

**VOLUNTEERING ACTION PLAN****Introduction**

The purpose of this action plan is to progress volunteering schemes within the City with voluntary organisations, partners and businesses to promote opportunities for volunteering in the current financial climate.

This meets the strategic objective of increasing volunteering in Southampton so that it becomes the norm for everyone to be positively involved in their communities.

**Consultation**

This action plan has been developed by the Southampton Volunteering Task Force (comprising Southampton Voluntary Services, Southampton City Council and Job Centre Plus) in consultation with the Southampton Partnership Delivery Board.

**Management and Monitoring of this Action Plan**

The actions in this plan are monitored by the Southampton Volunteering Task Force.

**Version Control**

1:2 – 24<sup>th</sup> September 2009

1	<b>Objective: promoting Volunteering and improving brokerage between Volunteers and Opportunities</b>				
	<b>Action</b>	<b>Benefits and measures of success</b>	<b>Timescales and milestones</b>	<b>Financial and other resource requirements</b>	<b>Responsible Officer</b>
1.1	SP Partners to promote Do-it.org ( <a href="http://www.do-it.org.uk/">http://www.do-it.org.uk/</a> ) to staff, and in appropriate publications to local residents	<p>Benefits – more people finding out about local volunteering opportunities about and becoming involved in volunteering</p> <p>Measure - Increased numbers recorded on Do-it database</p>	<p>Immediate</p> <p>Quarterly stats from SVS</p>	<p>Increased demand on SVS staff time to interview and signpost potential volunteers and record and monitor via database</p> <p>SP staff time in promoting Do-it.org and space in appropriate publications to residents</p>	<p>Named officer in each SP partner</p>
1.2	SP Partners to have volunteering policies which enable staff to get involved in local voluntary and community sector activities. (Eg SCC staff have a three day a year Learning and Development entitlement which can be used to spend time with a voluntary sector organisation providing it is relevant to that member of staff's work based learning and development).	<p>Benefits –</p> <ol style="list-style-type: none"> <li>1. Provide clear framework for volunteering support and development</li> <li>2. More people finding out about local volunteering opportunities about and becoming involved in volunteering</li> <li>3. Staff within SP Partners have a closer relationship and understanding of the Voluntary Sector in Southampton</li> </ol> <p>Measure –</p> <ol style="list-style-type: none"> <li>1. Number of SP organisations which have adopted policy and in</li> </ol>	<p>By December 2010</p>	<p>SP staff time to draft and consult on policy</p> <p>Costs of implementation include induction, flexible release of staff time linked to Toil or flexitime</p> <p>Cost of induction and training linked to personal and organisational development ( liP)</p> <p>Cost of management , supervision and</p>	<p>Named officer in each SP partner</p>

		place 2. Number of staff engaged as volunteers	20% of staff involved by December 2011	support of volunteers by receiving organisations  Cost to SVS for Volunteering development team time to support and advise	Di Bernstein – SVS
1.3	Support and promote the Volunteer Certificate awards, specifically by extending the invitation list, and securing participation of leaders and opinion formers in the city .	Benefits 1. Volunteers contribution to city recognised 2. Volunteers can use certificate and references to support application for work or training 3. Employers better understand skills, commitment and experience gained through volunteering  Measure – 1. Recipients of volunteer certificate awards 2. City leavers attendance at award ceremonies	From next Vols certificate event in Jan 2010	Costs of hosting employers awareness event –  Marginal increase in costs of Vol certificate presentation event with increased numbers -	Vanessa Shahani - SCC  Di Bernstein - SVS
1.4	Support relationship between JCP and SVS, to maximise the voluntary offer for job seekers.	Benefit - JC+ volunteering option package works effectively in city for unemployed people and agencies based on shared understanding of issues  Measure - 1. Number of people successfully placed in volunteering opportunities 2. Mutual recognition of value of	2 day a week support in place with JC+ staff seconded to SVS, increasing to meet rising numbers coming through  Immediate with quarterly reviews	Need to assess if contribution to SVS will match time and workload attached – currently no money yet received but much time invested – national reports of Volunteer centre by Volunteering England show many	Becky Spake/ Di Bernstein SVS  Rachel Hawkins JC+

