

Community Action: Bedfordshire Volunteer Management Newsletter

29 October 2020

Included in this newsletter:

- Celebrating Volunteer Managers this IVMDay
- Trustees' Week
- Covid-19 volunteering update
- Volunteering opportunities
- Training, events and awards
- Additional information (*VCS 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](#)

A tribute to you this IVMDay!

International Volunteer Managers Day: 5 November 2020

Theme: What's Next?

At the recent Association of Volunteer Managers conference, Martin Houghton-Brown, St John Ambulance CEO, confirmed what we already know to be true - **Volunteer Managers are "magic"**! We often hear Volunteer Managers say that they wish they had a magic wand, to help them juggle everything and spin all those plates. Managing and coordinating volunteers requires a high level of specialist skills, qualities and expertise which sometimes goes unrecognised or unappreciated by those outside the volunteering world. Find out more about IVMDay [here](#).

As a Volunteer Manager you...

...have patience and understanding of the social contract you hold with volunteers, not everyone has that!

...take the time to build relationships with people from all walks of life and get to know each one of your volunteers on more of a personal level

...go the extra mile to make your volunteers feel welcomed, included and supported

...are challenged every day to think on your feet and come up with innovative solutions to problems

...provide practical and emotional support to volunteers

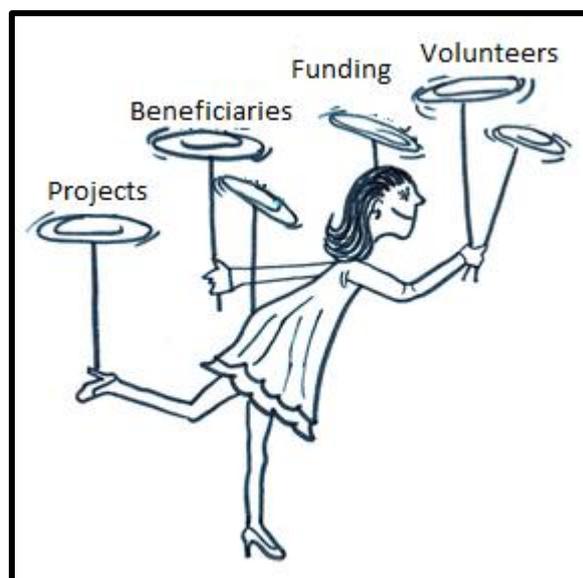
...give up your free time to offer out of hours support

...are thoughtful and take the time to show recognition and appreciation to your volunteers to make them feel valued

...give volunteers an opportunity to feel part of something, to try something new, meet new people, enhance their career opportunities, improve their mental health and wellbeing, reduce social isolation and loneliness

...are caring, compassionate and hard working

...are amazing, invaluable and appreciated, now more than ever!



Trustees' Week 2020

Trustees' Week: 2-6 November 2020

Trustees are the people in charge of a charity. They help to make the UK the sixth most giving country in the world.

They play a vital role, volunteering their time and working together to make important decisions about the charity's work.

Trustees' Week is an annual event to showcase the great work that trustees do and highlight opportunities for people from all walks of life to get involved and make a difference.

[Click here](#) to view the Trustees' Week website.



Is your organisation looking for Trustees?

Find out more [here](#) about registering on our online volunteering platform, Volunteer Connect to promote your opportunities.

Contact us on: volunteer@cabeds.org.uk

Connect with us on Facebook and Twitter [@CABedfordshire](#)

Interested in becoming a Trustee?

Search current opportunities on Volunteer Connect [here](#) or click on the role titles below to find out more.

[Chair of CPRE Bedfordshire](#)

[Hospice at Home Volunteers \(Leighton Buzzard\) Treasurer](#)

[RSPCA Trustee](#)

Coming soon to Volunteer Connect:

RSPB South Bucks (Covering Bedfordshire, currently taking place remotely) – Treasurer

Contact us on: volunteer@cabeds.org.uk 07584 687657

Additional opportunities:

Bedfordshire and Luton Community Foundation are looking for Trustees!

Contact: administrator@blcf.org.uk

**BL
CF**

JOIN TRUSTEE

If **YOU** want to help one of the UK's most exciting Foundations strategically implement positive change in our county, then **WE** need to hear from you!

To find out more about joining our Board, please contact administrator@blcf.org.uk for the recruitment pack and application details.

