

Volunteer Management Newsletter

November 2018

Local Charities Day

Local Charities Day will be returning on Friday 14th December and the emphasis this year is on enhancing relationships between businesses and charities to help communities. The focus will be on highlighting the importance of giving by encouraging people to pledge their time to a local charity. For more information about this event, to follow on social media or to show your support by signing up your organisation, visit the website [HERE](#).

Opportunity to promote volunteering roles in Central Bedfordshire.

Noah Enterprise is running a series of free courses across Central Bedfordshire to promote volunteering as a pathway into paid work. They are keen to work in partnership with local VCS organisations and as part of these sessions, are offering the opportunity for representatives to visit and promote their voluntary roles to attendees.

Courses run on Mondays from 9.30am – 4pm on the following dates:

Monday 26th Nov—17th Dec 2018 (Dunstable)
Monday 14th Jan—4th February 2019 (Biggleswade)
Monday 18th Feb—11th March 2019 (Dunstable)
Monday 18th March—8th April 2019 (Leighton Buzzard)

If you would like to take advantage of this opportunity please contact Warren Edwards at Noah Enterprise via email at academy@noahenterprise.org or by telephoning 01582 726152.

Safeguarding Awareness Training – New Year places still available

Our free Safeguarding Awareness 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
- 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:

Tuesday 15th January 2018, 10am – 1pm at Bossard House, Leighton Buzzard

Saturday 2nd February 2019, 10am-1pm at Bossard House, Leighton Buzzard

Thursday 7th March 2019, 10am-1pm at Dunstable Fire Station

If you would like to book yourself, members of staff or volunteers on to one of the sessions, please visit our website to download a booking form by clicking [HERE](#) or email kirsty@cabeds.org.uk for more information.

Online Safeguarding training - We appreciate that it is not always possible to find the time to travel to and attend face-to-face training sessions and as an alternative, **Volunteer Solutions** have now developed a Safeguarding Awareness self-study workbook for volunteers. This can be completed flexibly and in their own time to help them to gain the information and knowledge they will need to carry out their role effectively. Workbooks are available for download only and at a cost of only £8 you also receive unlimited printing rights for the use of any volunteers within the purchasing branch of the organisation. For more information visit Volunteer Solutions website by clicking [HERE](#).

PREVENT Training Opportunities for Organisations

PREVENT forms part of the Governments Counter Terrorism Strategy and sits in the safeguarding arena focussing on preventing people from being drawn into terrorism or extremism. Rebecca Brennan who is the Prevent Officer working in the Eastern Region is offering free training to any group that deals with vulnerable people as these are the people that are most likely to get groomed for the purposes of extremism or terrorism.

She offers this training for free at a venue of your choice and can be flexible with regards to the timings so if you might be interested in having a session for your organisation then and volunteers or for more information please contact: rebecca.brennan@bedfordshire.pnn.police.uk or call 01582 473086.

Volunteer Managers' Networking Event

Our Networking Events provide the perfect opportunity to meet with peers to share ideas and experiences, build relationships and provide support to other volunteer managers. With guest speakers, small group discussions and plenty of time to network, our events provide an invaluable opportunity to come together to consider best practice.

We will be holding our next networking event for organisations that work across Central Bedfordshire on **Thursday 31st January 2019 from 10am – 1pm at Parkside Community Hall, Ampthill**. To book a place please visit our website to download a booking form [HERE](#) or email kirsty@cabeds.org.uk for more information.

In Focus

Celebrating your volunteers and giving thanks.

With Christmas fast approaching it is one of those times of year when it seems obvious to take the time to thank your volunteers to let them know how much you value them. However it is worth thinking about the fact that how you decide to thank your volunteers can be as important as the decision to thank them at all.

Doing too little and failing to adequately recognise your volunteers can lead to them feeling undervalued and demotivated. As for doing too much, with ever-tightening budgets, limited time and often a large pool of volunteers to reach out to, it's unlikely that Volunteer Managers can ever be guilty of this!

We recognise that being able to find a way to adequately recognise everybody and get the right balance can be a big challenge so with this in mind, here are some of our ideas for ways to say thank you.

-  Send a personal hand-written Christmas Card to each volunteer – perhaps an obvious one but E-cards with pre-printed messages or generic emails of thanks sent to all may cost less in terms of time and money but just don't give the volunteer the same message that a more personal touch does. In this age of email and social media, a hand-written message is a novelty and if you can personalise it further by acknowledging a specific task they have done then this will add value.
-  Write an informative newsletter or create an eye-catching display at your premises to summarise everything that your organisation has achieved over the year. This gives your volunteers the opportunity to see the bigger picture and how their efforts have contributed to the overall mission. Add in some colourful photos of volunteers actively doing their roles and you'll show them you respect and appreciate all their work.
-  Organise a Christmas Do or even an informal gathering and invite your volunteers to pop in for a warm drink and a mince pie. Take and post photos of your appreciation events on your website and social media to actively celebrate your volunteers' contributions.
-  If appropriate to do so, invite your volunteers to your staff Christmas Do or organise an event where paid staff and volunteers can socialise together. This helps to build relationships and breaks down barriers by encouraging a collaborative and inclusive atmosphere.
-  In keeping with Christmas being the season of giving, small inexpensive gifts as a gesture of goodwill are often well received. As a general rule, most volunteers who are committed to their organisations' cause will not be appreciative of lavish gestures or expenditure of funds that they have worked hard to raise, yet a small token of gratitude can be powerful and leave the volunteer with a little reminder that motivates them on through the following months. There are many online companies that make small inexpensive gifts that are thoughtful token gestures and something that can be treasured.
-  Invite your volunteers to have a 121 check in – a great opportunity to do a bit of an annual review, find out how they are getting on in their role and say a personal thank you. Many volunteers may not take you up on the offer but the very fact you have given them the opportunity in itself shows you are investing in them and value their contributions.

And finally...

This will be our last Newsletter of 2018 so may we take this opportunity to say that it has been a pleasure working alongside you all over the last year and to be one of the first to wish you a Merry Christmas and Happy New Year.

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