



## The Enterprise Services Group Volunteer Management Programme



Managing Volunteers is a comprehensive programme designed to provide existing or prospective volunteer leaders with the skills they need to manage volunteers in any volunteering sector.

**This course is available to everyone regardless of age and can be delivered to your own needs and other commitments.**

The course is aimed at anyone who currently has, or intends to have, a role which involves the management of volunteers. It is estimated that there are at least 500,000 such people in the UK. Whilst there are aspects of managing volunteers that are common to the management of people in general, there are certain issues that require specific action or skills. The Managing Volunteers Programme can help learners to acquire these skills.

**Having successfully completed Managing Volunteers Programme learners will be able to:**

- Understand the key methods for applying good practice and leadership skills
- Plan and evaluate the work done by volunteers
- Appreciate the need for effective communication and working relationships
- Look at how to obtain, record, store and analyse the range of information involved in volunteer management
- Action and address the key health and safety issues relating to your organisation
- Maintain environmental good practice by looking at legal requirements and making changes to work activities that improve environmental performance

**The course has the following modules:**

Course Introduction, Planning and motivation, Organisation and leadership, Managing information, Health and safety, Environmental practice at work

**How long will it take learners to work through all the materials?**

The course will take approximately 40 hours to complete in total.

This includes approximately 20 hours of working through the online material, with a further 20 hours of off line activities (completing End of Module Assignments, Tutor Marked Questions which will provide you with regular contact with the tutor).

**The course can be scheduled to suit YOU and may be completed in as little as three days following a 2-3 hour induction, or spread over a month or more.**

**The course would normally cost in excess of £500, however, we have Government funding, through the LSC, to deliver it free of charge to the voluntary sector.**

**If you would like to get involved please return your register of interest form or apply online.**

**NOTE: Please only sign up for this course if you are serious about completing it.**

If you are interested in any of the opportunities in this newsletter and would like to find out more, please return the register of interest or

e-mail [info@mev.org.uk](mailto:info@mev.org.uk)

### DID YOU KNOW?

At [www.mev.org.uk](http://www.mev.org.uk) you can register for the service and for events, chat to each other in the forums, upload your event photos, download documents, check out the latest news, search for jobs/advice and provide feedback.

## Trustees for Volunteering Manchester

'Volunteering Manchester' is a new organisation that aims to ensure that support is provided to volunteers and organisations that use volunteers across Manchester. We are looking for trustees to be involved in setting up and providing direction to the new organisation. We already have a number of people in place, but have a number of skill gaps that we would like to fill. In particular we would like (in no particular order):

Legal background, financial background, experience in working with/in BME people, groups and cultures, experience in working with disabled people, experience in working with older people

We anticipate that meetings would be monthly, although the times and places are to be decided. We would prefer a long term commitment (over 2 years), If you would like to become involved please register your interest.

### **IMPORTANT NOTE**

**If you can provide us with your most recent e-mail address we can e-mail you alerts on last minute events we receive as these will not appear in any newsletter!!!!**

**Also, if you would like to receive your newsletter via e-mail and help reduce our postage and stationery costs please contact the team on 0161 234 1530 / 31 or e-mail: [info@mev.org.uk](mailto:info@mev.org.uk)**

### **British Heart Foundation Salford Quays Jog Sunday May 14th 2006**



The Salford Quays Jog is a new family fun jog on Salford Quays comprising a 5km jog for all the family and a 2km Jog for the under 14s. The 5km course starts on the Lowry plaza where family and friends alike will follow a warm-up by some of our local sporting celebs and gym instructors before heading out onto a course that passes the Lowry Centre and Outlet village, Salford Watersports centre, The Millennium Bridge and the Imperial War Museum before returning back across the bridge to finish in style on the plaza where they will be met by a live swing band and plenty of other fun activities for all the family.

At this event we expect over 1,250 joggers and to ensure the event goes off without any problems the British Heart Foundation are looking for approximately 35 volunteers who will take on a variety of roles including the distribution of Goody bags and marshalling on the course.

All volunteers will be required to volunteer between 9am and 2.30pm and will receive Travel Expenses up to £5 (Which will be paid on the day) A quality limited edition Nike Polo Shirt, Refreshments and 2 free entries for Family or Friends to participate in the event

Please register your interest in the usual way.

### **British Heart Foundation Over The Edge Bike Ride Sunday 7th May 2006**



Celebrating its Tenth Year in 2006 the Over the Edge is a sponsored bike ride through the breathtaking scenery of the East Lancashire and West Yorkshire Moors. Cyclists have a choice of three routes, each going up and over Blackstone Edge and crossing the beautifully picturesque Pennine Way.

