

Community Action: Bedfordshire Volunteer Management Newsletter

25 September 2020

Included in this newsletter:

- Covid-19 guidance updates
- Volunteer Management
- Volunteering opportunities
- Online events and awards
- Additional information (*sources of useful information, funding, VCSE job vacancies*)



Community Action: Bedfordshire is the Accredited Volunteer Centre for Central Bedfordshire and Luton.

www.cabeds.org.uk | volunteer@cabeds.org.uk | [Facebook](#) | [Twitter](#) | [@CABedfordshire](#)

Covid-19 guidance updates

Rule of six and exceptions

The “rule of six” government guidance came into force on Wednesday 14 September and some changes were announced yesterday, Tuesday 22 September.

The guidance also outlines exceptions where groups can be larger than 6 people, including when it is for work, or the provision of voluntary and charitable services. [Click here for the full list of exceptions.](#)

Updates relevant to VCS - 22 September

- People should work from home wherever possible
- “Rule of six” now applied to indoor team sports for over 18s
- There is an exemption for indoor organised team sports for disabled people (from 24 September)
- Support groups, formally organised groups to provide mutual aid, therapy or any other form of support, must be limited to a maximum of 15 people (from 24 September)
- See updated guidance on face coverings below for a list of indoor settings where you must wear a face covering

See below links to Government guidance updated 22 September 2020

[Meeting with others safely \(social distancing\)](#)

[What has changed - 22 September 2020](#)

[Face coverings \(updated 23 September\)](#)

[Covid-19: Guidance for the safe use of multi-purpose community facilities \(updated 24 September\)](#)

[Useful FAQs](#)

Please share this information with your networks:

[Flu Vaccination: who should have it this winter and why](#)

[Flu Vaccination leaflet](#) and [Easy Read Resources](#)

New NHS Covid-19 App released 24 September

Please share this information with service users, volunteers and within your networks.

Visit the [NHS website](#) for further information on:

Who it is suitable for, how it works and how to report an issue.

[Watch a video](#) to understand how the App works.



Who can volunteer?

Anyone can volunteer from home.

You can also volunteer outside your home if:

- you follow the [social distancing guidance](#)
- no one in your household has [symptoms of coronavirus](#) (COVID-19)
- no one in your household has tested positive for coronavirus

If you are [clinically extremely vulnerable](#), you should [volunteer from home](#) wherever possible.

If you do decide to volunteer outside your home, make sure that:

- the volunteering organisation does [a risk assessment](#)
- you can work in a separate area away from other people

If you are volunteering in a workplace, it should meet [coronavirus safety standards](#).

Do not volunteer outside your home if you have [coronavirus symptoms](#) or if you have tested positive for coronavirus.

You must self-isolate for at least 10 days from the date you started having symptoms or from the day you tested positive - whichever is the latest.

[Gov.uk Coronavirus volunteering guidance](#)

Keep up to date with specific guidance on what is happening in your local area here:

[Luton Council](#)

[Central Bedfordshire Council](#)

Volunteer Management

FREE health check for Volunteer Management:

Investing in Volunteers (iV) Essentials

iV Essentials is a **free online tool designed especially for volunteer-involving groups and organisations**. It was developed nationally and is supported by NCVO, Volunteer Now, Volunteer Scotland and WCVA.

This tool will help you do a **basic health check on your volunteer practice**. It covers the basic areas to model good practice for involving and managing volunteers. It will help you to think about volunteers' experiences and how volunteers can help make the biggest difference to your cause.

iV Essentials is based on the six core areas that make up the **new edition** of Investing in Volunteers **launching in 2021**.

The tool asks you 12 questions, each with a brief explanation to support your discussions and asks you to rate how fully your group or organisation is addressing each question. Where you identify areas for development you can make notes to start your own action plan to help address areas for improvement.

iV Essentials can be used:

- as a way to do a basic 'health check' on your practice to make sure that your volunteers have the best possible experience and can make the biggest difference to the cause
- as a sensible 'health check' for any new volunteer initiatives or for existing volunteering that has undergone change (developed or grown) during covid-19

- as a simple and easy way to get started on improving the volunteer journey at your organisation
- as a tool to engage everyone in your group or organisation in discussions about your volunteer involvement
- if you want to move on to use the full Investing in Volunteer quality standard development journey in the future.

“The questions are specific which is very helpful. And I feel it allows us to create an action plan of what to do next.” - liV Essentials user

[Click here.](#)



Promoting your volunteer opportunities

If you are looking for volunteers in Central Bedfordshire or Luton, please contact Kay or Karen with details of your requirements on volunteer@cabeds.org.uk.

