on the ICCM website and therefore are public.

If you need to email multiple services users or other volunteers, always use the “bcc” blind carbon-copy option. If you do not do this, you are sharing email addresses with others, and this is a breach of Data Protection.

Furthermore, you need to ensure individuals are aware of their rights, which include the following: the right to be informed; the right of access; the right to rectification; the right to erasure; the right to restrict processing; the right to data portability; the right to object; and rights in relation to automated decision making and profiling.

For more information about the ICCM commitment to safeguarding privacy of information and individual rights please ask a member of staff about our data protection policies.



10. SAFEGUARDING A CHOSAINT

Because our work at ICCM involves supporting vulnerable people, it is imperative that all volunteers have read our safeguarding policies and procedures in relation to adults and children, attend appropriate safeguarding training as directed, and know how to report any safeguarding issues.

If as a volunteer you witness anything or are told anything that you think could be a sign of abuse or harm of a service user or another volunteer in any way, it is important that you follow our procedures and tell the appropriate member of staff.

Any volunteers who work alone with the people we support are required to complete a DBS check.

DBS checks will be completed by ICCM before you commence your role. The Disclosure and Barring Service checks your identity against a national database to see if there is any reason it would not be appropriate for you to work with vulnerable people. If a DBS check is required you will be asked to complete a form and provide ICCM with a couple of forms of identification and proof of address.

Though this will check your criminal record, having a criminal record does not necessarily mean that you cannot volunteer - it depends on the nature of the incident and the type of volunteer work you are interested in. If you have any queries or concerns regarding this, please do not hesitate to contact a member of the management team.

11. CONFIDENTIALITY RÚNDACHT

During your role as a volunteer it is important to remember you are in a position of trust. The service users you volunteer with may see you as someone safe they can speak to in confidence. It is important to remember this and respect their right to privacy. You should act with discretion and treat all information about a service user as confidential, adhering to GDPR when necessary.

At times where you feel a service user is at risk, poses a danger to themselves or others, or have identified a situation that requires urgent and specific attention ICCM is under a legal obligation to tell the relevant authorities. Therefore if you are told something in confidence that you feel puts a service user, or anyone else, at risk it is important you tell a member of staff.