		<p>scheme and support relationship by JC+ and SVS</p> <p>3. Customers have smooth journey path through the scheme and expectations are met as much as possible</p>		<p>withdrawing or not participating in the scheme due to mismatch – SVS has invested from its reserves to try to cope with additional pressures and demand but this is not sustainable next year</p>	
1.5	<p>Support the existing Volunteer Coordinators (VCG) meeting by having a rolling programme of representation from different SP partners to develop 9 below.</p>	<p>Benefit –</p> <ol style="list-style-type: none"> <li>1. Better mutual awareness of issues , opportunities and problems</li> <li>2. Increased volunteering opportunities vacancies for unemployed to access</li> </ol> <p>Measure –</p> <ol style="list-style-type: none"> <li>1. Number at VCG meeting and input from different agencies</li> <li>2. Number of registered voluntary opportunities vacancies increased</li> </ol>	<p>From next scheduled VCG meeting with planned programme for input tba</p>	<p>Time input to VCG meeting</p>	<p>Di Bernstein - SVS</p>
1.6	<p>Ensure SVS and SYA have systems to</p> <p>a) refer appropriate volunteers from one organisation to the other (ie ensure youth volunteers are directed to SYA, and adults to SVS)</p> <p>b) share information on</p>	<p>Benefits –</p> <ol style="list-style-type: none"> <li>1, Appropriate support offered to customers</li> <li>2. Host organisations only has to register opportunities with either SVS or SYA</li> </ol>	<p>Already in place informally as SYA and SVS have done joint work and recruitment campaigns together. Shared agreement – in place by July 2010.</p>		<p>Di Bernstein/ Becky Spake SVS Joanna Quinn SYA</p>

	volunteer opportunities available in the city				
1.7	Support pilot project underway working in Children Centres targeting parents to enter training, employment or volunteering	<p>Benefit – provide supportive pathways into work for unemployed parents.</p> <p>Measure – number of parents supported into work</p>	<p>Contract to be let October 2009</p> <p>Target is 30 parents into sustained work (6 months plus)</p>	DCSF/DWP funding secured	Sara Crawford SCC
1.8	Encourage Business partners to get involved in projects with local voluntary and community sector organisations through CSR actions. SVS to broker opportunities.	<p>Benefits –</p> <p>1. Voluntary organisations benefit from business support, facilities and in kind help and expertise of their staff.</p> <p>2. Business gain from positive association and publicity, increased proximity to customer base and from staff/ team development and raised morale</p> <p>Measure – number of local businesses involved in volunteering &amp; community sector projects</p>	<p>1. SCC to host event in new year (linked to volunteer certificate awards) - with view to progressing links through 2010 with wider business engagement</p> <p>2. SP to consider running an “in-house” Common Purpose type course</p>	Staff time in arranging event	Nick Murphy SCC Jo Ash / Di Bernstein SVS
<b>2.</b>	<b>Objective: Creating New Volunteering Opportunities</b>				
2.1	SP partners to list what volunteering opportunities already exist within their organisations, and consider what they can create in addition to these. Ensure they are advertised within SVS and Solent Youth Action.	<p>Benefit –</p> <p>1. More customers get enhanced support or service over that provided by statutory/other service providers</p> <p>2. Unemployed volunteers have quality volunteering opportunities</p> <p>Measure – Number and type of</p>	SP Partners to list existing opportunities by January 2010 and consider additional opportunities	Staff time to identify suitable vacancies recruit, induct, train , support and recognise volunteers when placed	SP partners Jo Ash / Di Bernstein SVS

		registered volunteering opportunities			
2.2	SP sub groups to consider how volunteering opportunities could be created as part of their work. For example, Active Southampton has created a volunteering sub group, to get more people involved in coaching and running sports clubs.	<p>Benefit –</p> <ol style="list-style-type: none"> <li>1. More customers get enhanced support or service over that provided by statutory/other service providers</li> <li>2. Unemployed volunteers have quality volunteering opportunities</li> </ol> <p>Measure – Number and type of registered volunteering opportunities</p>	SP sub groups to discuss by January 2010	Time for discussion and consideration at SP sub group meeting	SP sub groups
2.3	Voluntary sector organisations need to be made aware of the increase in volunteers and skills and asked to consider how they can make best use of them.	<p>Benefits –</p> <ol style="list-style-type: none"> <li>1. Better match between supply and demand</li> <li>2. Better quality placement experience for volunteers</li> <li>3. Greater likelihood of retaining volunteers input and support long term even when they return to work if had positive experience</li> <li>4. Voluntary organisation customers have better in put from volunteers</li> </ol>	Already started through SVS Mailing and Volunteer Co-ordinators group	Better use of existing communication channels	Jo Ash / Di Bernstein SVS
2.4	Explore how the new National Talent Bank ( <a href="http://www.nationaltalentbank.org.uk/">http://www.nationaltalentbank.org.uk/</a> ) can provide new volunteering opportunities in the city .	<p>Benefit – potentially to assist more unemployed people into volunteering</p> <p>Measure – number of people successfully placed</p>	To be confirmed with Timebank	Externally funded?	Di Bernstein SVS
2.5	a) Fund project	Benefit –	Contract to be let	Approx £30k (current	Wheatsheaf