Karen Hall – Volunteering Adviser

Kay Henderson – Volunteer Centre Manager

Contact us for a virtual catch up

We are still offering Volunteer Managers an opportunity to arrange an online catch up with us to talk about their current volunteering activities and any challenges we can support with. Please reply to this email or contact Kay and Karen on volunteer@cabeds.org.uk if you would like to arrange a virtual catch up.

Updating your volunteer roles on Volunteer Connect

We appreciate that this is a turbulent time for many organisations in the Voluntary and Community sector, please keep us in the loop with the current situation. Thank you to everyone who has been in touch to let us know you are actively recruiting volunteers again. Please keep us in the loop with any changes!

If you are recruiting volunteers and your roles are live on Volunteer Connect, please ensure that you include a statement in your volunteer role descriptions about how volunteering is being carried out safely and in line with the current government guidance. If you are able to do so, we also recommend keeping your opportunities live and creating a waiting list of volunteers who can then be contacted when you are ready to resume volunteer recruitment.

[Click here](#) to log in, review and manage your organisation profile and opportunities on Volunteer Connect.

If you have any questions about Volunteer Connect, please contact Kay and Karen at: volunteer@cabeds.org.uk

Volunteering opportunities

Please share these opportunities with colleagues, volunteers & your networks!

We appreciate that many of your volunteers may have had their volunteering activities paused but also that many may still be keen to get involved in supporting their communities at this difficult time. Please share the following opportunities with your volunteers, these roles are flexible and can fit around existing volunteering commitments. These opportunities may also be of interest to Volunteer Managers or those already working in the VCS who have been involved in supporting with the Covid-19 response.

Bedfordshire Local Emergency Volunteers Executive Committee (BLEVEC)

BLEVEC has been at the heart of co-ordinating Bedfordshire’s emergency response to Covid-19 and providing vital support to the most vulnerable people in our community during this challenging time.

BLEVEC is a local partnership of charities, community groups and volunteers who work together as part of the Bedfordshire and Luton Local Resilience Forum (BLRF) to prepare for, and respond to, emergencies.

BLEVEC's role is to ensure a **coordinated response to an emergency in Bedfordshire** from the voluntary sector, public volunteers and **Community Emergency Response Teams (CERTs)** to **best meet the needs of people affected** in an emergency.

BLEVEC Commander

Do you think you have the passion, skills and commitment to make a real difference to the Bedfordshire community in emergency situations?

A unique and exciting volunteering opportunity has arisen for volunteers to get involved in BLEVEC (Bedfordshire Local Emergency Volunteers Executive Committee). This is an extremely rewarding role for someone with the right skillset who is looking for a challenge and wants to make a difference in their local community.

What skills are required to be a BLEVEC Commander?

- Organisational and interpersonal
- Situational awareness
- Independent decision making
- Team working
- Knowledge of health & safety issues, risk assessment, safeguarding, volunteer wellbeing.

Training for new Commanders includes shadowing and participation as a Support Officer to Commanders at multi-agency exercises. There is also annual on-going training for all Commanders.

"I am always amazed at how quickly BLEVEC resources can be activated and how much BLEVEC Commanders are respected by our statutory partners and have an equal voice in the planning for, and involvement in, the management of emergency situations. It is a privilege to see the dedication of our emergency volunteers at every incident we have responded to " - Robert, BLEVEC Commander

BLEVEC Emergency Volunteer

The emergency volunteer may be deployed to any incident where volunteer assistance is required by statutory authorities and emergency services. The incident may be a local situation, a major incident or a prolonged emergency (such as COVID 19).

The volunteer may be deployed to assist in a range of situations:

- A major fire resulting in evacuation of residents
- Impact of severe adverse weather – snow, flooding, storms
- A major incident involving aircraft, vehicles, a train
- The aftermath of a terrorist incident
- A pandemic situation where vulnerable people are at risk

In most cases volunteers will be deployed to an Assistance Centre or Evacuation Centre away from the incident and asked to undertake a range of tasks dependent on their organisation's role and/or their personal capabilities and skills.

Expenses, usually for travel, will be refunded. Volunteers will complete an induction training session, a two-hour BLEVEC training evening once a month and a one-day Assistance Centre training once a year.

This role doesn't have a specific regular time commitment due to the nature of the role as major incidents usually only occur a couple of times a year on average. If called out to an incident, volunteers will usually support for a minimum of a 4-hour shift, with a possibility of being up to 8 hours depending on the incident and volunteers' availability. Tasks for the COVID response may include leafleting, traffic management at testing centres, sorting and delivery of PPE from time to time.



