

# Volunteer Management Newsletter

August 2019

**We still have some spaces on our upcoming Safeguarding Awareness Session – Book your place today!**



## FREE Safeguarding Awareness Sessions

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.

**We still have some spaces available on the following session:**

**Thursday 12<sup>th</sup> September, 10am – 1pm at Bossard House, West Street, Leighton Buzzard, LU7 1DA**

If you would like to book yourself, members of staff or volunteers on to one of the sessions, please click [HERE](#) to download a booking form or contact us on 01525 850559 or [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk) for more information. Please note that all those attending are required to complete a separate booking form.

**Are you a small organisation or community group in Central Bedfordshire, with a group of 10-12 workers, volunteers or trustees who would benefit from a Safeguarding Awareness session?**

If so, please get in touch and we can discuss delivering a session at your premises, if you have a suitable training room. Please contact [kay@cabeds.org.uk](mailto:kay@cabeds.org.uk) to discuss this in more detail.

## Luton Volunteer Managers' Workshops

**FREE Training for organisations based in/delivering services and recruiting volunteers in Luton.**

The workshops are suitable for Volunteer Managers and others who have responsibilities for recruiting, supervising or managing volunteers in Luton. They are a great opportunity to share ideas and best practice with other Volunteer Managers or to learn about all aspects of Volunteer Management for those who are new to the subject! Contact us to book your place for the next round of Workshops in November 2019!

**Book early to avoid disappointment-**

**To book a place on these workshops:**

Please complete a booking form or email us at:

[volunteering@voluntaryworks.org](mailto:volunteering@voluntaryworks.org)

Your booking will be acknowledged within five days. Further details of the event and directions to the venue will be sent to participants prior to the workshops starting.

**For more information about these workshops:**

Contact Name: Kay Henderson

Telephone number: 01525 850559

Email: [volunteering@voluntaryworks.org](mailto:volunteering@voluntaryworks.org)

**Cost /cancellation/non-attendance:**

These workshops are provided free of charge. An administrative fee of £20.00 will be charged for any places cancelled seven days or less before the workshops or for non-attendance on the workshop day.



These workshops are delivered by Community Action Bedfordshire, operating under Voluntaryworks in Luton.

Voluntaryworks is a consortium of local organisations working to promote and support the voluntary and community sector in Bedfordshire.  
For further information please visit: [www.voluntaryworks.org](http://www.voluntaryworks.org)

Free Workshops

Voluntary works

**Are you Volunteer-Ready?**

**A programme of four half-day sessions focussing on key aspects of volunteer management:**

- **Preparing for Volunteers**
- **Signing-up Volunteers**
- **Managing Volunteers**
- **Retaining Volunteers**



[www.voluntaryworks.org](http://www.voluntaryworks.org)

**These workshops are for YOU if your organisation wants to:**

- \* develop its volunteering practice
- \* improve its volunteer management
- \* develop good practice in volunteer management
- \* offer better opportunities and challenges for its volunteers
- \* recruit and retain volunteers

They are suitable for Volunteer Managers and others who have responsibilities for recruiting, supervising or managing volunteers.

**Information about the workshops**

This is a programme of stand-alone workshops. If it is possible, it would be more beneficial to you if you could attend all four workshops consecutively. If you are unable to attend all of them, you can choose which one(s) to attend.

**Workshop Times and Venue**

These workshops are being held in November 2019 on Tuesdays from 10.00am to 1.00pm at The Luton Irish Forum, Kathleen Connolly House, 102 Hitchin Road, Luton, LU2 0ES. Disabled parking only available at the venue. Parking is available in Hitchin Road Car park.

## Workshop Topics and Dates

Workshop 1: Preparing for Volunteers Tuesday 5th November 2019	
Introduction to volunteering	Introduction to volunteer management
Volunteer Policies and Handbooks	Volunteer marketing and Volunteer Connect
Workshop 2: Signing-up Volunteers Tuesday 12th November 2019	
Volunteer Role Descriptions and Application Forms	Interviewing volunteers
References and Checks (DBS, Right to Work)	Paid Staff and Volunteers
Workshop 3: Managing Volunteers Tuesday 19th November 2019	
Volunteer Induction	Volunteer Training
Supporting volunteers with difficulties or disabilities	Supporting and supervising volunteers
Workshop 4: Retaining Volunteers Tuesday 26th November 2019	
Dealing with difficult situations	Handling risk and safeguarding issues
Keeping up-to-date with changes in the law and in volunteering	Recognising volunteers

Volunteer Connect

## Volunteer Connect

Volunteer Connect is our online volunteering platform, accessed via our website: [www.cabeds.org.uk](http://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.

Once you have registered and added your roles we will help to promote them via a number of channels including;

- Local press
- Face-to-face meetings with potential volunteers
- Community events
- Recruitment fairs
- Partnership working
- Social Media channels
- Nextdoor App

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**, based on their skills and interests. You can then invite over **400 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!

[Find out more here!](#)

We would be happy to arrange a meeting at your premises to discuss how we can support your organisation with volunteer recruitment and management.

Contact us on [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk) or call 01525 850559. We look forward to hearing from you!

## Volunteering – get involved!

### One-off volunteering opportunity

CPRE Bedfordshire are holding a 'Green Clean' event at **Houghton Regis Chalk Pit** on the **Saturday 14<sup>th</sup> September** from **10am to 1pm** to help start to clear the chalk pit of rubbish and are looking for volunteers to help.



Any offer of help would be much appreciated!

More information and a sign-up page is here: [www.cpre.org.uk/greenclean](http://www.cpre.org.uk/greenclean)

## Job Vacancies

**Rough Sleeper Outreach Worker CBC – Noah Enterprise** – Permanent – Fulltime – Central Bedfordshire. This is an exciting and challenging opportunity to make a real difference in the lives of those who are among the poorest in our community. [Click here for more information.](#)

### The Hope Programme: Administrator and Volunteer Coordinator

The Hope Programme is a registered Charitable Incorporated Organisation (CIO) in Bedfordshire working with victims - survivors of sexual violence and abuse. We provide independent specialist support to people over the age of 10 years, in secure counselling facilities in Bedford, Luton and Central Bedfordshire.

Based in Luton, 21 hrs per week with some travel in Bedfordshire

Closing date: Friday 20<sup>th</sup> September

To request the Job description and an Application form contact: [admin@thehopeprogram.co.uk](mailto:admin@thehopeprogram.co.uk)

### Community Led Initiatives – GROW Traineeship

*Please share with any contacts/service users who may be interested:*

- Do you want to change your life and support others to do the same?
- Have you personally overcome Substance Misuse or supported someone who has?
- Do you struggle to find work due to lack of qualifications or work experience?

We're very excited to share that we're currently recruiting 2 GROW Trainees (Getting Real Opportunities for Work) – one to be based in Bedford Borough and the other in Central Beds with an immediate start date.

As Trainees, the candidates will have lived experience of addiction and will complete a 12 month contract where they will learn how to become support workers for up to 8 SAMAS service users. This will give them the chance to build skills, experience and confidence in a supportive environment which can lead to permanent employment in a field of their choice. [Click here for more information.](#)

**Do you have information about events and training opportunities for the Voluntary and Community Sector in Central Beds?**

**Send us details of anything particularly relating to volunteering and volunteer management and we can include it in future newsletters.**

*This email has been sent by Volunteer Centre Central Bedfordshire, part of Community Action Bedfordshire. To unsubscribe, please reply with 'Unsubscribe' in the subject line.*

[www.cabeds.org.uk](http://www.cabeds.org.uk) | 01525 850559 | [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk)