



# Swindon Skills Bank

*a Swindon Employees in the Community Network scheme*

**Swindon Skills Bank** is all about local businesses using their business skills to help local voluntary groups.

## **Why do voluntary groups need Swindon Skills Bank volunteers?**

As a charity or community group, you perform many of the same activities as a business. For example **developing a business plan, negotiating a lease, setting up accounting procedures, designing a website, or promoting your service.** Without these activities, you cannot operate and cannot grow your organisation to serve your clients and the local community effectively. You probably find it difficult to afford the necessary business skills or to find volunteers with appropriate skills.

## **How can the Skills Bank help you?**

Through the Skills Bank, Swindon businesses enable their employees to undertake one-off projects for voluntary groups which require specific business skills, for example in IT, finance, marketing, planning, or human resources. Skills Bank volunteers undertake projects which are short, one-off and usually completed over a period of less than 3 months.

Volunteer use their skills to benefit your organisation directly, and may also help increase the skills of your staff and other volunteers. For example, a member of your staff may be able to work alongside an employee volunteer developing a website and so acquire new IT skills.

Involving a Skills Bank volunteer also gives you the opportunity to learn more about the business sector and to start to build a longer term relationship with a local company.

## **How can you access the Skills Bank?**

Remember the Skills Bank is there when you need business skills. Review what your organisation needs to increase its effectiveness or to achieve its goals. Can you identify tasks which are discreet and which need business skills? Volunteer Centre Swindon can advise you on the sorts of projects which Skills Bank volunteers undertake.

Complete the attached Skills Bank application form. Details of your application will be passed to members of the **Swindon Employees in the Community Network** (a full list of members is available on request). Volunteer Centre Swindon will contact you when a Network member expresses interest in offering you assistance and will give you guidance on agreeing with the volunteer the scope and timescales of the project.

Please contact Volunteer Centre Swindon for further information on applying to the Skills Bank.

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