

Community Action: Bedfordshire Volunteer Management Newsletter

20 January 2021

Included in this newsletter:

- Covid-19 volunteering update
- Keeping in touch
- Publications and reports
- Training & events
- 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](#)

Covid-19 Volunteering update

Latest Government Guidance

Following the National Lockdown from 6th January NEW [GOV.UK](#) guidance aimed at organisations and groups helping them to understand how to involve volunteers safely and effectively during COVID-19 can be accessed [here](#).

This guidance complements other [GOV.UK](#) guidance on [volunteering](#) and [helping others safely](#) during the pandemic, which are aimed at potential and existing volunteers.

Summary of what national lockdown means for volunteering in England

Volunteering from home/outside the home

- People must volunteer from home, unless it is not reasonably possible for them to do so.
- If they cannot volunteer from home, people can volunteer outside their home, provided they do not need to self-isolate for any reason, and follow social distancing guidance, and/or COVID-secure guidance if volunteering in a workplace.
- This also applies to those not at risk of COVID-19 and clinically vulnerable people including those 70 and over.

Clinically extremely vulnerable people

- Clinically extremely vulnerable people should be supported to volunteer from home, and should not volunteer outside their home

Travelling to volunteer or while volunteering

Where they are unable to volunteer from home, people can travel to volunteer or while volunteering in England.

While travelling, they should

- Where possible, stay local – meaning avoiding travelling outside of their village, town or the part of a city where they live unless necessary.
- Walk or cycle if they can – where that is not possible, use public transport or drive.
- Plan to avoid busiest routes, as well as busy times.
- Follow the [safer travel guidance](#)

Volunteering in groups

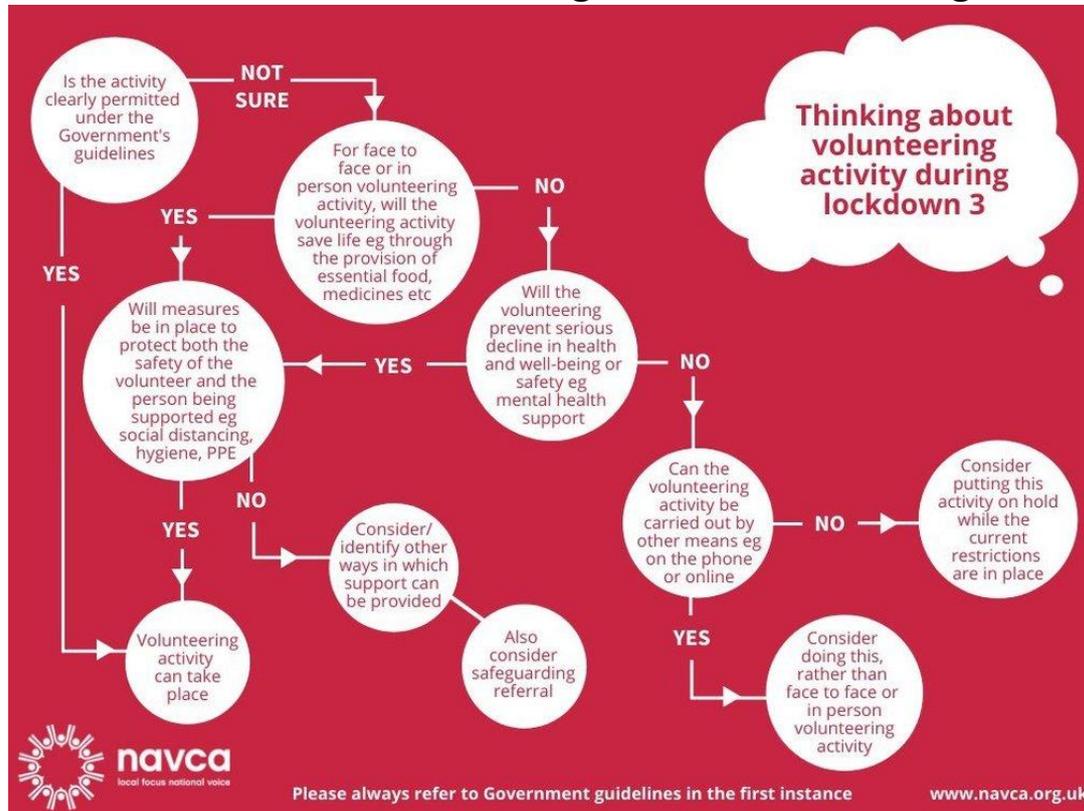
- While volunteering, people can meet in groups of any size, indoors or outdoors.

