

Volunteer Management Newsletter

October 2018

Time to start thinking about your seasonal roles.

As the winter is steadily approaching, Christmas is just around the corner and for many organisations this means an increase in service provision and a heightened demand for extra volunteers. If you are looking for extra pairs of hands to help out over the seasonal period then please get these roles added onto Volunteer Connect as soon as possible so that we can start promoting them for you.



As many organisations have now been using Volunteer Connect for some time, lots of existing roles are starting to expire. A reminder email is automatically generated by the system but once the expiry date has passed, the role will no longer be 'live' and will not be visible to potential volunteers searching for roles. If you are still recruiting then please remember to keep your opportunities open by logging into Volunteer Connect to review and extend the expiry dates as soon as possible.

International Volunteer Managers Day

Remember, remember the 5th November and not just because it's Bonfire Night – it's also International Volunteers Managers' Day.

Volunteer management is celebrated on this day because you as Volunteer Managers change lives by recruiting and supporting teams of volunteers whose dedication and commitment then make a massive difference to the lives of the service users they support. Your skills and knowledge help others to meet the needs of the community and tackle the deficit left by a fully stretched economic system which lacks the capacity to adequately provide for the nation.

In every organisation that involves volunteers, there will be a Volunteer Manager behind the scenes working hard to co-ordinate a task force and juggle multiple responsibilities to enable a smooth service provision – so on 5th November, please take time to celebrate the work that you do and the positive impact that it has on the community.

November Volunteer Managers' Workshops – places still available...

Our Volunteer Managers' Workshops are running in Luton in November 2018 and are free for organisations delivering services in Luton.

The programme consists of four half-day workshops for volunteer managers and for all those who have responsibilities for recruiting, supervising or managing volunteers.

Dates for the sessions are as follows:

- Preparing for Volunteers - Tuesday 6th November
- Signing-up Volunteers - Tuesday 13th November
- Managing Volunteers – Tuesday 20th November
- Retaining Volunteers – Tuesday 27th November

All sessions run from 10am to 1pm at The Luton Irish Forum, Kathleen Connolly House, 102 Hitchin Road, Luton, LU2 0ES. For more information or to download a booking form, please visit our website to download a booking form by clicking [HERE](#) or email volunteering@voluntaryworks.org.

Opportunities for promoting volunteer involving events

As a commitment to promoting and sharing the fantastic work of volunteers across the county, Central Bedfordshire Council have created a designated display area in their council office reception areas at Priory House, Chicksands and Watling House, Dunstable where local volunteer engaging groups can promote information about their organisations, the people who volunteer with them and any events or opportunities coming up. If your volunteer-involving organisation would like to apply to book a two week time slot in the display area click [HERE](#).

We are also happy to promote any upcoming events, job opportunities or training courses that may be relevant to Volunteer Manager colleagues so please feel free to forward content for our consideration to kirsty@cabeds.org.uk.

Safeguarding Awareness Training

Community Action Bedfordshire are running Safeguarding Awareness sessions on behalf of Central Bedfordshire Council. These 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 4th December 2018, 10am-1pm at Dunstable Fire Station **FULLY BOOKED**

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.

Alternatively, if you have a large number of staff or volunteers who would like or need to do a safeguarding awareness session, we can arrange to deliver it at a venue of your choice in Central Bedfordshire. For further details, please email training@cabeds.org.uk

In Focus

Safeguarding is a matter for all charities, from the largest international development agency to the smallest community group and as the mission of many organisations means that they work with people potentially in vulnerable situations, this can make them attractive to those who seek to do wrong.

Following reports at the beginning of the year about safeguarding problems at Oxfam and Save the Children UK, charities are again front page news. As a result, the Charity Commission has recently released a report from its safeguarding taskforce raising their concerns that not enough charities are reporting serious incidents.

The main categories of reportable incidents are:

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work
- financial crimes – fraud, theft, cyber-crime and money laundering
- large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds
- other significant financial loss
- links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff
- other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity

The Charity Commission are taking steps to raise awareness to ensure that organisations know what to report, when to report and how to report it. To read the full report of their findings from the recent safeguarding taskforce click [HERE](#) and for more guidance on how to report a serious incident in your charity click [HERE](#).

Organisations that involve volunteers need to ensure they have a robust approach to safeguarding in place and should consider what level of safeguarding is proportionate to the activities their volunteers are involved in and what approach to take in relation to recruitment, training, supervision and DBS checks. The NCVO offer guidance to help develop a comprehensive approach to safeguarding and this can be accessed [HERE](#).

Job Vacancies

Community Led Initiatives is recruiting for two new volunteer coordinators to continue the growth of SAMAS (Support, Advice, Mentoring, and Advocacy Service) in both Bedford Borough and Central Bedfordshire. The roles are full-time, fixed contract until September 2020, with a salary of £21,000 - £23,000 (depending on experience). Deadline 9am, 16 November. For more information click [HERE](#).

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

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