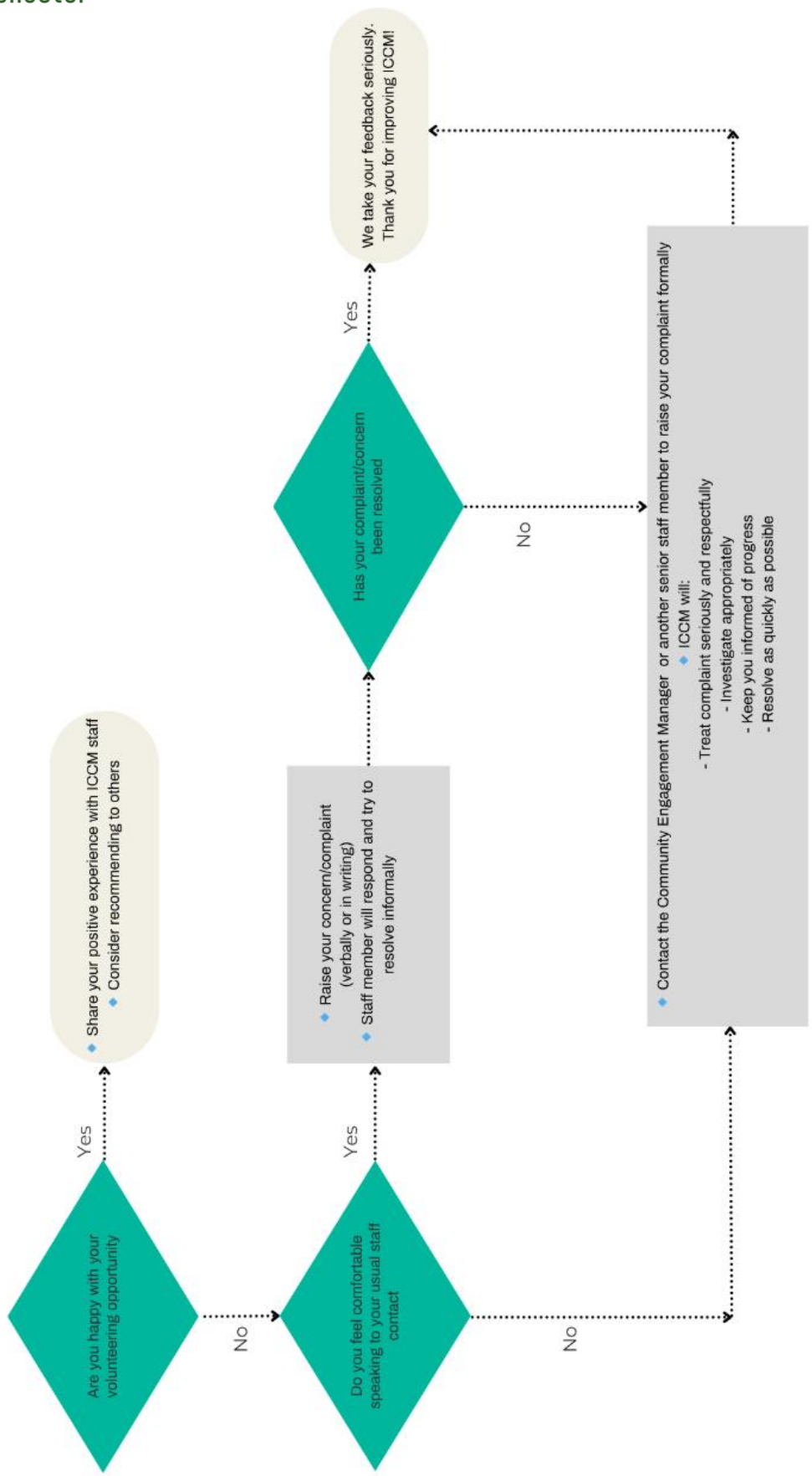


12. COMPLAINTS AND CONCERNS GEARÁIN AGUS IMNÍ FAOI

ICCM wants to ensure that we continually offer quality Volunteering opportunities within our organisation. We very much welcome your compliments, concerns and complaints to ensure that our Volunteering opportunities are of a high standard and continually improve. If you are not happy with your Volunteering opportunity here at ICCM, please tell us; if you are happy with it, please tell us and others!

We hope you never have cause to complain in your role with ICCM however we treat any form of complaint or concern with the utmost respect and seriousness. Whilst it will be possible to resolve many complaints at an informal level, it may be necessary to deal with some complaints formally.

If you do have a complaint it is important to contact a member of staff and inform them either verbally or in writing. If you feel uncomfortable going to the staff member who usually co-ordinates your volunteering opportunity for whatever reason you can always talk to our Community Engagement Manager or any other senior staff member. ICCM promises to deal with complaints as quickly as possible and to keep the complainant informed about the progress of the complaint.



COMPLAINTS & CONCERNS FLOWCHART





13. EQUALITY, DIVERSITY, AND INCLUSIVITY

ÉAGSÚLACHT AGUS UILECHUIMSITHEACHT CHOMHIONANNAIS

ICCM is committed to a policy of equality, diversity and inclusivity and welcomes diversity within our organisation. We welcome volunteers that come from all backgrounds, and have different life experiences. We encourage everyone to respect people regardless of their race, age, religion, sexuality gender, disabilities or abilities. ICCM is committed to supporting you as a volunteer to make sure that each person can play a full and active role within the organisation.

As an ICCM volunteer you are expected to uphold our values and follow our policy of striving to create an environment free from discrimination. We try to ensure that all of our services are accessible and inclusive and expect you to be part of that. Therefore, if you witness anything that you think could be discriminatory for any reason either against yourself or another volunteer or service user, please tell a member of staff immediately and we will endeavour to act.

You can contact staff by email, phone, or in person using the contact details at the end of this handbook.