Closing Date: Sunday 8th November 2020
Interviews: W/c 16th November 2020

Covid-19 Volunteering update

NCVO – Updated Coronavirus guidance 26/10/2020

NCVO have updated the prevention and social distancing section on their website to include the [new restrictions and exemptions under the new local COVID alert system](#).

The volunteering section has also been updated to include [what the new restrictions under the tiered system mean for volunteers](#) including travel restrictions, meeting people indoors and outdoors and updated definition of clinically extremely vulnerable.

Gov.uk - Coronavirus (COVID-19) volunteering

If you want to volunteer during the coronavirus (COVID-19) pandemic, you can do this:

- from home, for example by working on a telephone support helpline
- outside your home, for example by delivering food and medicine
- in a workplace, for example an office

You need to follow the [Local COVID Alert Level rules in the area](#). But while you are volunteering you can:

- meet in groups of any size from different households, indoors or outdoors
- travel within and between different Local COVID Alert Level areas

Volunteering from home

Anyone can volunteer from home. This is the safest way to protect yourself and others during the winter.

Volunteering outside your home

You can volunteer outside your home if:

- you cannot volunteer from home
- 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 volunteering in a workplace, it should meet [coronavirus safety standards](#).

Wearing face coverings while volunteering

You must wear a face covering by law in some public places unless you have a reasonable excuse for not wearing one. For example, **if you have an illness, impairment or a disability**.

Staff and volunteers in retail, hospitality and leisure settings **must also wear a face covering**.

You should also wear a face covering indoors if you will be in:

- an enclosed public space
- a place where you cannot stay 1 metre apart from other people
- a place where you will come into contact with people you do not usually meet

[Click here to view the full Government Guidance.](#)

[Local Covid-19 Alert Levels information](#)

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

[Luton Council](#)

[Central Bedfordshire Council](#)

Volunteer Management

Volunteering: a family affair?

Brand new report from NCVO researchers which examines:

- The variety of forms that family volunteering takes
- The factors that influence how/why they get involved
- The different approaches to families adopted by volunteer schemes

“Covid-19 has been challenging for everyone, including for families who have had to deal with the stressful realities of lockdown and social distancing. However, as communities have come together in response to covid-19, there have been some **indications of positive changes for volunteering and families**. Opportunities could emerge from stronger family ties created by more time spent living and working together, flexible working could open up time for those who felt they were too busy and a digital offer may continue to be something that enables people to fit volunteering in around a busy family life.”

Family volunteering is diverse, and it is extensive. It looks and feels very different in different families and organisations. It includes, but is about far more than, parents and children volunteering together within the same organisation. This report identifies **five types of family volunteering: do together, do alongside, do for, bring along and do separately**.

Organisations can also get a lot out of family volunteering, and the returns are likely to be even greater when families have a positive experience of volunteering. We encourage organisations to think more about how they can ensure that families get the most out of volunteering: not only will this improve the volunteering experience and outcomes for families, it will also improve the outcomes for organisations and their beneficiaries.

The report suggests a series of questions which organisations may want to consider if they are looking to develop family volunteering.

- **How do families currently engage with your organisation?**
- **How do you want to involve families and what approach to family volunteering is right for you?**
- **Can you enhance the volunteering pathways for families within your organisation?**
- **Can you do more to help families balance volunteering with family life?**
- **How can you ensure that family volunteering is as inclusive as possible?**
- **How does the balance you are striking between risk management and being inclusive affect the involvement of families in volunteering?**
- **How can you help to ensure that families, and your organisation, get the most out of volunteering?**

View and download the report [here](#).

Families and volunteering: an evidence-based framework for volunteer-involving organisations.

Who is this framework for?

This framework is for anyone interested in the involvement of families in volunteering in their organisation.

How can this framework help you?

This framework will help you to **reflect on how your organisation currently involves families in volunteering and how you could develop this in the future**. Drawing on the findings from our research, we provide a series of questions to help you think through your approach and some practical ideas for developing family-friendly volunteering. [Click here](#).

Volunteering research and reports

View the [Covid-19 page on our website](#) to view a list of interesting research reports on social and community action, volunteering and other related topics.

- [VSVR Online Conference - 2020](#)
- [Communities vs. Coronavirus: The Rise of Mutual Aid - July 2020](#)

- [We were built for this - June 2020](#)
- [The Moment we noticed - 2020](#)
- [Beyond us and them: Perception of Covid-19 and Social Cohesion - July 2020](#)
- [Local Trust Research on Volunteering and Communities - 2020](#)
- [Stronger than anyone thought: Communities responding to Covid-19](#)
- [Briefing 5: Volunteering through crisis and beyond: Starting, stopping and shifting](#)
- [Briefing 6: Stepping up and helping out: Grassroots volunteering in response to COVID-19](#)

[The Kruger Report - September 2020](#) A report for government by Danny Kruger MP. Levelling up our communities: proposals for a new social covenant (*pages 28-32 for volunteering*).