- Formal support groups are exempt from gathering restrictions up to a limit of 15 participants (aged 5 and older), however there is no limit on the number of volunteers. For, example, 10 volunteers could support a group of 15 participants

Volunteers in critical roles who can access schools or educational settings

- Volunteers classified as being in critical worker roles are allowed to send their children to school or other educational settings.

NAVCA – Useful decision-making tool for volunteering



NVCO latest updates to coronavirus guidance

NVCO have redesigned and updated all their [Knowhow Covid guidance](#) in line with the current national lockdown. This includes guidelines on national lockdown restrictions, volunteering under national lockdown and updates to the coronavirus job retention scheme. [Read it here.](#)

Local information

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

[Luton Council](#)

[Central Bedfordshire Council](#)

Keeping in touch

Happy New Year from all of us at Community Action Bedfordshire.

Recognition and gratitude for the impact and invaluable contribution volunteers, both informal and formal, make every day to the lives of other individuals, families, groups, organisations, local communities and our countries has never been greater as we head into 2021. Long may this continue along with the incredible community spirit which we



witnessed in 2020 and the resources to enable volunteering to continue growing and flourishing in years to come.

Here at Community Action Bedfordshire we want to support you as much as we can so please let us know if you would like help with recruiting volunteers or with any volunteer management queries you may have. We appreciate that during the current lockdown you may not be able to deliver services and involve volunteers **but if you are already registered** with us and if you haven't already done so, please take a few moments to log in to [Volunteer Connect](#) and review your opportunities.

Whether you are still actively recruiting or not, it is worth considering adding a statement on your role descriptions advising potential volunteers how roles have been adapted in line with Government Covid-19 guidelines and regulations to keep everyone safe or keeping your roles live and contacting potential volunteers to maintain their enthusiasm and interest until your roles are active again.

If we haven't been in contact with you recently, please do get in touch for a catch up, it would be lovely to hear from you and we would appreciate an update on the current status of your services and volunteer involvement.

[Click here](#) to log in, review and manage your organisation profile and opportunities on Volunteer Connect.

The Volunteer Centre Team are currently working remotely and providing support via telephone and email. If you have any questions about Volunteer Connect, please contact Karen at: volunteer@cabeds.org.uk

For all ongoing Volunteer Centre enquiries, please continue to contact the Volunteer Centre team on: volunteer@cabeds.org.uk

Gina – Community Engagement Manager

Karen – Volunteering Adviser

Not yet registered on Volunteer Connect?

Volunteer Connect is our online volunteering platform, accessed via our website: www.cabeds.org.uk. As an organisation, it only takes a few minutes for you to register your organisation and once registered, you can add and manage your volunteering opportunities.

Individuals can also register on Volunteer Connect, create a profile, search and apply for your volunteer opportunities – putting you directly in touch with potential volunteers.

Volunteer Connect also automatically suggests **possible matching volunteers** out of the 500+ potential volunteers registered, based on their skills and interests. You can then invite potential volunteers to apply for your roles!

If you haven't already registered with our online volunteering platform – **Volunteer Connect** – register today and expand your volunteer recruitment in Bedfordshire!

Publications and Reports

NCVO - Time Well Spent: Diversity and volunteering

This report builds on NCVO's Time Well Spent Research and focuses on formal volunteering and organisational approaches to diversity and inclusive volunteering in order to reflect on and share any lessons learnt to create better volunteering experiences for people particularly those from minority groups.

[Foreword - Time Well Spent: Diversity and volunteering](#) | [NCVO Publications](#) | [NCVO](#)

[Download this report - Time Well Spent: Diversity and volunteering](#) | [NCVO Publications](#) | [NCVO](#)

Relationships Project – Ten lessons at the turning of the year

The Relationships Projects blog is a collaborative space for exploring the importance of relationships. In this reflective piece David Robinson looks back at the lessons we have learned in 2020 and what they might mean for the year ahead including:

“We will remember 2020 as the year of the R. As our world closed in, we noticed the Relationships on which we depend, and we missed others that are also important. We Re-neighboured, we Re-tooled and we Re-evaluated. **9 million** people cared for others voluntarily. **39%** of them had done little to no volunteering before the pandemic, and **70%** want to carry on afterwards. We have re-neighboured. **Of all the big numbers in 2020, these are the ones to savour.**” To read the full blog [click here](#)