14. FINANCIAL PROCEDURES

NÓSANNA IMEACHTA AIRGEADAIS

When volunteering for ICCM it is important you follow all of our financial procedures at all times. ICCM do not expect any volunteer to spend their own money while volunteering for us. In order to reimburse our volunteers fully we use the Volunteer Expenses Form and Volunteer Mileage Form which can be found on our website or collected from a member of staff. It is important to ensure you have express permission from an appropriate member of staff before purchasing anything for your volunteer role.

Any cash handled must be counted and handed to a member of staff in order to be banked as soon as possible. Volunteers are not expected to handle cash independently and should not do so without a member of staff present.



15. VOLUNTEER ROLES RÓIL DHEONACHA

Volunteer Role: Manchester Cailíní Volunteer

Role Purpose: To provide assistance to Irish Community Care Manchester (ICCM) by supporting the planning, co-ordination, and running of Manchester Cailíní events, activities, and initiatives aimed at connecting young women across the Manchester Irish diaspora.

Role Activities:

In your role, you will:

- Plan and co-ordinate events, activities, and initiatives aimed at connecting young women across the Manchester Irish diaspora.
- Attend events and assist with the set up and running of events where necessary.
- Act as a welcoming and friendly contact for new and existing Manchester Cailíní members.
- Identify young women across the Manchester Irish diaspora who could benefit from the Manchester Cailíní group and inviting them to join.
- Listen to the ideas and feedback of Manchester Cailíní members and communicate them to the ICCM team, with a focus on inclusion and engagement.
- Communicate upcoming Manchester Cailíní events to members via the Facebook group and circulate any external events that are of interest to the group.
- Build and maintain relationships with staff, services users and volunteers.
- Liaise regularly with the staff at ICCM in order to update them on support needed.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.

Role Benefits:

In your role, you will have the opportunity to:

- Develop valuable skills such as event co-ordination, interpersonal skills, and communication skills.
- Build a strong community of connected and empowered young women across the Manchester Irish diaspora.
- Connect with a variety of young women across the Manchester Irish diaspora from different backgrounds.
- Attend events and activities intended to connect you with your Irish culture and heritage.
- Get a reference detailing your achievements while in the role.
- Make a real difference to the running of ICCM by widening our existing relationship with the Irish diaspora.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role.
- Support from staff at Irish Community Care Manchester.
- Out of pockets expenses and travel paid for.

Eligibility:

The role of Manchester Cailíní volunteer is closed to young Irish women or young women of Irish descent in the Manchester area.

If you would like more information about our Manchester Cailíní Volunteer Roles please contact:

- Alfie Austin, Cultural Activities Co-Ordinator: Volunteer@irishcommunitycare.com



Volunteer Role: Book Club Volunteer

Role Purpose: To facilitate the Manchester Irish Book Club helping by guiding discussion and book choices ensuring they are culturally relevant to the Manchester Irish community and appropriate to the groups agreed wants and needs.

Role Activities:

In your role, you will:

- Facilitate direction of the group including book choices, potential trips to culturally relevant places local to Manchester and suggesting guest speakers.
- Guide group discussion and prepare prompts if necessary
- Engage with digital channels of group such as WhatsApp (by welcoming new members for example).
- Liaise & report back regularly with the staff at ICCM to update them on progress and support needed.
- Build and maintain relationships with staff, services users and volunteers.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.

Role Benefits:

In your role, you will have the opportunity to:

- Meet and connect with like-minded people
- Develop knowledge of local and wider Irish history, and be part of documenting Manchester Irish history
- Make cultural connections & visit significant historical places local Manchester
- Gain experience of facilitating activities in the charity sector
- Get a reference detailing your achievements while in the role.
- Make a real difference to the running of ICCM by widening our existing relationship with the Irish diaspora.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role.
- Asset Based Community Development (ABCD) techniques (*developing something from the assets already available in communities*)
- Support from staff at Irish Community Care Manchester.
- Out of pockets expenses and travel paid for.