Reactions to Kruger report from: [Volunteering Matters](#), [Dominic Pinkney](#), [Twitter](#)

FREE Health Check for Volunteer Management:

Investing in Volunteers (liV) Essentials

liV Essentials is a **free online tool designed especially for volunteer-involving groups and organisations**. 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. [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

Updating your volunteer roles on Volunteer Connect

Please keep in touch and keep your roles update on Volunteer Connect. [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.

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

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

Central Bedfordshire Council – Community Champions

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

Leonard Cheshire

Leonard Cheshire aims to support disabled people to live life as they choose through initiatives and enabled by volunteers. We want to expand access for disabled people to engage in local community, maybe try something new.



We are keen to work with community partnerships and have a number of initiatives already, such as our “Can Do” projects which are skills development programmes for 16-35, with any long-term health condition.

Leonard Cheshire would like to help anyone with a disability set up social or sports clubs. Perhaps you would like to become a volunteer, or join our speaker network?

The local community volunteer coordinator is keen to set up an online focus group to see if there is anything that your area is lacking in terms of support or access for people with disabilities. We would then endeavour to help in any way we can.

If we can help, or you are interested in working with us, please contact **Sara Cole, Community Volunteer Coordinator** at sara.cole@leonardcheshire.org. Telephone: **07562 158164**

Training, Events & Awards

Bedfordshire & Luton Community Foundation – Planning your way back to the office post Lockdown.

Returning to your building after COVID-19 may feel a daunting and challenging task. Full of scientific and legal advice, the government guidance is not always easy to be applied by charities including those with vulnerable service users. You will need to ensure that everything is prepared for a safe return, including compliance with Health and Safety matters. This 1-hour interactive Q & A session is designed to give you confidence and more knowledge to prepare your charity for returning to work.

Thursday 12 November, 11am – 12pm. **Book ASAP to secure your space.** [Click here.](#)

Mind BLMK – Free Webinars

Supporting Loneliness

Develop wellbeing skills to support loneliness

This is a virtual learning space for participants from Bedfordshire and Luton, who identify with loneliness and would like to learn tools and techniques that support their own wellbeing.

By attending a one of the free webinar sessions your will be able to:

- Identify the characteristics of loneliness
- Recognise common factors and symptoms of loneliness
- The link between stress and loneliness
- Identify coping mechanisms and develop skills in maintaining emotional balance
- Identify and develop skills in the practice of the 5 ways to wellbeing
- Develop skills in mindfulness practice

Dates available:

Cohort 2: Thursday 12th November 2020, 6.30pm – 8.00pm

Cohort 3: Friday 27th November 2020, 11.00am – 12.30pm

Cohort 4: Thursday 10th December 2020, 11.00am to 12.30pm

Cohort 5: Thursday 14th January 2021, 6.30pm to 8.00pm

[Click here.](#)

See the Signs, Save a Life

Training for non-mental health workforce participants who would like to access training in suicide awareness (for those who live and work in Bedford, Central Bedfordshire and Milton Keynes). Around 6,000 people die by suicide each year in the UK. One in five will experience suicidal thoughts at some point in their life.

By attending this course you will:

- Be able to recognise the signs and symptoms of someone who may be having suicidal thoughts
- Identify tools and techniques so you can support the person in crisis
- Identify how to communicate with a person with suicidal thoughts
- Recognise the importance of early professional help.

To access this FREE See the Signs suicide awareness training, or to find out more information, please contact training@mind-blmk.org.uk 07881 248780 to register for a place. [Click here.](#)

Learning Central is the new Learning Management System for Safeguarding Bedfordshire. (At the end of the year, CPD online will no longer be available). Courses are currently being delivered virtually and can be booked through the system once you have successfully registered. eLearning modules are also booked through Learning Central.

You can access learning central through:

- [Safeguarding Bedfordshire website](#) - latest virtual classroom offer is available [here](#).
- [Bedfordshire Domestic Abuse website](#) - latest virtual classroom offer is available [here](#).