If you would like to speak to a BLEVEC Commander to find out more and help you to decide whether this is the role for you, please contact us ASAP by replying to this email or contacting us on volunteer@cabeds.org.uk.

Community Champions

The Community Champion roles are open to everyone, all ages and backgrounds to reflect the diversity of the population. The aim is for volunteers to share key public health messages with friends, family and their own networks and communities in whatever way works best.

This is a great way to make a difference to your local community – please share with colleagues, partners, service users and volunteers!

Luton Council – Covid-19 Community Champions

“Luton’s volunteers and community groups have been exceptional throughout the coronavirus crisis in supporting each other and helping people in need.

So many countless acts of love, care and kindness are what makes us all so proud to live and work in this wonderful town.

To build on this we are looking for Covid-19 community champions from a wide range of backgrounds, cultures, faiths, ages and interests to reflect the diversity of Luton, who can help pass on important public health messages and keep people safe from this deadly disease.” **Councillor Khtija Malik**

Help #ProtectLuton – become a Covid-19 community champion.

[Click here](#) to find out more and sign up!



Central Bedfordshire Council – Community Champions

You could help us get the latest information and advice out to friends and other people you know through sports clubs or social clubs for example. Maybe you're not in an organised group but you are part of a wide social network and want to help out. You could share information via WhatsApp groups, Facebook, Twitter, Instagram or just by word of mouth. We also want to hear from you about how the information is being received – what works well and what doesn't, what questions are people asking and if there are any myths that need busting!

You can make a massive difference in a really simple way – by sharing coronavirus information with your friends and family.

[Click here](#) to find out more and sign up!

Online events & awards

Association of Volunteer Manager's 2020 online conference for volunteer managers, leaders and heads of volunteering will be held across two days, Wednesday 21 and Thursday 22 October, 10am to 1pm. Each day will have a keynote speaker with a Q&A, eight workshops to choose from on a variety of themes, and a panel session at the end of each morning. In the afternoon there are optional networking sessions, for a cuppa and a chat with your peers about what you heard earlier in the day. [Click here.](#)

New risk management webinar series with Zurich

In partnership with Zurich, NCVO is pleased to introduce a series of risk management webinars for charities. Our first webinar in September is booking fast so make sure you sign up in time. The three topics are:

- [Cyber resilience – beyond cyber essentials - 8 October](#)
- [Steps to building organisational resilience – key things to consider - 2 December](#)

Watch again: Safeguarding through Covid-19 and beyond

If you missed our latest webinar with Zurich which advised on keeping beneficiaries, volunteers and staff safe during the pandemic, you can now watch the recording.

Central Bedfordshire Council - Cheering Volunteering Awards 2020

CBC want to recognise volunteers and their efforts and outstanding achievements, across all types of volunteering in our community. The awards are open to all volunteers who have been volunteering both prior and during the pandemic. Nominations are welcome from both individuals and groups.

The celebration event will take place virtually via video which will be released in December and you will be able to view it via social media and YouTube.

Now's your chance to nominate our unsung heroes who volunteer throughout Central Bedfordshire in the following categories and using the button below to complete the nomination form.

2020 Award Categories

Awards are grouped into the categories listed below with a winner and two highly commended selected from each.

1. **Young Volunteer of the Year**
2. **Volunteer of the Year**
3. **Volunteer Group of the Year**
4. **Captain Sir Tom Award for Outstanding Contribution**
5. **Lifetime Achievement**
6. **Sports & Wellbeing Volunteer of the Year**
7. **Supporting Communities during COVID**

Closing date for nominations is 5.00 pm on Friday 20th November 2020.

[Click here to find out more and make a nomination.](#)

Inspiring Volunteering grant

£5,000 is available as small grants to support local voluntary and community sector projects, from the Inspiring Volunteering grant scheme. Funding should be used to inspire volunteering through the purchase of equipment that encourages / kick-starts new activities involving volunteers. Grant awards will be made from a minimum of £100 to a maximum of £1,000.

Applications for a grant can be made by any group or organisation, as long as the money is spent on a project within Central Bedfordshire and / or will support primarily the residents of Central Bedfordshire.

[Click here for information on the Inspiring Volunteering Grant.](#)



LL Town Council – Community Volunteer Awards

Leighton-Linslade Town Council is thrilled to announce the launch of its new Community Volunteer Awards scheme. Up to three local volunteers will be recognised each year for their huge contribution to our community.



