

# Volunteer Management Newsletter

September 2019

*In the lead up to this year's Make a Difference Day  
on Saturday 26<sup>th</sup> October 2019  
Community Action Bedfordshire will be at*

**ASDA Superstore**  
Dunstable, Court Drive, Dunstable, LU5 4JD,  
on  
**Thursday 24<sup>th</sup> October 2019**  
**from 10am – 2pm**

*promoting volunteering and local volunteering opportunities across Central  
Bedfordshire – come and say hello, join us on our stand or send us your leaflets to  
encourage those interested in volunteering to get involved and...*

**...Make a Difference!**



*This month we were out and about promoting volunteering  
at the **Dunstable Jobs Fair** on 3<sup>rd</sup> September, the **East  
London NHS Foundation Trusts 'Open Day'** at Crombie  
House, Leighton Buzzard on 5<sup>th</sup> September and **The  
Disability Resource Centre** on 16<sup>th</sup> September.*

*If you have any events you would like us to attend to  
promote volunteering then please get in touch!*

Email: [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk) Call: 01525 850559



## ***Could you nominate someone for an invitation to the Buckingham Palace Royal Garden Party?***

Each year, HM Lord-Lieutenant of Bedfordshire Helen Nellis is asked to put forward names of people in Bedfordshire who she feels deserves an invitation to a Buckingham Palace Royal Garden Party. These are generally people that she and her Deputy Lieutenants have come across during the course of their work in the county and tend to be drawn from a broad range of people from all walks of life, all of whom have made a positive impact in their community.

The Lord-Lieutenant would like to encourage all the voluntary organisations in Bedfordshire to submit more nominations. You are well placed to see first-hand the wonderful work that volunteers in Bedfordshire do and the impact they have on our communities, and you will have no doubt come across many people that would be very deserving of an invitation to Buckingham Palace.



[Click here to submit your nomination online](#)

[Click here for additional information](#)

The deadline for submitting a Royal Garden Party nomination is **31<sup>st</sup> October**. A couple of things to note – you can only attend a Garden Party once in a lifetime and you cannot nominate yourself.

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## ***Book your space on our next Safeguarding Awareness Session 3<sup>rd</sup> December 2019***



### **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.

**Our next session is taking place on:**

**Tuesday 3<sup>rd</sup> December 10am – 1pm at Bossard House, West Street, Leighton Buzzard, LU7 1DA**

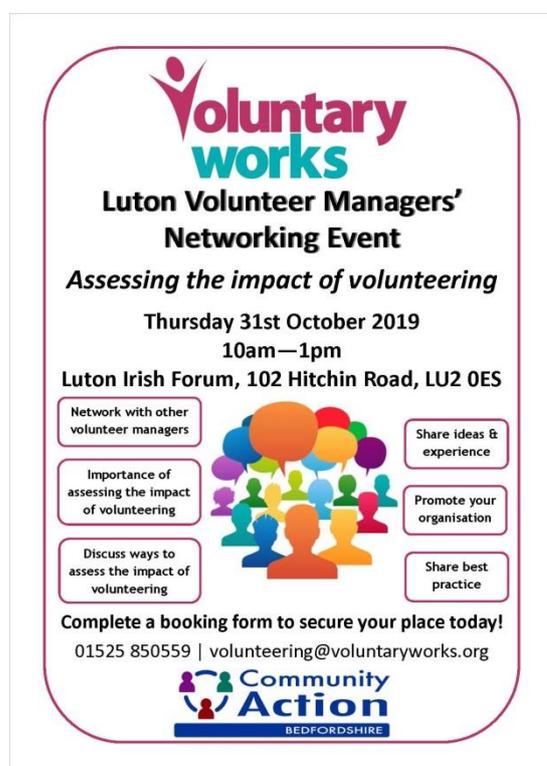
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If you would like to book yourself, members of staff or volunteers on to this session, please click [HERE](#) to download a booking form or contact us on 01525 850559 or [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk) for more information. 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.