This event will see over 600 cyclists completing either a 22, 29 or 52 mile bike ride that starts and finishes at Hollingworth Lake Visitor Centre.

To ensure this event continues the success that it has been in the past we are looking for some experienced volunteers to come and help register our participants on the morning of the ride

All volunteers will be asked to attend between 7.30am and 11am and will receive travel expenses upto £10 (Which will be paid on the day) A quality limited edition British Heart Foundation T-Shirt, Refreshments and 2 free entries for Family or Friends to participate in the event

Please register your interest in the usual way.

**WOULD YOU LIKE TO** see a particular item or section in the newsletter or on the website?

Log on to [WWW.MEV.ORG.UK](http://WWW.MEV.ORG.UK) and let us know what you would like featured.



## YOUTH SPORT festival 2006



**Thursday 25 May to Sunday 28 May**

In May 2006 Bury will be hosting the XV International Youth Sports Festival which will accommodate over 800 visitors. For 6 years young athletes from Bury have taken part in this annual festival which, until now, has been held at different locations around Europe. From Thursday 25 May to Sunday 28 May, Bury will host the event for the very first time. Representatives from 6 European towns (including Bury's twin towns of Angouleme and Schorndorf) and Datong in China will come to Bury. Each town will be sending a group of young sporting athletes to participate in a wide variety of sporting events which will be held at venues across the Borough.

### Countries and Towns taking part

China (Datong), France (Angouleme), France (Tulle), Germany (Schorndorf), Italy (Dueville), Portugal (Lousada), Spain (Errenteria)

### Roles

#### Pre event - Office

Volunteers are needed in the week preceding the event to work with Sports Development staff to bring together crucial final tasks

#### Pre event - Venues

Volunteers are needed in the days preceding the event to help with general activities. Most of these roles will involve lifting and carrying therefore a certain degree of physical fitness is desired.

#### TEAM ONE

Information and Support – you will be responsible for welcoming participants, spectators and press to the appropriate areas, provide general help and information, check that photographers have registered their cameras and other duties as required. This position requires individuals to have an approachable and friendly manner.

#### TEAM TWO

Marshal and Stewards – you will be responsible for monitoring and controlling the flow of people around hazards such as car parks, physical obstructions, to and from venues and other duties as required. This position requires individuals to work cooperatively with others and to be assertive with a firm but friendly manner

#### Post event - Venues

Volunteers are needed on the day after the event to help with general activities such as de-rigging promotional material and equipment. Most of these roles will involve lifting and carrying therefore a certain degree of physical fitness is desired.

**Please be aware that when volunteering for this event a CRB check will be necessary. If you would like to get involved please return your register of interest form or apply online.**

### DID YOU KNOW?

With MEV, volunteering is about personal choice and you can get involved with events which interest you most. You can also take part in a range of training opportunities with local colleges, leading to further qualifications and, if needed, help with finding a job!

**DON'T FORGET TO LOG ON TO WWW.MEV.ORG.UK**

## Mentoring Scheme



QUALITY LIVING SCHEME

The scheme places and supports volunteers to be befrienders and mentors and also runs activities at Manchester Methodist Housing projects. **There is also the opportunity to work with ex-offenders with the Manchester Probation Team or Ex-Cell project.**

Volunteering opportunities are now available in South Manchester.

**Expenses will be paid and OCN accredited training will be given**

Please register your interest for more information.

## REMINDER Inner South Manchester Peace Week March 19th - 26th, 2006

### Stewards Needed for Peace Parade

The Peace Week Lantern Parade will take place on Friday March 24<sup>th</sup>, from 1730 until 2030. It will start from two points – one in Moss Side, one in Longsight – and move to Platt Fields Park in Rusholme.

We need MEV's help for stewarding along the Parade route and at the Park so, any volunteers who would like to come along to help make it a peaceful and enjoyable event, please get in touch!

There are lots of other events during the week you could get involved in, for more information please register your interest by returning the form or at [www.mev.org.uk](http://www.mev.org.uk)

**DID YOU KNOW?** Sometimes event organisers are massively oversubscribed for events, but we ask them to send you a letter if you are NOT required. We believe this is a matter of courtesy and to ensure that you know your interest in that particular event is appreciated. If you do not receive confirmation or letters which informs you that your services are not required, please let us know as we can improve this procedure.

## Woodhouse Park Lifestyle Centre

The Centre is an exciting new Youth, Community and Leisure Facility which is scheduled to open in spring 2006.

It is a 4.3 million pound Flagship building funded by Sport England, Manchester City Council, Neighbourhood Renewal Fund and Willow Park Housing Trust.

Excellent Facilities include: Dance Studio, Boxing Gym, 4 Badminton Court Sports Hall, Recording Studio, Project Area, Function Room and Outdoor Sports Areas.