Eligibility:

The role would suit someone who wants to explore Irish literature while meeting like-minded people and getting involved in their local community. No experience is needed; however, an interest in reading a wide range of genres is welcomed.

If you would like more information about our Manchester Cailíní Volunteer Roles please contact:

- Alfie Austin, Cultural Activities Co-Ordinator: Volunteer@irishcommunitycare.com



Volunteer Role: History Club Volunteer

Role Purpose: To facilitate the Manchester History Club helping by guiding discussion topics ensuring they are culturally relevant to the Manchester Irish community and appropriate to the groups agreed wants and needs.

Role Activities:

In your role, you will:

- Facilitate direction of the group including topics, potential trips to culturally relevant places local to Manchester and suggesting guest speakers, and guiding discussion
- Guide group discussion and prepare prompts if necessary
- Engage with digital channels of group such as WhatsApp (by welcoming new members for example).
- Liaise & report back regularly with the staff at ICCM to update them on progress and support needed.
- Build and maintain relationships with staff, services users and volunteers.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.

Role Benefits:

In your role, you will have the opportunity to:

- Meet and connect with like-minded people
- Develop knowledge of local and wider Irish history, and be part of documenting Manchester Irish history
- Make cultural connections & visit significant historical places local Manchester
- Gain experience of facilitating activities in the charity sector
- Get a reference detailing your achievements while in the role.
- Make a real difference to the running of ICCM by widening our existing relationship with the Irish diaspora.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role.
- Asset Based Community Development (ABCD) techniques (*developing something from the assets already available in communities*)
- Support from staff at Irish Community Care Manchester.
- Out of pockets expenses and travel paid for.

Eligibility:

This role would suit someone who wants to explore an interest in local and wider Irish history while meeting like-minded people and getting involved in their local community. No experience is needed.

If you would like more information about our Manchester Cailíní Volunteer Roles please contact:

- Alfie Austin, Cultural Activities Co-Ordinator: Volunteer@irishcommunitycare.com



Volunteer Role: Befriender

Role Purpose:

- To provide companionship and emotional support to community members who may be experiencing loneliness or social isolation. By regularly engaging with them through visits, phone calls, or other forms of communication, volunteers will help enhance their well-being, create meaningful connections, and contribute to a sense of belonging and community for these individuals.
- Volunteers will also at times provide low level assistance to service users around issues they are experiencing e.g. reading mail, helping to arrange appointments, using IT.

Role Activities:

In your role, you will:

- Providing companionship and low level assistance to service users
- Provide support in the method that is best suited to the service user's individual needs.
- Take into consideration the services users' needs and capabilities when arranging times and locations.
- Provide information and assistance to service users to enable them to make fully informed choices and decisions in their lives, support participation in their local community
- Help service users rediscover social skills and confidence by building up and maintaining a close relationship
- Provide company and friendship, assist with shopping, go for a walk, and share activities of common interest – anything which makes life more enjoyable
- Liaise regularly with the staff at ICCM in order to update them on progress and support needed.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.
- Read and adhere to relevant policies outlined in the Befriending Procedure document.
- Be comfortable volunteering in a lone working capacity.

Role Benefits:

In your role, you will have the opportunity to:

- Develop new interpersonal skills such as active listening and supportive behaviour.
- Meet new people from a variety of backgrounds.
- Get a reference detailing your achievements while in the role.
- A DBS check.
- Make a real difference to the lives of vulnerable people.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role.
- Support from staff at Irish Community Care Manchester.
- Support from fellow volunteers.
- Out of pockets expenses and travel paid for.

Eligibility:

To be an effective Befriender, certain skills and personal qualities ensure a positive and supportive experience for the service user. Here's what we are looking for:

- **Empathy and Compassion:** Understanding and sensitivity towards the feelings and experiences of others.
- **Good Communication Skills:** The ability to listen actively and engage in meaningful conversations.
- **Reliability and Commitment:** Consistency is vital in building trust and providing stable support to those who may feel isolated.
- **Respect for Confidentiality:** The ability to handle sensitive information with discretion.
- **Interpersonal Skills:** A friendly and approachable demeanour, patience and understanding
- **Cultural Sensitivity:** Awareness and respect for cultural, religious, and personal differences

These skills will help ensure that you are well-prepared to make a meaningful impact in the lives of the elderly individuals you'll be supporting.

