



Trafford Volunteer Manager's Network Meeting Minutes Friday 13th September 2013, 9:30am THT Offices, Sale Point

In attendance: Kay Statham (Trafford Community Leisure Trust – Sport), Jim Peloe (Stretford Food Bank), Stuart Harrison (Victim Support), Lynda O’Gorman (Crossroads Care Charity Shop Trafford), Rohima Ahmed (Macmillan – TGH Wellbeing Centre), Barbara Bleaker (Trafford CVS & Volunteer Centre), Karen Duffy (Age UK Trafford), Jill Darwent (Action For Children Trafford Time Out), Cherrisse Appleby (New Way Forward), Fiona Villanona (Leonard Cheshire Disability), Caroline McAvoy (Trafford Centre for Independent living), Kate Brown (Cyril Flint), Bernie Conner (VCAT), Sue Mosgo (Intergen Trafford).
Thrive: Sarah Lewis, Julie Nelson-Hall, Angela Madin.

Aims and Purpose of the Network

SL outlined how Thrive are facilitating the VMN as part of the Third Sector Infrastructure Support contract and hoping to bring all three sectors to the group-private, public and third sector organisations. It is intended that Thrive will help the organisations take a lead in determining what the network should address and how it should be delivered.

The VMN can be an informal brokerage where volunteering opportunities are shared and issues and trends within the sector can be shared.

The group reviewed the draft terms of references.

Actions:

- Group agreed that any organisation with a volunteering or CSR agenda and activities should be invited to join the network. E.g. Tesco and Asda have ‘Champions’.
- VMN Terms of Reference agreed.
- Group agreed to share contact details.
- General volunteering training to be shared/ highlighted.
- Agreed network will meet on a quarterly basis.
- Membership list is broad- over 90 contacts. Agreed to create a directory of contacts for those on the network and agreed for circulation.

Volunteering in Trafford

SL outlined that she was currently coordinating with partners that already have volunteering programmes.

Group discussed the development of a virtual hub for volunteering to build on what is online already. SL raised the opportunity of utilising the reception area of THT Sale Point to promote volunteering opportunities and having an IT access point for members of the public to search for volunteering opportunities. The group also

discussed other locations where such hubs could exist- libraries, children centres, Trafford College campuses.

Discussion on what else could be done to promote opportunities for volunteering:

- Volunteer centre undertakes an outreach session at Old Trafford library- taking opportunities to potential volunteers, this can be rolled out to more places.
- Thrive accreditation for volunteering- set a simple criteria of standards that organisations can work towards achieving.
- Advertising on Gumtree
- Social media (this is very effective for Age UK)
- Create one central point to advertise all known volunteering opportunities.
- Manchester Evening News- advertising for volunteering is free.
- Wythenshawe FM and other local radio stations.
- Sharing of volunteer information- some volunteers are lost as the organisation they approach in the first instance is not able to provide an opportunity but should then be referred to other organisations looking for volunteers.
- Develop a pro forma form for all organisations to utilise when registering volunteers or those looking for a volunteering opportunity

Action: BB to circulate pro forma form used by volunteering centre for information.

'Spokes' for volunteering seeds high visibility:

- Libraries
- Leisure Centres
- Shop fronts
- Hive in Stretford Mall
- PC in libraries etc. advertising volunteering opportunities/ 'spokes'
- Housing providers
- Build a directory of contacts of contacts so share opportunities/ volunteers etc.

Opportunities and Updates

Group shared information on the different volunteering opportunities they currently have. Agreed that all would send these to SL with the aim of then circulating it to the wider contact group.

Discussion on different organisations methods on recruiting and training the volunteers for an opportunity and how they prepared volunteers to understand the different roles etc. in relation to the organisation.

Action: Group agreed providing specific social media training for volunteering managers and volunteers would be beneficial.

Directory of free training opportunities for volunteers- need to find out what opportunities exist already, what is needed and organisations pooling resources to minimise costs- for example each organisation could pay for one day of training attended by all the organisations.

Pulse Regeneration and Trafford Housing Trust working in partnership to deliver Trafford Council's Third Sector Infrastructure Development and Support Service

Action: SL to include in email a question asking for details on what training opportunities currently exist and what training opportunities are wanted.

Guest Speakers

John McHugh, THT – Changes to CRB Checks, “Disclosure & Barring Service”

JM explained the legislative changes to the process of getting disclosure requests and outlined how his team can undertake the disclosure requests process for voluntary and community organisations for £5. Dee Broomfield in the HR team can process these requests for groups and at present they have a 99% acceptance rate of disclosure requests being approved.

Action:

- JM will circulate a copy of the presentation, pricing and contact details for the disclosure requests.
- BC to circulate link on the transferability of disclosure requests to group

James Scott, Trafford College – Young People’s Volunteering Opportunities

JS is the Vice-head for 14-19year olds at Trafford College and explained the new government initiative for 16-18year olds called the ‘Study Programme’ where students have to undertake either 3 A-Levels, vocational training, achieve a minimum of ‘C’ grade in GCSE English and Maths and undertake work experience if appropriate for the course study/ profession. Therefore the College are currently trying to find volunteering opportunities with organisations for the less academic based/ able students and are currently formalising the process of matching students and roles.

‘Traineeships’ is a new pre-apprenticeship programme for 16-24 year olds to help students to become ready for apprenticeships. It involves an unpaid work placement for up to six months and is completely flexible for employers to dictate- e.g. could be 4 days a week or just one day a week, and students will work at the College one day a week for English, Maths and employability skills. Government wants to use the 3rd sector to help students develop skills to be ready for apprenticeships.

This scheme is very much in the first stages and JS is currently trying to find out what opportunities are available and is setting up the administrative process for the scheme. Group recommended having a ‘Volunteering Fair’ at the College where organisations can have the opportunity to exhibit the different opportunities they have and to talk with students about their organisations (can be piggy backed on the ‘Go Further’ week or ‘Make a Difference’ day)

Actions: JS will circulate information on the scheme and the contact details for the coordinator Elizabeth Atherton from the ‘Foundation Learning’ department.

Date of next meeting: 2nd week of December, SL to circulate.