The Facility will be managed by Willow Park also working closely with Weston Spirit, Manchester Youth Service, Playing For Success and other Community Groups.

The team are raring to go and this wonderful new building will be a busy hub of community activity and an energetic place to be.

We will be recruiting volunteers mid April.

Would like to be a part of this innovative new facility and explore what volunteering opportunities are on offer?

If so, please register your interest in the usual way.



## CONTACT US

Manchester Event Volunteers

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Our contact details are as follows:

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Web: [mev.org.uk](http://mev.org.uk)



## Volunteer Training Courses

Online Learning Centre has arranged a free open morning on Tuesday the 4th April 2006, commencing at 10.00am. This will allow the interested candidates to sample several different taster courses. Please find below a list of courses:

### Developing your English

Our range of literacy courses is designed to help you improve your understanding of written and spoken English for everyday use. You'll learn about reading, writing and spelling as well as listening and speaking.

### Living Room

Set in a virtual living room, you can improve the design of the room, by changing wallpaper and furniture and putting up shelves. These tasks will give you good practice in listening to and following instructions.

### Surf Direct

Introduction to computers, Internet and E-mail.

### Improving your Maths

Designed for people who want to improve their Maths, this range of courses offers you the chance to learn in an interesting and relevant way. Brush up on your addition, subtraction, multiplication, division, percentages, fractions, measurements and much more.

### Matrax

Just like on an arcade game, enter your own car into the races. Choose from the different levels of maths questions and complete the different rally and race tracks. Drive as fast as you can, the more questions you get right the better you'll do.

The above taster courses allow the individual to try out computer-based learning. We have many different courses, by combining learning with favourite hobbies such as gardening, music and driving will improve the skills you use in everyday life.

We also have many IT courses, from beginners to intermediate and these can be sampled on the day.

**Many of our courses are free to individuals with less than a level 2 qualification.**

Free tea, coffee and biscuits will be available. These events are very popular and therefore early booking will improve your chance of securing a place.

**If you are interested in attending please return the register of interest form or register online.**

### DID YOU KNOW?

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## Pushing an Elephant Up the Stairs



Digging 4 Elephants is a newly established social enterprise focusing on offering a first class gardening/landscaping service throughout Trafford. It aims to create employment, education and opportunity for people with mental ill health and vulnerable adults within the local community. Digging 4 Elephants will become the premier gardening / landscaping service in Trafford and will be unique due to its social enterprise status with all monies being reinvested in the project, the people and the local community.

We are currently seeking two volunteers who can help us to enhance and further develop the project. We require someone with an administration background to be responsible for the day to day running of the office and to offer support to the Development Manager. We also require someone with a background in gardening/landscaping that can help to train and lead the employees of the project as well as helping to further develop and improve the service we are offering.

All expenses will be catered for within reason and both the positions are long term opportunities with the prospect of further development individually and within the role itself. The hours initially will be 16-20 per week but this can be discussed in more detail and a suitable arrangement for both parties can be agreed, again within reason.

### **IMPORTANT NOTE**

This months register of interest form includes an information update section on the reverse. If any of your details such as address or phone number have changed in the past year and you haven't already informed us, please use this section so we can update our database.



### **The Middlewich Folk & Boat Festival 2006**

**16th - 18th June 2006**

We are a medium sized folk festival attracting an international audience and international artists. We run a three day event which this year is on 16-18 June. Alongside the folk festival, we run a boat rally which attracts up to 300 boats on the Trent and Mersey Canal

The concerts take place in a large marquee at Civic Way, Middlewich, in the Civic Hall, British Legion and several pubs. Details of the concerts, artists and times are on the web site [www.midfest.org](http://www.midfest.org)

We need approximately 50 volunteers for various duties, including stewarding at the venues (ticket taking and manning artists entrances and fire escapes). We also need people to help run our two camp sites and to help at the Boat Rally at an information point.

Full health and safety instructions are given and volunteers will be issued with high visibility jackets

We can not pay expenses as we are a non-profit-making charity, but offer free camping over the weekend. We would like volunteers to work for around 4 hours a day. and they will then be given free access to concerts on the day they work.

**Please register your interest for more information**

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## **Manchester International Arts**

**Tuesday 11th April - Thursday 13th April**

We have organised a project over Easter with an artist, in Manchester. It will be called Flowerwall, and will involve an artist working with volunteers to create a large carpet of flowers, to be erected vertically along the grey concrete wall that everyone complains about in Piccadilly gardens. It will be made in the days leading up to Easter and be displayed throughout the Easter weekend, alongside a much bigger than normal flower and plant market.

We are looking for as many volunteers as possible to help make it, in a workshop on the square.