LEIGHTON-LINSLADE
TOWN COUNCIL

The first awards are set to take place in February 2021 and the **closing date for nominations is 31 October 2020.**

If you know someone who has volunteered in our parish for 5+ years, why not nominate them now? This could be someone who helps at a school, charity or community group, for example. Has this person had an impact on you personally or on our local community? We'd love to recognise and celebrate those who give their time to help others. [Click here.](#)

Luton's Best Awards (Love Luton)

Due to the recent Government announcement, Love Luton has taken the decision to delay the 11th Luton's Best awards to **26th March 2021**. The health and wellbeing of our team, guests, sponsors, suppliers and inspirational nominees is paramount.



This year is like no other seen before. COVID-19 has had an impact on everyone in some way, but since the start of the pandemic, the town has seen some of the most incredible acts of kindness and selflessness across Luton and Love Luton believe these should be celebrated.

The Luton's Best awards mission has always been to shine a light on the unsung heroes in the community and they don't intend to let a pandemic prevent that. The health crisis has seen everyone pull together and as such the Love Luton partnership felt it was more important than ever to host these awards and as we continue with our battle against coronavirus, Love Luton has extended the awards nominations to **Friday 11th December 2020.**



Community Interest Luton Awards

Keep an eye on the website for information about the Awards [here.](#)

Funding

Central Bedfordshire Council - Ward Councillor Grant Scheme

If you are involved in a local group or project in your area that needs some help or you have an idea about doing something for the community but need some funding to get it going then speak to your **Central Bedfordshire ward councillor.**



Each Central Bedfordshire councillor has access to £2,000 from which they can allocate grants to local projects that demonstrate a community benefit. Councillors can also work together across a ward to combine their grants if that's what is most needed. So, whether it's cultural, environmental, sporting or social projects, and you have match funding, speak to your **Central Bedfordshire councillor** now.

Luton Adult Learning's Community Learning Fund

Our prospectus for the year 2020-2021 has been launched and applications are now open. Contact Amrita.ghosh@lutonacl.ac.uk to find out more.



Additional information

Sources of useful information

[NCVO](#) are continuously updating the information about [involving volunteers during the Coronavirus pandemic](#) and cover a range of useful topics.

- [Supporting staff, volunteers and beneficiaries and keeping safe](#)
- [Contingency planning and financial implications](#)
- [Involving volunteers](#)
- [Further information and resources](#)

Member resources still free to all until 28 September

In response to Covid-19, we have enabled thousands of voluntary organisations to use our member-only [tools and resources](#) for free, including:

- [Volunteers and the law](#) | Guidance to help you understand your legal rights and obligations when managing volunteers
- [Governance risk register](#) | A template for charities

NCVO launched an important new research project with Nottingham Trent University and Sheffield Hallam University, funded by the Economic and Social Research Council.

Over 15 months we'll be tracking the **impact of COVID-19 on voluntary organisations** and how they have been responding to the crisis. The evidence gathered will inform future policy work to build resilience into the sector as it recovers.

We're using a monthly barometer survey which is really simple to complete.

It would be great if you could fill it in by 5 October to help us build up a full a picture as possible.

[Take the first monthly survey.](#)

Luton Borough Council and Bedfordshire University:

One-hour Covid-19 Question time for businesses

Do you face questions from your employees who are worried about coming back to the workplace? Want to ask where you get help and business support? Do you want to double-check if your customer distancing arrangements are suitable? Want to ask what the next steps are for Luton? Need some advice on how to reassure your customers that it's safe to come in? Want to know if your arrangements will keep you and your customers safe?

This is a simple, come-and-ask-the-experts face to face offer. Luton Borough Council have put a team of knowledgeable people together so you can ask them face to face. Bring your COVID19 and Business questions along, we'll answer them quickly, frankly, and you can speak freely. We've made it simple and easy for companies to come and ask the experts. If we don't have the answer immediately, we'll find it for you. You can stay for the whole hour, or you can leave as soon as you like.

[Click here](#) to register to join the meeting on Tuesday 6 October 2020 6:00PM – 7:00PM.

Time to Spare

Time to Spare have been working with charities since 2018 to record who is using their services and when. The government issued guidance stating, "organisations in certain sectors should collect details and maintain records of staff, customers and visitors on their premises to support NHS Test and Trace." In particular they have stated "We would prefer you to record and protect information electronically."

Time to Spare provides a secure way to securely keep a register of visitors to your site or activity. It is **free for registered charities** and statutory bodies such as community centres, village halls, libraries and places of worship.