## FREE Luton Volunteer Managers' Networking Event



**Voluntary works**  
**Luton Volunteer Managers' Networking Event**  
*Assessing the impact of volunteering*  
Thursday 31st October 2019  
10am—1pm  
Luton Irish Forum, 102 Hitchin Road, LU2 0ES

Network with other volunteer managers  
Share ideas & experience  
Importance of assessing the impact of volunteering  
Promote your organisation  
Discuss ways to assess the impact of volunteering  
Share best practice

Complete a booking form to secure your place today!  
01525 850559 | [volunteering@voluntaryworks.org](mailto:volunteering@voluntaryworks.org)

**Community Action**  
BEDFORDSHIRE

*Do you deliver services in Luton? Do you manage volunteers in Luton?*

*Would you like to learn more about Assessing the Impact of Volunteering whilst networking with other volunteer managers?*

If yes, join us at our next Volunteer Managers' Networking event!

[Click here for a booking form](#)

## 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! [Click here to download a booking form](#)

**Book early to avoid disappointment-**

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

Please complete a booking form or email us at:

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

**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)



**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**

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

## No deal – Brexit Guidance

NCVO has published in-depth guidance to help voluntary sector organisations prepare for a no-deal Brexit. It includes guidance on how a no-deal exit could affect volunteering and volunteers in the UK and British citizens volunteering in EU countries. Click [here](#) for more information.

## Child Poverty Conference 2020

The Level Trust has set the date for next year's Child Poverty Conference. Last year's conference was their most popular yet and had an amazing turnout. Next year's promises to be even better! They are still working on the details, but for now, please save the date:

**Thursday 18th June 2020**



Please save the date for Level Trust's

CHILD POVERTY  
CONFERENCE 2020

on Thursday 18th June 2020



More information to follow...

[www.leveltrust.org/whats-on/child-poverty-conference/](http://www.leveltrust.org/whats-on/child-poverty-conference/)



Registered charity 1178223

## 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!

## Job Vacancies

**Bedfordshire Rural Communities Charity** is looking to recruit **Community Wellbeing Champions** to expand their team. Their Community and Wellbeing Service ensures that people with a range of non-medical needs affecting their health are cared for and included within their local communities, by connecting them with Social Prescribers (via the GP) Local Community Co-ordinators, Good Neighbour and Village Care schemes and/or other local activities and services. Deadline 9am, 23 September. [Click here.](#)

**Chief Officer, Citizens Advice Mid Bedfordshire**, 36 hours, £31,163 per annum. As Chief Officer you will be responsible for leading and managing a highly motivated team of 10 part time paid staff and an average of 50 trained volunteers, to provide the best possible outcomes for our clients. Deadline 30 September. [Click here.](#)

**Stroke Support Service Manager, Stroke Association**, Office based (Bedford) or homeworking covering Bedford, Central Bedfordshire and Hertfordshire, 35 hours per week. Deadline 6 October. [Click here.](#)

**YMCA – Charity Assistant Store Manager (Fixed Term)** Location: Dunstable Salary: £6,864 per annum Weekly Hours: 16 hours Reference: YMCYP444636 We are looking for a fixed term self-motivated Charity Assistant Store Manager with excellent interpersonal skills, who is inspired to face the challenges of the charity retailing, to assist in the running of our successful existing Charity Shop. The appointed person will be responsible for generating maximum profits from donated stock, provide excellent customer service and manage the smooth running of the charity shop and its volunteers. It is essential you have proven management experience gained in retail or charity sector and you know how to get the best from your shop and your team. This includes having the ability to generate and control donated stock, achieve sales and targets, coach and manage staff and volunteers, and being able to create a safe working environment. If you think you have the energy, enthusiasm and determination for excellence then we want to hear from you. [Click here](#)

**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)



Volunteer Centre  
Central Bedfordshire

