

East Cambridgeshire Parish Conference

Volunteering Workshop delivered by Granville Hawkes (Voluntary and Community Action East Cambridgeshire - VCAEC)

Introduction and Focus of Workshop

- To look at volunteering opportunities within local Parish Communities
- To look at the role of Parish Councils in helping to grow volunteer networks and delivery

Granville noted that the voluntary sector is now picking up service delivery request and requirements from statutory services. This is creating capacity issues for volunteer coordinators like VCAEC.

VCAEC put people in touch with the volunteers they require for projects and programmes.

Background information in the text boxes is from the VCAEC website. All other text is from the workshop.

From VCAEC website: <http://www.vcaec.org.uk>

Council for Voluntary Service East Cambridgeshire (CVS)

We also operate as the Council for Voluntary Service (CVS) for East Cambridgeshire. This means that we are here to assist voluntary and community groups working in the local area.

This assistance could be finding funding, information and advice on how to set or run your group, template documents, factsheets, training and networking via our VITAL lunches.

From VCAEC website: <http://www.vcaec.org.uk>

Helping Hands Gardening and House Clearance Scheme

We provide gardening services to those in most need, with a team of volunteers who may experience difficulties and barriers to employment or training. We have also recently introduced a house clearance service. For more details on both these services please click on the link above. We require more gardeners so if you can spare around 5 hours a week then please contact us.

Social Car Scheme

Offering door-to-door transport for people who are frail, elderly, disabled and isolated. We provide private cars driven by volunteers to take individuals who are unable to use conventional transport to hospital and doctors and other trips such as the weekly shop. Fancy getting paid 45p per mile? Yes? We are looking for more drivers.

From VCAEC website: <http://www.vcaec.org.uk>

Summary for VCAEC

How can we help your organisation?

- **DBS Checking Service**
 - We would recommend that you either contact the DBS (Disclosure and Barring Service) or use the services of SCA (Cambridge Student Community Action).
- **Fundraising**
 - We have a funding database which can be searched to find funding to suit your needs
 - We can also give you hints and tips on organisations which provide funding, and help with completing funding applications
- **Training**
 - Basic Safeguarding Children
 - Safeguarding Adults (SOVA)
 - Introduction to Food Safety
 - Basic Health and Safety in the Workplace
 - Emergency First Aid in the Workplace
- **Networking**
 - Come along to one of our VITAL lunches and meet other people working with community and volunteer groups in East Cambridgeshire. See Training and Events for more details
- **Marketing and PR**
 - Facebook
 - Website development
 - Twitter
 - Press release
- **Setting up your organisation**
 - Constitution or memorandum of Articles
 - Charity registration
 - Community Interest Company (CIC)
 - Social Enterprise

- Charitable Trading Company (CTC)
- Private Limited Company
- **Policies and Procedures**
 - Health and Safety
 - Safeguarding Vulnerable Adults
 - Safeguarding Children
 - Template Contracts
 - Template Job Description
- **Finding, Recruiting and Using Volunteers**
 - Making the most of the National Volunteering Website **Do-it**
 - Managing your volunteers
 - Volunteer policies
- **Job Vacancies**
 - Job descriptions
 - Advertising vacancies

Volunteer requirements and Volunteering Sustainability

Volunteer drivers are required. Outreach is conducted with GP surgeries and their Practice managers. Historically there have been some difficulties in outreach with Parish Councils in terms of their responsiveness.

- It would be helpful to establish a link for VCAEC off Parish Council websites.

Currently VCAEC receives funding from:

- Cambridgeshire County Council
- East Cambridgeshire District Council
- Clinical Commissioning Group fund

It is uncertain what this position will look like in 5 years time.

There is a need to build sustainability into the programmes to make them less reliant on funding from Public Sector organisations.

- VCAEC aims to recruit a database of 100 volunteers
- Aims to ensure commitment at least three times per year on part of each volunteer.