

Volunteer Management

September 2017

Introducing the Volunteer Advisers at the Volunteer Centre

Vicki Drummond is the Volunteering Adviser for Volunteer Management and is providing support to local volunteer-involving organisations to develop their volunteering opportunities and manage their volunteering programmes effectively. Vicki is a qualified IAG Adviser and trainer and has been involved in a number of volunteering projects. Prior to this role she was managing and delivering employment support programmes. Please get in touch with Vicki if you are looking for volunteers or wanting some advice on any of the following:

- Volunteering policies
- Writing role descriptions and volunteer specifications
- Recruiting volunteers and developing new roles
- Training volunteers
- Managing and retaining volunteers

Her contact details are: mobile number 07867 488001; email vicki@action-centralbeds.org.uk

Kay Henderson is the Volunteering Adviser for Volunteer Recruitment and is helping potential volunteers to find suitable volunteering opportunities as well as recruiting volunteers for local volunteer-involving organisations. Kay is a qualified IAG Adviser and trainer and has been assisting unemployed and economically inactive clients to find suitable volunteering, training and employment opportunities through the employment support programmes. Volunteers can call, email or book a face-to-face meeting with Kay. Her contact details are: mobile number 07584 687657; email kay@action-centralbeds.org.uk

Gina Croxford is the Community Engagement Manager who oversees the Volunteering Team and provides additional help and advice on volunteering. She also delivers the Timebanking Project, in conjunction with other community engagement activities. Her contact details are: mobile number 07825 665038; email gina@action-centralbeds.org.uk

Volunteer Connect

Our new volunteering database, Volunteer Connect, will be launched by the end of September. This new platform will enable you to update and add to your organisation's volunteering roles as well as giving you access to a bank of prospective volunteers.

Volunteers will be able to register online and will have the option to join the 'Volunteer Bank'. This means that organisations will be able to search for prospective volunteers who have skills and experience which match their requirements.

Information about your organisation and details on the volunteering opportunities that you have previously provided have already been uploaded to the new system. We will be in contact with you soon to check that your details are correct and all your volunteering roles are up-to-date.

Volunteer Display Space at Central Bedfordshire Council offices

Central Bedfordshire Council has always been extremely committed to volunteering. To promote the benefits of volunteering to individuals and local communities, there will be display areas in the Council's reception areas at both Priory and Watling House so that information from volunteer involving groups and organisations in Central Bedfordshire can be displayed throughout the year.

Central Bedfordshire Council wants to highlight the contribution that volunteers and groups of volunteers from Central Bedfordshire have made particularly from a more individual or grass roots perspective. It would like to focus on the volunteers themselves, the difference they make to the local communities and what volunteering means to them.

Further information and guidance about the display areas, together with an Expression of Interest e-form which interested parties will need to submit, can be obtained from <http://www.centralbedfordshire.gov.uk/council/stronger-communities/display-space.aspx>.

Once the completed Expression of Interest Forms have been received, a schedule for the year will be written showing which volunteers and volunteering organisations will be displayed in the spaces and when.

The Expression of Interest period runs from Wednesday 13 September until Monday 6 November. In January 2018 the display areas will be used for the launch of nominations for Cheering Volunteering. The schedule will then start from the beginning of February 2018.

Does your organisation work in Luton?

If you would like the opportunity to network with other organisations from Luton, then please register your interest in attending our next networking event **in Luton by emailing us**. It is on Wednesday 4 October from 9.30am to 12.30pm at The Luton Irish Forum.

Opportunity to involve employees in volunteering

Network Rail runs a Diversity and Inclusion week each year for their employees. Their Everyone Week this year is from Monday 2 until Friday 6 October 2017 and the theme is Access and Inclusion. They want to demonstrate how inclusive they can be – working with their customers, creating a positive experience for passengers and improving their working environments. They would like to hear from any voluntary organisations that have volunteering opportunities in Central Bedfordshire for their Network Rail employees. This would either be for the Everyone Week in the first week in October or for anytime during the year. If you would like further information, please email [Gareth Woods](mailto:Gareth.Woods@networkrail.co.uk), HR Business Partner Support for Route Businesses at Network Rail.

Safeguarding Awareness Training

Voluntary and Community Action are running Safeguarding Awareness sessions on behalf of Central Bedfordshire Council. The sessions are for workers, volunteers or trustees from small voluntary organisations or community groups in Central Bedfordshire who:

- are working with vulnerable adults, families or children
 - are new to safeguarding
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- want to refresh and up-date your knowledge
- need to undertake 'approved safeguarding training' to meet funding requirements.

The locations and dates for the sessions are:

- Leighton Buzzard: Thursday 16 November; Tuesday 30 January 2018 and Thursday 15 March 2018.
- Dunstable: Tuesday 5 December 2017; Thursday 1 March 2018.

If you would like to book your volunteers on to one of these sessions, please email [training](#) or call 01525 850559.

Date for your diary - Networking Event for Volunteer Managers

The next Networking Event for Volunteer Managers and Co-ordinators will be on Thursday 23 November in Flitwick Village Hall from 9.30am-12.30pm. Attendance is free for volunteer-involving organisations working in Central Bedfordshire. The event will include the following topics:

- Marketing Volunteer Opportunities
- An introduction to the new volunteer database - Volunteer Connect
- Training courses and workshops for Volunteer Managers
- Opportunities to network with other volunteer managers/co-ordinators

Please register your interest in attending this event [by email](#).

And in other news ...

Bereavement Support Training

Cruse Bereavement Care has announced its next training course for anyone who would like to learn how to help and support those who are bereaved. The course runs over six Saturdays from October to January in Ampthill and costs £250 (can be paid in instalments, some concessions may be available).

Contact Cruse on 0300 200 4109 or email amanda.morton@crusebedfordshire.org.uk for details or a course prospectus.

Job vacancies

A4S, Project & Student Support Assistant. Help to change lives by engaging young people through positive and personalised learning. This post is for 15 hours per week with a salary of £16,575 (£6,630 pro-rata) and is based in Bedford. The closing date for this vacancy is Friday 29 September. For further information visit this [site](#).

Carers in Bedfordshire. Help to support unpaid family carers in the Bedfordshire area. They have vacancies for:

Young Persons' Activity Workers (Saturdays). Opportunities are available in Bedford, Houghton Regis, and Biggleswade.

For further information on all three posts, please visit this [site](#).

This email has been sent by Volunteer Centre Central Bedfordshire, part of Voluntary and Community Action.

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