We welcome all applications for the role of Befriender and actively encourage volunteers from a range of backgrounds to get in touch.

If you would like more information about our Befriender Roles please contact:

- **Francis Duncan, Community Engagement Manager: volunteer@irishcommunitycare.com**



Volunteer Role: Lunch Group Volunteer

Role Purpose:

To provide assistance to Irish Community Care Manchester (ICCM) by supporting the co-ordination and running of social lunch groups aimed at the Irish community.

Role Activities:

In your role, you will:

- Setting up and arranging furniture appropriately and safely.
- Assist in the serving of refreshments to our service users.
- Socialise with the service users who attend the lunch clubs
- Coordinate weekly raffles and bingo games in line with ICCM's financial procedures.
- Build and maintain relationships with staff, services users and volunteers.
- Liaise regularly with the staff at ICCM in order to update them on support needed.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.
- Read and adhere to the Health and Safety and Safeguarding Policies.
- Be comfortable volunteering in a public facing position.

Role Benefits:

In your role, you will have the opportunity to:

- Develop valuable skills such as event coordination.
- Become a part of a wonderful community and meet a wide range of people from different backgrounds.
- Learn about Irish culture and cultural events.
- Get a reference detailing your achievements while in the role.
- A DBS check.
- Make a real difference to the running of ICCM.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role.
- Support from staff at Irish Community Care Manchester.
- Support from fellow volunteers.
- Out of pockets expenses and travel paid for.

Eligibility:

The role of Lunch Group volunteer is open to all. We particularly welcome volunteers from a variety of backgrounds.

If you would like more information about our Lunch Club Volunteer Roles please contact:

- Catherine Hennigan Community Engagement Co-ordinator: [volunteer @irishcommunitycare.com](mailto:volunteer@irishcommunitycare.com)



Irish Community Care
Cúram Pobail Éireannach
Manchester

Volunteer Role: Allotment Volunteer

Role Purpose:

To provide assistance to Irish Community Care Manchester (ICCM) in delivering our allotment project. Gardening has been proven to have therapeutic benefits by reducing isolation and improving wellbeing, encouraging people to get outside and connect with nature.

Role Activities:

In your role, you will:

- Help ensure the allotment is well maintained.
- Plan and grow crops.
- Provide peer to peer support with other allotment volunteers.
- Liaise with other volunteers to ensure tasks are shared appropriately and fairly
- Liaise regularly with the staff at ICCM in order to update them on progress and support needed.
- Assist in keeping machines and tools in good working order and regularly maintained.
- Ensure tools are stored safely.
- Keep the shed tidy and locked when not in use.
- Follow the guidelines set out by the Irish Community Care Manchester Volunteer Agreement.

Role Benefits:

In your role, you will have the opportunity to:

- Get outdoors, learn new skills and meet like-minded people.
- Gain experience of growing and planning in the allotment.
- Get a reference detailing your achievements while in the role.
- Make a real difference to the lives of vulnerable people.

Support & Training:

To help you in your role we will provide training & support, including:

- Training and induction in order to ensure you are comfortable in your role including Manual Handling and Health and Safety Awareness.
- Support from staff at Irish Community Care Manchester.
- Support from fellow volunteers.
- Out of pocket expenses and travel paid for.

Eligibility:

The role of Allotment Volunteer would suit someone who wants to make a difference to the people we support and at the same time meet new people and get involved in their local community. No experience is needed, however knowledge of gardening and/or DIY is welcomed.

If you would like more information about our Allotment Volunteer Roles please contact:

- **Francis Duncan, Community Engagement Manager: volunteer@irishcommunitycare.com**

August 2025



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16. STAFF SUPPORT FOIREANN TACAÍOCHTA

Volunteer Lead:

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