Please do take the time to review the courses available and make use of the training offer. Follow the [learning central user guide](#). Once you have created an account you will be able to search for the courses, view the cost and enrol.

eLearning is available free to those working/volunteering with children, young people and families across Bedfordshire and there is no longer a time limit on the completion of eLearning courses - so there are no penalty fees to be paid for those who do not complete. It is, however, requested that users complete one course before enrolling onto the next.

If you have further queries, or require support with booking you can email:

learningcentral@centralbedfordshire.gov.uk

NHS Volunteer Responder programme – new webinars

Fortnightly webinars are being held to provide updates on the **NHS Volunteer Responder** programme. The webinars are for referrers and colleagues working across health and care, including: primary care; social care; local authorities; government departments; **voluntary sector organisations**; STPs and ICSs; and NHS England and Improvement regional teams.

They will provide an overview of the programme, including facts, figures and the most recent updates on programme adaptations in response to policy changes and the needs of vulnerable people. They are also an ideal opportunity to ask questions about the programme and hear about the impact it is having.

Dates for the next webinars, and the links to join them, are listed below:

- 29 October, 10.30 – 11.30am - [Join Microsoft Teams Meeting](#)
- 12 November, 10.30 – 11.30am - [Join Microsoft Teams Meeting](#)
- 26 November, 10.30 – 11.30am - [Join Microsoft Teams Meeting](#)
- 10 December, 10.30 – 11.30am - [Join Microsoft Teams Meeting](#)

Shoosmiths' charity webinars

Charity Governance in the age of Covid-19

Shoosmiths recently held a webinar where they discussed the responsibilities and powers of charity trustees, governance issues that commonly arise within charities and some suggested strategies to help trustees run their charities as effectively as possible in these challenging times. You can listen to it again [here](#).

Leading effective change in charities – Tuesday 3 November

They will be interviewing Paul Bott, the chief executive of St John of God Hospitaller Services about the successful programme of change he has led within that charity over the last two years. [Click here.](#)

NCVO Online training

NCVO have taken some of their most popular courses online. You can now book NCVO training courses in an interactive online setting. [Find a course today](#) for as little as £46.

- [Key principles of fundraising in the voluntary sector](#) | 3 November
- [Implementing Trusted Charity](#) | Two days course: 10 and 12 November
- [Good practice in volunteer management](#) | 13 November or 16 December
- [Charity finance for non-financial managers](#) | 17 November
- [Safeguarding essentials in charities](#) | 18 November or 8 December
- [How to create your next strategy](#) | 19 November
- [Writing successful bids](#) | 26 November or 15 December
- [Creating a theory of change for your charity](#) | 1 December
- [Charity trustee induction/refresher](#) | 2 December
- [Funding strategy and diversification post Covid-19](#) | 14 December

Near Neighbours Small Grants Programme

Near Neighbours from **Church Urban Fund** offers micro (£250-£1000) and small (£1000-£3000) grants to organisations working in **Luton** to bring together peoples of two or more different faiths and/or ethnicities, to build friendships and develop relationships of trust that will last beyond the period of funding. The grants are aimed at projects where people who are living very locally (i.e. in the same street, estate or neighbourhood) come together to make their communities a better place to live. Projects should involve diverse people, from more than one faith group and/or ethnicity, in the planning and implementation.

To apply, speak with the Near Neighbours Coordinator for Luton, Kim Grieg, on 01582 416946 or 07930 601 640 or by email near.neighbours_luton@btconnect.com. Details of application process, guidelines and forms [here](#).

National lottery – ITV TV Advert

The National Lottery Community Fund, Camelot and ITV are in discussions about a joint campaign, the aim of which is to shine a light on the **important role played by people and communities during the pandemic in supporting each other**. Civic action, taking part, joining in, **volunteering**, doing your bit – whatever we like to call it – it is vital to the nation's recovery. Camelot propose to **create a tv ad** that would run across all ITV regions (STV and UTV included) during November 2020. It would seek to recognize this activity and ensure that even though we will continue to go through tough economic times, our resilience and willingness to help one another is what makes us special. There will be a call to action – to make sure that those who are able, do what they can in these difficult times.

A website/microsite/content will be created so viewers can find out more. We would like to **create content, information and links to volunteering opportunities** that form part of a rich user experience for those inspired to find out more. Even if it is just reminding people of the small acts they can take part in to help their community or point people to organizations who are looking for volunteers we want this to be a place that can be as useful as it is inspiring. We want to make sure that this endeavour does not create a demand that cannot be met. We would like to discuss the opportunity and garner support from the very organizations who will be able to provide the information needed for it to be a success.

