

Volunteer Management Newsletter

September 2018

Meet the Team at the Volunteer Centre

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@cabeds.org.uk

Kirsty Rudkin has recently joined us as our 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. Kirsty is an experienced Volunteer Manager who has worked within charity sector organisations and is also a qualified psychological therapist from a background in the NHS and mental health services. Please get in touch with Kirsty 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 email is: kirsty@cabeds.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@cabeds.org.uk

Services



Celebrating one year of Volunteer Connect

It has been nearly a year since we launched our online platform Volunteer Connect and we now have 150 organisations registered on the system with around 200 voluntary opportunities being advertised.

To date:

- **300** volunteers registered with Volunteer Connect
- **250** are in the Volunteer Bank
- Kay has conducted over **250 face-to-face interviews** with potential volunteers

Did you know that the Volunteer Connect system automatically matches potential volunteers to your roles based on the details you have included in your role profiles? To see these matches simply log in, select 'manage roles' and open your role to see a list of possible matches in the top left hand box. You can then view their profiles and invite them to apply if appropriate. Experience has shown that being proactive and investing some time in viewing the matches in this way can increase the number of volunteers placed in roles.

Our anniversary means that a number of volunteering roles on Volunteer Connect are about to expire or have already expired because organisations have forgotten to extend their advertising end date. This means that the roles will disappear and volunteers will not be able to access the information about the roles and apply for them until you extend the advertising end date.

With so many volunteers in the Volunteer Bank who are offering a wide range of skills and experience and looking for a new opportunity, now is a really good time to check that your roles are up-to-date to make sure they are still being promoted.

Volunteer Connect can be accessed by clicking [HERE](#) or by visiting our website www.cabeds.org.uk and then clicking the "Volunteer Connect for organisations" link in the footer of every page.

If you need any help with using Volunteer Connect then please do not hesitate to contact Kirsty Rudkin on 01525 850559 or email kirsty@cabeds.org.uk.

Are you Volunteer-ready?

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. The workshops will focus on the key aspects of volunteer management: preparing for volunteers; signing-up volunteers; managing volunteers; and retaining volunteers.

If you are delivering services in Luton and you or your colleagues would like to find out more about the workshops, please visit our website to download a booking form by clicking [HERE](#) or email volunteering@voluntaryworks.org.

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:

Thursday 4th October 2018, 10am-1pm at Bossard House, Leighton Buzzard **FULLY BOOKED**

Tuesday 4th December 2018, 10am-1pm at Dunstable Fire Station **FULLY BOOKED**

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

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

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

Support for Volunteer Managers and Coordinators

The role of a Volunteer Manager can be immensely rewarding but we all know the challenges of having to recruit and retain volunteers across the charity and community interest sector. With the ever-increasing demands for service provision and the inevitable high turnover which is common with a voluntary workforce, there is often never enough hours in the day to recruit, train and supervise your team.

So the question is who looks after your wellbeing needs whilst you are busy looking after your team of volunteers and where can you go for support when you need it?

The Association of Volunteer Managers is an independent body that aims to support, represent and champion people who manage volunteers. It aims to facilitate and support effective peer-to-peer networking through events, seminars and email discussion networks. To find out more, visit their website by clicking [HERE](#).

This newsletter has been written and distributed by Community Action Bedfordshire. Should you wish to unsubscribe from our mailing list please email: kirsty@cabeds.org.uk.