Tobi Johnson & Associates – Why Volunteer Management Jobs Should be a 2021 Priority for Your Organisation

In this article, Tobi Johnson shares his views of how in the current economic climate, reductions in force should not be made without considering what could be lost and how those reductions could impact long-term sustainability and focuses on:

- How Supported Volunteers Can Advocate for Non-profit Sustainability
- Volunteer Management is a Full-time Job
- Virtually Managing Volunteers
- Hiring (and Re-Hiring) for Volunteer Management Jobs
- Keep Volunteer Management Jobs
- Interested in Better Training for Your Volunteer Manager?

To read the full article [click here](#)

Inspiring Impact

Inspiring Impact have been speaking to small organisations across England about how they have been adapting to better understand the difference they are making and are sharing some key pointers and resources from [top tips guide](#) to support you with [planning for impact](#).

Training & Events

CVS Bedfordshire

FREE 1-day training course - Building Resilience During Challenging Times - for voluntary and community groups based or working in Luton.

The session is aimed at staff/volunteers from VCS organisations in Luton to equip them with the knowledge and skills to build their resilience and help protect their mental health and wellbeing during these challenging times. Choose from these dates:

- Wednesday 27 January at 2pm to 3.30pm
- Tuesday 9 February at 10am to 11.30am

The session will cover:

- Describing stress and its impact on mental health and wellbeing
- Managing your mindset and understanding emotional energy

- Behaviours and daily habits to support mental wellbeing

To book, please email jane@cvsbeds.org.uk with the name of your organisation and the names of the people who would like to attend. Places are free, but if there is high demand for this course, we will limit places to 2 per voluntary organisation.

ELFT Bedfordshire and Luton Recovery College

Online courses for January and February from the Recovery College cover a wide range of topics with a focus on mental health wellbeing and recovery. They are open to any adults living and working in Bedfordshire and Luton, are free of charge, and are available on a first-come first-serve basis.

[About Recovery College](#)

[Prospectus for January/February 2021](#)

Learning Central is the new Learning Management System for Safeguarding Bedfordshire. 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.

- [Free Safeguarding eLearning summary of topics available](#)

E-Learning 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 E-learning 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

Path to Protection eLearning for all professionals working with children which raises awareness about how children can be sexually abused or exploited online, the differential impact on the child when the harm is online and how to support the child on the road to recovery. It is recommended eLearning for all frontline workers and their managers. For more information [click here](#).

Green Pepper Consulting – Safeguarding, A Trustee Responsibility

Aimed at charity trustees, this online workshop will look at their duties and responsibilities in respect of safeguarding.

Outcomes

By the end of the workshop, participants will:

- Be aware of their duties and responsibilities in respect of safeguarding
- Know what measure they should be taking to ensure the effective management of safeguarding
- Be better placed to embed safeguarding into the culture of their organisation

Cost £12 – Date: Tue, 23 February 2021, Time 10:30am – 12:00pm

To book your place [click here](#)

Volunteer Pro - Tobi Johnson & Associates

- **Tips for Volunteer Managers: Learn How to Manage Your To-Do List**

If you spend time making to-do lists every day and you end the day with tasks still on it, you are not alone. In fact, 41% of lists are never completed! For tips on how to master the psychology of To-Do Lists and create a To-Do list that works for you [click here](#)

- **FREE webinar - Keep Remote Volunteers Engaged: 5 Simple Tactics to Keep Supporters Connected, Inspired, and Ready to Roll When COVID is (finally!) Over**

February 2,3, OR 10, 2021

In this 90-minute free training you will learn creative ways to keep volunteers engaged with your mission ... even when volunteer work is suspended or limited.

... even when your return-to-work date is uncertain.

... even when volunteers have new challenges in their lives.

... even when your volunteers aren't entirely comfortable with tech.

... and even when you don't have a lot of time to spare.

[sign up here](#)

ACRE - Celebrating 100 Years Together: Village Halls Week 2021

Monday 25 January – Friday 29 January is a national celebration of the 10,000+ village halls which can be found across England, their volunteers and the difference they make to the rural communities they serve. You can find out how to get involved by visiting the [acre website here](#).



