

Volunteer Management Newsletter

March 2019

Cheering Volunteering Celebrations 2019



Cheering Volunteering 2019 is underway and the fifth annual awards and celebration evening will take place on Tuesday 4th June 2019 at the Grove Theatre in Dunstable. This is a fantastic opportunity to come together with volunteers across Central Bedfordshire to celebrate all the amazing contributions that they make.

[Nominate your volunteers by 8th April!](#)

[Book FREE tickets online for Cheering Volunteering 2019](#)

Contact us if you would like to book a stand to showcase your volunteers (*Stands are limited so please book asap!*)

Send us your photographs of volunteers in action to be included in the slide-show presentation:

kay@cabeds.org.uk

Please note: We can only use photos where everyone in the picture has already provided their agreement that their image can be used for publicity purposes and if needed, we can provide a photograph consent form template for you to use.

Please note that the closing date for both nominations and grant applications is midday on Monday 8th April 2019.

Community Action is hiring!

Volunteering Coordinator

An excellent job opportunity for someone who would like a satisfying role that has variety and makes a real difference to others.

You will manage a database of local volunteering opportunities, volunteers and organisations and help organisations develop volunteering roles, promote their opportunities and support good practice.

You will have good information management, organisational and inter-personal skills; the ability to communicate information in different forms and assist others to set up and manage their own online accounts.

Closing Date for Applications: 10am 1st April 2019

[Click here for more information](#)

Volunteer Connect Update – A new way to Manage Volunteers

From **Monday 8th April** there will be a new option available on Volunteer Connect: Manage Volunteers

[Click here to view a short video explaining how to use the new organisation dashboard for our Volunteering Platform.](#)



Instead of the current 4-box system, there will be a new Manage Volunteers tab, with 3 dashboards:

- 1. Volunteers in Progress**
Flags the progress and status of your volunteers for all roles, e.g. volunteers contacted, application in progress, volunteers started. Use this to add notes and track your volunteers' progress.
- 2. Possible Matching Volunteers**
This lists potential volunteers who have been **matched automatically**, based on skills, interests & activities (*not location*) from the Volunteer Bank. You can read the Volunteers' profile and/or invite them to apply for your roles.
- 3. Volunteers who have started a role**
Volunteers move to this box once their status is changed to **Started**. If the person stops volunteering and the Status field is changed to **Stopped** the volunteer moves back to the *Volunteer in Progress* dashboard.

If you have any queries or would like any support using the Manage Volunteers tab, please contact Kay on 01525 850559 kay@cabeds.org.uk

For organisations not yet registered with Volunteer Connect:

Volunteer Connect is our **online volunteering platform** where you can **promote** your volunteering opportunities to potential volunteers.

- **Register your own organisation**
- **Add and update** your volunteering roles
- **Contact volunteers** who have expressed an interest in your role
- **Invite possible matching volunteers to apply** for your role from the "Volunteer Bank" (*currently over 350 potential volunteers!*)

[Access Volunteer Connect via our website](#)

Working in Luton? Register your interest in our Volunteer Managers' Workshops

Our popular Volunteer Managers' Workshops will be running again in Spring/Summer 2019 (*Dates to be confirmed*) for volunteer managers and all those who have responsibilities for recruiting, supervising or managing volunteers.

The programme of four half-day workshops is free and open to organisations delivering services in Luton.

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

All sessions run from 10am to 1pm at The Luton Irish Forum, Kathleen Connolly House, 102 Hitchin Road, Luton, LU2 0ES. To register your interest, please email volunteering@voluntaryworks.org.

Sponsorship top tips for Sports Clubs and Community Organisations

Team Beds & Luton are delighted to be able to open the bookings for their next set of informative workshops. These workshops are designed to support clubs or community groups to develop.



Sponsorship Top Tips: Looking to make more of your club / community groups' commercial offer?

This two hour workshop held in four locations across Bedfordshire will provide you with some helpful advice and guidance on how to make the most of your commercial offer.

Content of the workshop:

- What is sponsorship and why does it matter.
- Why would companies invest in your club?
- What is a good package or offer?
- Developing a partnership.
- Top Tips on sponsorship.

Who should attend?

- Club committee members.
- Club sponsorship officer or treasurer.
- Club influencers or organisers.

See the links below for booking details:

[Priory House, Chicksands, Shefford - 20th March, 7pm](#)

[Bedford International Athletics Stadium, Bedford - 21st March, 7.30pm](#)

[Leighton Buzzard Rugby Club - 26th March, 7.30pm](#)

[Luton, Wigmore Hall - 27th March, 7.30pm](#)

Cost: ONLY £10 per person, or £15 for two members of the same club or organisation.

In Focus

Job Vacancies

Autism Bedfordshire are now recruiting for their 2019 summer schemes in Bedford and Luton 22 July – 9 August. Compulsory training day on Saturday 1 June. Paid and volunteer positions available. Click here for more information

SNOOSC in Beds - Youth Support Worker, Team Leader & Deputy Team Leader

Headway Luton – Centre Support Worker

Wrest Park and Audley End House & Gardens – Retail Manager

RSPB - Project Manager - Conservation Data Management Unit

Luton Roma Trust – Community Project Worker and Support and Empowerment Worker

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