**Dates :** **Tuesday 11th April, Wednesday 12th April and Thursday 13th April.**

The display will then be for the whole bank holiday weekend

**Times:** Minimum of 4 hours (preferably all day, if people are keen). Evenings may be possible.

**Where:** We hope to get a unit in the new Argent building for the work to take place

**We offer:** Travel expenses and food to all volunteers. A plaque will credit everyone who has been involved, that will be placed near the project for the public to read.

It should be a very lively and enjoyable experience - a first for Manchester and hopefully lead to an annual 'flowercarpet' project in the city.

**If you are would like to get involved please use the register of interest form or register online**

We are also organising several other big free events over the summer that people may wish to get involved with - we dont specifically need volunteers but we always have lots of people who want to 'shadow' our team members to learn how to organise outdoor events themselves. We are always happy for people to do that - I think the Garden of Delights spawned several event organisers of the future!!

**Please register your interest for more information**

## **Supporters Direct**

*the supporters' trusts initiative*

### **Lancashire County Cricket Club, Old Trafford, Manchester**

**Saturday 20th May**

Supporters Direct is the umbrella body for Supporters' Trusts. Supporters' Trusts are Industrial and Provident Societies' a form of Co-operative, and are non profit making, community organisations. Their primary aim is to get ownership and influence in their football clubs. They are also fast becoming experts at proactive work in their local communities, particularly at AFC Telford United, Lincoln City and Chesterfield.

Supporters' Trusts exist at over 130 clubs in England and Scotland, and now own and control 13 clubs, including Stockport County, FC United of Manchester, Rushden and Diamonds, AFC Wimbledon and Chesterfield.

On Saturday 20th May, Supporters Direct are hosting a regional conference at Lancashire County Cricket Club, Old Trafford, Manchester, and we would like 5 volunteers to assist us with registration and a raffle for just a couple of hours between 8.30 and 10.30 am.

**Reasonable travel expenses will be paid, and refreshments will be provided. If you are able to volunteer to help us on the day, please register in the usual way.**

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## Children In Need

**18th November 2006**

**We have received a suggestion from a volunteer for MEV to get involved in fundraising for 'Children In Need', which we think is a really good idea.**

Last year, thanks to extensive fundraising and generous donations BBC Children in Need raised more than £34 million!

Every single penny that is donated found its way to a charity or project that works to improve the lives of children and young people throughout the UK. None of this money was used for other costs, such as advertising, paper, postage or the salaries of people working for BBC Children in Need.

A number of the organisations to whom Children in Need give money aim to change the direction of young peoples' lives in noticeable, long-lasting, and practical ways.

Even the smallest donation is vital:

- £260 could pay for one course teaching 'independence skills' to children with severe physical disabilities
- £250 could pay for two underprivileged children to attend a holiday club while their mother receives treatment for a life-threatening medical condition
- £85 could pay for one 'household starter pack' for a homeless 16-year-old attempting to escape life on the streets
- £75 could pay for a specialist hospice nurse to look after children with cancer for a day
- £17 could pay for one therapy session for a sexually-abused child or teenager
- £15 could pay for one counselling session for a child affected by violence at home
- £5 could pay for a Christmas present for a child from a homeless family
- £4.99 could pay for a set of toy cars for a group of children infected by HIV or AIDS

**If you are interested in becoming involved in organising and taking part in the fundraising for 'Children in Need' please return your register of interest form or register online.**

## QUALIFICATIONS!

*"I have never let my schooling interfere with my education" – Mark Twain*

We know that MEV volunteers are keen to learn long after any formal education but, we are also sure that we don't always hear about your achievements. It's important that we keep our records up to date and we would really like to know whether you have achieved any qualifications in the period April 1st 2005 to March 31st 2006. It doesn't have to be training that you've been involved with through MEV; you might have completed a course in IT, First Aid, numeracy or literacy, an NVQ or any other recognised qualification. Ideally we would appreciate a copy of your certificate (as this provides proof for funding purposes) but as a minimum, we would be grateful if you could complete the appropriate section on the register of interest form.

Thank you.

## **WE NEED YOUR HELP!**

Since the re-launch of Manchester Event Volunteers earlier this year we produced some new marketing material to promote the service to new volunteers. If you can assist us in distributing our leaflets to community venues in your local area (Manchester areas only) we would be grateful of any assistance you can provide. **If you can help in any way, either distributing leaflets / posters or letting us know of a venue in your area who could display our material, please contact Chris Baird on [cb@mev.org.uk](mailto:cb@mev.org.uk)**

## **DID YOU KNOW?**

We meet with each event organiser and ask them to sign Health & Safety documents as well as a Code of Practice. This ensures your safety at an event. If you are approached directly we cannot ensure that the organisers have made the appropriate Health & Safety checks.