NCVO Information and Training

NCVO training

Good Practice in Volunteer Management

From 2021, our popular Good Practice in Volunteer Management will take place over two half days from 10.00 to 13:00. You need to attend both days because they are two parts of one course. Costs start at £46 - [Book your place here](#).

February course

Session 1: Tuesday 16 February, Session 2: Wednesday 17 February

March course

Session 1: Tuesday 16 March, Session 2: Wednesday 17 March

We are also running a course called Project Management in the Voluntary Sector. For more information and dates from January to March, [click here](#).

Online training and webinars

- Tools & techniques for better fundraising | 22 January
- Safeguarding essentials | 27 January, 24 February or 31 March
- Writing successful bids | 3 February or 2 March
- Funding strategy and diversification in the current climate | 5 February or 19 March
- Charity trustee induction/refresher | 9 March
- Charity finance for non-financial managers | 2 February or 17 March

- eLearning course on the roles and duties of trustees | **Anytime**

NCVO/Zurich webinars

This year, Zurich Insurance and NCVO partnered to deliver a series of webinars about risk management for voluntary sector organisations. All webinars are now available to watch back via Zurich's website. **Watch them again [here](#)**

Additional Information

Where appropriate please share the following information:

Central Bedfordshire Council

As the vaccination programme is being rolled out across the country, criminals are using this to create new scams.

We have been made aware scammers are sending fake texts messages claiming to be from the NHS offering the Covid-19 vaccine. The link that accompanies the fake text message takes you to a fake NHS website which requests personal and financial details.

Please do **NOT** click the link if you receive a fake text message and please note that the NHS will **NEVER** ask you for personal information, or for your financial details for the vaccination.

The vaccine is only available from the NHS and your GP will contact you when it is your turn.

Suspicious text messages should be forwarded to **7726** (which spells "SPAM" on the keypad). This free-of-charge short code enables your service provider to investigate the origin of the text and take action, if found to be malicious.

Keeping well – Free, fast and confidential wellbeing and psychological support - for health and social care staff in Bedfordshire, Luton and Milton Keynes

By care professionals for care professionals.

We are here to provide wellbeing and psychological support to all NHS staff and staff providing care to others in the community, including residential homes and voluntary sector organisations in the Bedfordshire, Luton and Milton Keynes (BLMK) area.



The service provides rapid access to support in a variety of ways, including a 'live-chat' (coming soon to the site) where health and care workers can, in confidence, talk to expert clinicians about any personal or professional challenges that are impacting on their stress, anxiety or mood. This could be new mental health symptoms or a worsening of pre-existing difficulties.

Get help quickly

1. Web, live chat (coming soon): www.keepingwellblmk.nhs.uk

2. Call or complete an online contact form

1. If you live in Bedfordshire: Fill in the [form](#) or phone 01234 880400

2. If you live in Luton: Fill in the form or phone 0300 555 4152
3. If you live in Milton Keynes: Fill in the form or phone 01908 725099

How we can help

Our team can help by offering a range of free and confidential support including a **safe space to chat or speak about your struggles and wellbeing needs** with a trained wellbeing professional. Coronavirus has brought considerable challenges; you may have worries about your own or your family's health.

- Low mood and depression
- Stress, anxiety and worry
- Social anxiety
- Health anxiety
- Panic attacks
- Low self-esteem
- Obsessive compulsive disorder (OCD)
- Post-traumatic stress disorder (PTSD)
- Phobias including of needles
- Post Covid or long Covid symptoms



For more information visit: <https://www.keepingwellblmk.nhs.uk/>

Samaritans Luton, South Beds & Harpenden – Brew Monday

Since Covid-19 suicide rates have increased by 145% Samaritans have been saving a life every 7 seconds

Some of you will be aware that this year with restrictions on face-to-face events it will not be possible to run our normal Brew Monday events out in the community.

Therefore, this year we will be running online events titles 'Learn to Listen' with the intention to encourage people to reach out and contact others in these unusual times.

Brew Monday events will be run on Zoom on:

Wednesday 20th Jan – 12:30

Thursday 21st Jan – 14:00

 A poster for "Brew Monday" events. The text on the poster reads:

Brew
~~Blue~~ **Monday -**
18th January 2021

Luton Samaritans are running a number of events to support listening 'Learn to Listen', as an alternative to our normal Brew Monday events.

They will be run on Zoom. The dates and times are

Monday 18th Jan - 14:00
Tuesday 19th Jan - 19:00
Wednesday 20th Jan - 12:30
Thursday 21st Jan - 14:00

To join us please contact
luton.outreach@samaritans.org

SAMARITANS
Luton, South Beds & Harpenden

 The poster features a background image of a white teapot and a cup of yellow tea with a sprig of thyme.

Samaritans are available on a 24/7 basis on free phone **116 123** for anyone including all staff, carers and volunteers who need support and have had their mental wellbeing impacted by COVID.

Kings College London

Are you interested in sharing your experiences of living with type 2 diabetes in reproductive years?

As researchers from King's College London, this research is exploring the impact of type 2 diabetes on women's health and well-being during their reproductive years.



If you are;

- ✓ Women aged 18 to 45 years old
- ✓ Diagnosed as type 2 diabetes
- ✓ Able to communicate in English or Turkish



We would like to have a 60-minute video/phone chat interview with you to understand women's experiences living with diabetes. Please note that they will also receive £20 at the end of the interviewing our way of saying thank you.

If you are interested in taking part, please contact:

Aya Temple (Email: ayako.temple@kcl.ac.uk/Phone:07434637271/Twitter:@ayatemple)

National Barometer Survey

This project, led by Nottingham Trent University in partnership with NCVO, has been set up to examine and explore the impact of COVID-19 on the sector in real-time and is specifically interested in looking at how the pandemic is impacting voluntary organisations' working practices and operations, their responses, learning and resilience. [Click here](#) to fill in the survey

Luton Council – Consultation: understanding the support available to Luton's children and families

This consultation aims to identify the support currently available to children and families, through Community, Voluntary Sector and Faith organisations. The consultation also aims to understand the willingness of groups and organisations to develop additional support services within a collaborative framework. The consultation **closes on 4 February 2021**. To give your views complete the online survey [click here](#)

Ready, steady, census

Households across Bedfordshire will soon be asked to take part in Census 2021.

The census is a once-in-a-decade survey that gives us the most accurate estimate of all the people and households in England and Wales. It has been carried out every decade since 1801, except for 1941.



The first UK Census took place in 1801 and the population was recorded at 9 million. In 2011 the population was recorded at 63.2 million.

Census day is Sunday 21 March 2021 and it will be the first to be run predominantly online, with households receiving a letter with a unique access code allowing them to complete the questionnaire on their computers, phones or tablets from early March.

“A successful census will ensure everyone from local government to charities can put services and funding in the places where they are most needed,” Iain Bell, deputy national statistician at the Office for National Statistics, said.

“This could mean things like doctors' surgeries, schools and new transport routes. That's why it is so important everyone takes part and we have made it easier for people to do so online on any device, with help and paper questionnaires for those that need them.”

The census will include questions about your sex, age, work, health, education, household size and ethnicity. For the first time, there will be a question asking people whether they have served in the armed forces, as well as

voluntary questions for those aged 16 and over on sexual orientation and gender identity to help build a clearer picture for policy-makers and service-providers so they can provide support where needed.

In previous censuses, we can see that Harry Houdini was visiting a friend on the night of the 1911 census and listed his occupation as Mysteriarch, in 1841 there were nine people with an occupation of artificial eye-maker and in 2001 390,000 people listed Jedi as their religion.

Results will be available within 12 months and personal records will be locked away for 100 years, kept safe for future generations interested in their family trees.

For more information on how the census works and can benefit your community visit www.census.gov.uk

Volunteer Management job vacancies

Citizens Advice Bedford (CAB) - Recruitment Coordinator - Permanent, part-time 4 days a week, salary £17,784 pa. CAB is recruiting for a Recruitment Coordinator to support the implementation and coordination of their volunteering programme. The successful candidate will work closely and collaboratively with both the Training Coordinator and CAB leadership team. Closing date: 13 February 2021 – for more information and to apply [click here](#)

Women's Aid in Luton - Senior Administration Manager - Full time, fixed term (initially six months), £28,000 per annum dependent on experience. As our Senior Administration Manager, you will form part of our Senior Management Team and will provide management and oversight of the systems and processes required to support the Organisation, our staff, volunteers and Board of Trustees. You will have established and demonstrable experience of managing a small administrative/finance team, providing day-to-day support, supervision and co-ordination of the team's work activities. If you can demonstrate experience of contributing to the development and achievement of organisational aims and objectives, this role could be for you. Closing date 25th January – For more information [click here](#)

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