- Sign people in and out seamlessly (without having to download an app)
- Be GDPR compliant

Keep your staff, volunteers and visitors safe [Click here.](#)

Job vacancies

Voluntary and Community sector Job vacancies

Autism Bedfordshire - Children's Services

Senior Team Leader – Wanted Fun in Luton – Part-time- £10.83 per hour. We are looking for a motivated and enthusiastic Senior Team Leader at our Wanted Fun group in Luton to plan, supervise and run activities subject to guidance from the Children's Services Team. For further information or to discuss this post please call Amy on 01234 214871 or [click here](#).

Senior Team Leader – Loads of Autistic Fun in Leighton Buzzard – Part-time - £10.83 per hour. We are looking for a motivated and enthusiastic Senior Team Leader at our Loads of Autistic Fun group in Leighton Buzzard to plan, supervise and run activities subject to guidance from the Children's Services Team. For further information or to discuss this post please call Amy on 01234 214871 or [click here](#).

Support Workers – Loads of Autistic Fun in Bedford, Biggleswade & Leighton Buzzard - Part-Time - £9.19 – £9.77 per hour. We are looking for motivated and enthusiastic team players to join the Autism Bedfordshire team. Successful applicants will provide support for autistic children and young people who attend our LOAF groups in Bedford, Biggleswade and Leighton Buzzard. [Click here](#).

Carers in Bedfordshire – Operations Manager - Responsible for overseeing all aspects of the charity's service delivery to clients, primarily carers of all ages but also people with care needs. Permanent – £34,846 – 39,527 FTE - closing date 12th October 2020. [Click here](#).

Bedfordshire Rural Communities Charity

Project Officer – Greensand Country Landscape Partnership - 3 days a week, including some evening and weekend work, 9-month fixed term contract. SCP 23 (£26,999 for full-time equivalent) per annum pro rata, plus contributory pension scheme and travel expenses. Are you a general all-rounder, with a multitude of skills, a can-do attitude and a joy for being with people? Do you have passion, enthusiasm and are you highly motivated? For more information [click here](#).

Bedford Refugee & Asylum Seeker Support

Benefits Advisor - 2 days per week, actual salary £9,902.23 pa. (3 months contract initially) - to join their passionate, small team dedicated to improving the lives of refugees and asylum seekers. Advice sessions are currently held on Tuesdays and Wednesdays and help is given to clients needing help with benefit matters, including assistance with form completion. Closing date 28 September. Further details [here](#).

Keech Hospice Luton

Hospice at Home Co-ordinator - Permanent role -Job share 3 days a week - Salary £20,589-£23,177 FTE. The successful candidate will provide support and management to the volunteers, which will include developing and delivering training, facilitate Volunteer support meetings, while managing their daily activity. This role will involve completing formal risk assessments including Health & Safety and Lone Working. Closing date 4 October. For more information [Click here](#).

Volunteer Engagement Manager - 37.5 hours per week - £28,179 - £32,525 pa - We are recruiting for an experienced Volunteering Engagement Manager, who will ensure we attract and retain volunteers from a wide range of backgrounds who contribute to the delivery of our strategic purpose. The Volunteering Engagement Manager will also manage a professional volunteering service that sits at the core of the organisation and reflects our Organisational values. Closing date 18 October. For more information [Click here](#).

Urban Saints

Fundraising Manager Luton - £37,837 pa plus excellent benefits - 37.5 hours per week. The Fundraising Manager is a new hands-on role that will rekindle contact and support from the hundreds of thousands of people who have benefited from Crusaders and Urban Saints in the past, as well as starting relationships with new supporters who

become inspired by our life-changing work with young people. Closing date 12 October. For more information [Click here](#).

Compass Wellbeing CIC

Healthcare Assistant – COVID-19 Community Swab Testing Service - Full-time, part time and weekends, £9.11 - £9.85 per hour. We are developing our new COVID-19 Community Swab Testing Service for Bedfordshire, Central Bedfordshire and Luton and require Healthcare Assistants to support the testing facilities in the area. Successful applicants will be required to swab test both staff and patients from various settings including care homes and day centres and ensure this is done in a safe and effective way. All staff will be provided with adequate PPE and will be kept safe at all times. For more information [Click here](#).

St John Ambulance

Community Fundraising Manager - £27,250 - £29,967 per annum - permanent - full-time Luton, Chelmsford or Cambridge. For more information [Click here](#).

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www.cabeds.org.uk | volunteer@cabeds.org.uk | @CABedfordshire*

