

Volunteer Management

January 2017

Nominate your volunteers now

Nominations are open now for the Central Bedfordshire Cheering Volunteering awards. There are categories to nominate both groups of volunteers and individuals, including Young Volunteer of The Year for under 18 year olds. To nominate, complete the online form or download it in Word or PDF format at <http://www.centralbedfordshire.gov.uk/council/stronger-communities/awards-event.aspx#nominate>

Make a diary date for the evening of Tuesday 6th June when the awards and celebration event takes place at the Grove Theatre, Dunstable, LU5 4GP. Arrangements for booking tickets will be announced soon – watch this space.



Marketing and promoting volunteering opportunities

Thank you to all the Volunteer Managers and Co-ordinators who completed our short survey at the end of last year. The top priority for organisations in the forthcoming year came out as 'Marketing and promoting volunteering' so below are some of the main Dos and Don'ts when promoting your organisation's roles. Contact the Volunteer Centre Central Bedfordshire for help or advice on this or any aspect of involving volunteers in your organisation.

DO

- Keep it brief
- Describe your organisation and what it does
- Describe the role accurately
- Use clear vocabulary
- Be clear about the qualities/skills you are looking for
- Put your ad or notice in places your "target" audience is likely to see

DON'T

- Use acronyms
- Assume people know your organisation and what it does
- Be unrealistic about benefits to the volunteer of this role
- Disguise time or other commitment required
- Forget to include the contact details prospective will volunteers need

Volunteer records

Another priority highlighted by respondents in our recent survey was 'ICT and records systems for managing volunteers'. Does your organisation use a contact record system, a standard database, spreadsheets, or what to keep records of your volunteers? Does the system record everything you need? Is it easy to extract data and information from? We are keen to hear what works for you, and what doesn't.

And in other news ...



Giant print and braille books – free!

Does your organisation work with people with sight loss or who have children with sight loss or deafness? Access2Books is a charity which provides books in giant print and braille to enable children, parents and grandparents to enjoy reading together.

See www.access2books.org or contact Eileen Finch efinch@access2books.org to find out more.

Wellbeing in the over 50s

Are you part of an organisation that supports people aged 50+, a person who cares for someone 50+, or more than 50 years old yourself? Future East is holding an open meeting on Tuesday 28th March in Bedford looking at Health and Wellbeing and Living at Home, for the over 50s.

Register at <https://www.eventbrite.co.uk/e/future-east-open-meeting-march-2017-tickets-31024419875>

Job Vacancies

Corporate Fundraiser, Full-time, Bedford working across Bedfordshire – Autism Bedfordshire – <http://www.autismbedfordshire.net/current-vacancies/> – closing date 16th January

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