

Spring 2009

Staff Update at Volunteer Centre Swindon

Volunteering Advisors –

There have been quite a few changes since the last newsletter:

- We have said a temporary farewell to **Louise Hallett** who has gone on maternity leave to have baby number two. We wish her well and hope that she will return in the future
- Replacing Louise are **Julie Gibson** and **Jo Banks**.
 - Julie will be looking after the Swindon Employees in the Community Network whilst Louise is on maternity leave. She is currently working on the re-branding of the Network - soon to become Involve Swindon.
 - Jo has spent the last year volunteering for Wiltshire Wildlife Trust and BTCV prior to which she spent over 10 years working for Nationwide Building Society in their internal consultancy. She says; "I am very pleased to have joined the team at the Volunteer Centre Swindon. I look forward to meeting the many people from the various organisations that work in partnership with the Centre."

- Also joining the team is **Mandy Ramsdale, Youth Development Manager for Swindon**
 - My name is Mandy Ramsdale and I have recently joined the Volunteer Centre as a Youth Volunteering Development Manager, my aim is to work alongside organisations to develop new volunteering opportunities and to offer best practice.

This is part of a project called **vinvolved** which started up over a year ago in order to inspire 16-25 year olds to volunteer, my aim is to create opportunities for our volunteers and broker them into these. For more information on our project please log onto www.vinspired.com

If you would to discuss your opportunities and how I can work with you to develop them please give me a call.

Part of my role is to work with our Youth Action Team, they are involved in planning events from start to finish and also promoting our work in various ways such as school assemblies, college open days etc.

The Youth Action Team is held on Wednesday evening from 6-8pm at the Volunteer Centre on John Street, we are looking for motivated and creative individuals to join us.

If you know of any young people please ask them to contact me on 01793 420557 / .07765080983

Calling All Volunteer Involving Organisations



Volunteers' Week (1-7 June) is the UK's annual celebration of volunteers and volunteering. This year Volunteers' Week reaches a special milestone as it celebrates its 25th anniversary. The Volunteer Centre Swindon will be outside BHS in Regent St on **Saturday 6th June** to promote and celebrate volunteering within the borough. **Please come and join us** – we have 1.5 hr time slots available for 2 – 3 organisations each time. Please contact *Jo* at the Volunteer Centre to book your space: jo@swindonvolunteers.org.uk or call 01793 420 557 by **Friday 15th May**.

If you can't be there on the day but you have volunteering opportunities that you would like to promote, please let us know. We are particularly keen to identify short term 'business skills'

opportunities e.g. writing a business / marketing plan, developing policies, accounting, IT etc as we are experiencing an up-turn in enquiries from people who have recently been made redundant. These people would like to volunteer but are actively looking for work so cannot necessarily commit long term. BUT we would also like to know about any other kind of volunteering opportunity that you would like to promote – regular, team challenges, whatever it may be. Our aim is to find 25 opportunities that we can actively promote on the day.

Please have a look at the Volunteers Week website to find out more. You can download templates of thank you certificates etc, register any events you are holding plus there is an online shop. See www.volunteersweek.org.uk

Are you fed up with stuffing envelopes?



We can help you!

Volunteer Centre Swindon runs a supported volunteers group twice a week. We undertake routine clerical tasks: sending out newsletters, mail shots, folding leaflets etc for voluntary and community groups and are especially looking for tasks for the summer. Give *Sue Fuller* a call at the Volunteer Centre on 01793 420557 to find out more.

Involve Swindon – Helping Employees Volunteer (Swindon Employees in the Community Network)



Previously known as Swindon Employees in the Community Network, **Involve Swindon** is a network of local businesses and charity & non-profit organisations. The Volunteer Centre Swindon helps to broker volunteering opportunities between them. For example if a charity needs extra manpower to help with redecorating some rooms, tidying up a garden, or perhaps designing a new website or even finding a new trustee then **Involve Swindon** can provide volunteers with the necessary time and skills to help.

Are you a charity or non-profit organisation? - please contact us with your needs! Do you need a small project team to come and paint or dig or clear? Or maybe you need some specialist business or IT skills to help you progress? Perhaps you don't know where to find a suitable trustee or treasurer?