If you would like to participate or want more information please get in touch with Emma emma.whitfield@tnlcommunityfund.org.uk and helena.wade@tnlcommunityfund.org.uk

Leighton Linlade Town Council – Charity Christmas Market stalls

As part of our preparations for Christmas within Leighton-Linslade, we are holding a **Charity Christmas Market on Sunday 6th December between 11am & 3pm.**

We are planning a large selection of charity stalls throughout the high street allowing the public to shop and browse the high street and your stalls safely. A perfect place for people looking for a unique gift, or something more personal for a loved one at Christmas time. We are also **welcoming charities who wish to raise awareness of their causes during the Christmas period.**

The event will take place from 11am until 3pm, with access to the site from 8.30am for set up.

The cost of a 3m x 3m pitch which includes a gazebo and two tables is £12.

Please note; there are limited trading opportunities, therefore we will accept bookings on a first come first serve basis.

If you have any questions, contact: eventsteam@leightonlinlade-tc.gov.uk

Thank you and we look forward to welcoming you to this year's event.

Central Bedfordshire Council - Cheering Volunteering Awards 2020

There is still time to nominate your volunteers for this year's CBC Cheering Volunteering Awards!



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.

Deadline for submission of applications: 19 November 2020.

[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.



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)

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 18th December 2020.** [Click here.](#)



Community Interest Luton Awards

Keep an eye on the website for information about the Awards [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. Applicants will need to have relevant experience & qualifications: For further information [click here.](#)

Bedfordshire & Luton Community Foundation (BLCF)

Chief Executive Officer - Full time or part time, £55,000 pro rata. BLCF is seeking an experienced CEO to manage day-to-day operations of the organisation. The CEO will play a critical role in managing the governance of the charity, build and model an ethical and sustainable culture, provide inspired leadership to the Executive Team and establish a great working relationship with the Board of Trustees. The CEO will develop and spearhead a Donor Relationship Management Plan to seek opportunities and new funding relationships.

Deadline noon on 31 October. [Click here.](#)

Keech Hospice Luton

Shop Manager – Flitwick – Salary £17,321.60 pa (FTE £21,652.00) 32 hours per week – Duties include implementing correct pricing policy, dealing with till readings, balancing and banking. Ideally you will come from a retail/customer service background and have cash handling experience. Good communication skills, great team spirit and management experience essential plus and interest in working in the charity sector and ability to travel independently within the local area. Closing date 8th November 2020. For further information [click here.](#)

Healthwatch Central Bedfordshire

Engagement Officer - Part time, permanent, £17,000-£24,000. We are seeking to recruit an experienced, outgoing, pro-active, Engagement Officer to develop, design and maintain high quality and effective community engagement activities and to co-ordinate Healthwatch Central Bedfordshire's volunteers which includes recruitment, on-going support, training and involvement in community engagement activities. Closing date 15th November 2020. For more information [click here.](#)

Terrance Higgins Trust

LGBT Health and Wellbeing Lead, Luton - Part time (21 hours), fixed term, £14,479 actual salary. You will deliver a variety of services to improve the health outcomes of LGBT people in Luton. This will include providing one to one support over the phone, email and Zoom, delivering group workshops and spaces, and delivering LGBT Awareness & Inclusion training to professionals in Luton. Deadline 31 October. [Click here.](#)

Disability Resource Centre

Finance Helpdesk Administrator

The Disability Resource Centre is currently looking to recruit a Finance Administration Assistant to join our Finance Team on a temp-perm basis. The role requires someone that has excellent attention to detail, is highly organised and has really good communication skills. Hours: Monday to Friday (20 hours per week). Salary: £17,842 FTE (£9,644 pro rata). [Click here.](#)

Community Engagement Officer

Your key focus will be to recruit and induct participants onto our Support into Employment programme. To achieve this, you will liaise with external organisations, organise (and attend) events and develop key contacts to meet recruitment targets. Salary: £24,657. Hours: 37 per week. Fixed term contract June 2021. [Click here.](#)

The National Lottery Community Fund

Funding Officer - West Anglia - Full time, fixed term until 31 March 2021, £21,688-£24,786 plus generous benefits. Focused on Bedfordshire, Luton & Hertfordshire (temporarily home based due to Government restrictions). As a funding officer you will assess requests for funding and manage grants using local knowledge, best practice, thematic expertise, and the experience of customers and stakeholders to improve our grant making and inform our decision making. Deadline 30 October. [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.](#)

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