	<p>management and supervisory capacity within a host organisation to establish a rolling programme of community projects (such as painting and decorating community buildings, or green projects in public open space).</p> <p>b) Find and support opportunities for the rolling programme of community projects.</p>	<p>1. practical projects to provide volunteering opportunities to people with skills currently on SVS books</p> <p>2. Range of community improvements</p> <p>Measures –</p> <p>1. Number of volunteers placed</p> <p>2. Number of projects completed</p>	asap	bid from voluntary grants budget)	Trust
2.6	Maximising take up of places available under the V scheme (full time volunteering for 16 – 18 NEETS) run by SCC.	<p>Benefit – volunteering opportunities within Children's Services for NEETS with training up to NVQ Level 2</p> <p>Measure – 30 young people supplied over two years</p>	2 <sup>nd</sup> tranche of applicants Autumn 2009	Funded by National Charity	Denise Edghill SCC
2.7	Probation to consider offering volunteer opportunities alongside Community Payback projects, to provide positive role models and mentoring to offenders.	<p>Benefits –</p> <p>1. additional volunteering opportunities for skilled people</p> <p>2. positive role model for offenders</p> <p>Measure – number of volunteering opportunities created</p>	Consideration currently underway	Within existing resources	David Renouf Probation Service
2.8	A specific project is developed to utilise the availability of volunteers	<p>Benefits –</p> <p>1. To unemployed volunteers maintains and develops their IT</p>	2010 onwards	Need technical input to draft scoping document and project initiation	SP Partners IT teams Jo Ash

	with web design and IT skills to improve local voluntary sector websites. SP Partners volunteer to buddy up with named voluntary organisations to ensure sustainability and continuity in their website development.	<p>skills in demonstrable practical application</p> <p>2. To voluntary organisations supports their IT use and capacity</p> <p>3. To public who get improved access to information</p> <p>Measures –</p> <p>1. Number of voluntary placements</p> <p>2. Number of voluntary sector websites improved</p>		<p>documents</p> <p>Needs commitment from major organisations IT departments to give pro bono support to small number linked voluntary organisations for ongoing sustainability</p> <p>Needs co-ordination of input from – volunteers, voluntary organisations and IT departments participating –</p> <p>Costing to be developed</p>	SVS
2.9	Request SP partners working on the Skills development zone, the Future Jobs Fund and developing work experience / placements to consider incorporating volunteering opportunities.	Benefit – link other initiatives and funding streams to increasing volunteering in the city	Ongoing	Within existing resources and utilising new funding sources as they come on stream	SP Delivery Board
2.10	Encourage potential volunteers with entrepreneurial ambition to consider setting up social enterprises through:	<p>Benefit – establish new social enterprises to meet local needs</p> <p>Measure – number of new social enterprises established</p>	<p>a) Introductory sessions to begin in 2010</p> <p>b) Referral to Wessex Business Link</p>	Within existing resources	Stephen Dixon Business Link Social enterprise



	<p>a) arranging a series of social enterprise introductory sessions (through Southampton Area Co-operative Development Agency, SACDA, West Itchen Community Trust, WICT and RISE), and</p> <p>b) referrals through to Wessex Business Link for business start up advice or the Princes Trust for young people enterprise start up help and loans.</p>		with immediate effect		network – SVS / Change Up consortium
3	<b>Objective: Measuring Performance</b>				
3.1	21.7 % of Southampton residents said they regularly participate in volunteering (NI6 Place Survey 2009). The Place Survey is not scheduled to be repeated until 2011. Any Mori survey between Place Surveys could ask the same question to track changes on an annual basis.	Benefit – track performance against N16	Consideration of MORI survey in Autumn 2009	Resources allocated for survey (to check)	Joy Wilmot Palmer SCC
3.2	Develop a range of proxy indicators outside the Place Survey / Mori Survey such as number of volunteers	Benefits – ongoing awareness of current position and changing profile	SVS to produce on quarterly basis	Within existing resources	Becky Spake SVS

	and number of volunteering opportunities registered with SVS / SYA.	Measure – SVS recorded volunteering enquiry and opportunities stats and any available from SYA			
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