To get involved in employee volunteering, please contact Julie Gibson or Jo Banks on 01793 420557 or e-mail seitcn@swindonvolunteers.org.uk

Involve Swindon – Helping Employees Volunteer

Volunteers are priceless

During the year April 2008 to March 2009 we dealt with a total of an amazing 1969 enquiries. These can be broken down into four main categories: Do-it Applications; Do-it Enquiries; Enquiries and Interviews. We aim to contact every person who enquires about volunteering within one week. We pass on details of volunteering opportunities that they have requested – that includes contact details and a role description. For every individual who has given us their contact details we e-mail or write to them within two months to see if they have found a volunteering placement or need further information. Despite all our efforts, we only hear back from about 10% of people and many are very pleased with our service and are delighted to have started volunteering. We always react to any adverse comments that a volunteer makes about our service. As we really know how valuable volunteers are we would appreciate knowing from you, as representatives of organisations, if there is anything we can do to improve our service. Which leads on to....

Useful tips....

- Follow up potential volunteer enquiries as soon as possible. There is nothing more frustrating for a person to have enquired about a volunteering vacancy and not heard back from an organisation. If you haven't got time/are on holiday/not running an induction programme for a while, then TELL the potential volunteer. If people know they may have to wait two or three months to start with you, they will understand. It's the not knowing that puts people off!
- Please also let us know if your opportunities are full, or if a particular opportunity is no longer available.

Please get in touch

if you have any new opportunities for volunteers to get involved with We can also help you find more Trustees / Management Committee members through our work.

When we promote opportunities to potential volunteers, we are only as good as the information we have. Please let us know if your opportunities are filled, you are not recruiting at the moment or if an opportunity is no longer available. Also if you are especially looking for volunteers at the moment or about to run a training course for new volunteers it is good to know, so we can promote it for you.

Volunteer Organisers' Forum

If you are a member of staff or a volunteer with a responsibility for recruiting, organising or supervising volunteers, (whether as a paid member of staff or a volunteer) then these quarterly meetings are for you. We cover a variety of topics and also try to allow everyone to have their say about issues concerning volunteers/volunteering.

The next Volunteer Organisers Forum will be on Thursday June 11th from 2-4pm at Voluntary Action Swindon, 1 John Street.

We will be looking at **Volunteer Recruitment** - Tips and tricks for successfully recruitment. This includes ideas on using social networking sites and new technology.

Please also bring any promotional material that you use so we can share ideas.

Please let us know by Friday June 5th if you would like to attend. Tel 01793 420 557 or email

info@swindonvolunteers.org.uk

If you cannot make that session please let us know what day and times suit you plus topics that may be of interest.

Empower Swindon

Volunteer Centre Swindon is a member of Empower Swindon, the new consortium made up of organisations which offer support to voluntary and community sector and social enterprise organisations (sometimes called the "third sector") in Swindon Borough. It was formed in April 2008 in response to national government initiatives to strengthen third sector organisations through strengthening the support available to them, and local requirements to focus this support on the Swindon Borough area.

Empower Swindon members are all well established organisations that provide support to the third sector in Swindon and at the moment are Charities Information Bureau South & West, Community First, the Learning Curve, Swindon Racial Equality Council and Voluntary Action Swindon

.What Empower Swindon brings is:

a new commitment to working together to ensure that the available resources are targeted more effectively and without overlap

an opportunity to attract more resources through a joint approach to funders

a more effective voice for the third sector, through a more strategic approach to representation and participation

Our Vision:

A diverse and thriving Third Sector for Swindon.

Please contact Sue Dunmore on 01793 420557 or manager@swindonvolunteers.org.uk to find out how Empower Swindon can help your organisation.

Volunteering in Wiltshire and Wiltshire Infrastructure Consortium

Unfortunately the funding for the Volunteer Centres in Wiltshire ran out at the end of March 2009 and we sadly had to close them

However Volunteer Centre Swindon is still active in Wiltshire through its involvement in the Wiltshire Infrastructure Consortium which is a partnership funded by Change Up. It consists of nine member organisations who are working together to provide support, advice and information to voluntary organisations and community groups all over Wiltshire. Together the Consortium aims to create a stronger sector, where all groups can achieve their aims and are able to influence local decision making.

We recently took part in the very successful Wiltshire Voluntary Assembly in Trowbridge. To find out more please look at www.wsic.org.uk or contact Sue Dunmore on 01793 420557

The logo for 'vinvolvedteam' is displayed in white lowercase letters on a dark purple rectangular background.

Please get in touch with us if you would like to involve young people aged 16-25 in your organisation.

Wiltshire

Emma Johnson
Youth Development Manager
Based at Volunteer Centre Swindon
Contact: emma@wiltshirevolunteers.org.uk or call
07766 758839 or 01793 420 557

Swindon

Mandy
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Contact Details:

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