

### Volunteer Implementation Proposals – Short-Term Actions

<b>Organisation:</b>	<b>BHCC</b>
<b>Completed by:</b>	<b>Sam Warren, Communities, Equality and Third Sector Team</b>

Objective	Specific Action	By Who	Timescale
<b>Raise awareness of volunteering, through our public service organisations, across Brighton &amp; Hove</b>			
<ul style="list-style-type: none"> <li>Including referencing the 'Power of Volunteering' straplines across member organisations to create a sense of awareness and cohesion</li> </ul>	Email footers	CETs	November 2016
<ul style="list-style-type: none"> <li>Maintaining the volunteering agenda at governance level</li> </ul>	Regular sessions with DMTs to highlight volunteering development within service areas	CETs / DMT	November 2016 – March 2017
<b>Increase the number of people committing to volunteer from all communities</b>			

Objective	Specific Action	By Who	Timescale
<ul style="list-style-type: none"> <li>Improved presence of opportunities on intranets and public facing websites</li> </ul>	<p>Development of single digital volunteering platform for CVS and Council staff to advertise volunteering opportunities and recruit volunteers</p> <p>Prior to new system revising council volunteering web pages that link to 'Do it' to ensure all council volunteering opportunities are promoted in the same place.</p> <p>New outward facing booklet of information for people 'thinking about volunteering' this will be on the web pages</p>	<p>CETs/Digital First/and CW</p> <p>Comms and CETs</p> <p>Comms and CETs</p>	<p>April 2017</p> <p>Nov-Dec 2106</p> <p>Nov-Dec 2106</p>
<ul style="list-style-type: none"> <li>Benchmark how many current volunteers we each have</li> </ul>	<p>Mapping of volunteer within council services complete – currently updating this information 1 year on</p>	<p>CETs</p>	<p>Update complete Dec 2016</p>
<ul style="list-style-type: none"> <li>Make the best use of the networks that already exist</li> </ul>	<p>Promoting Volunteer Coordinators network to all council staff through the Wave.</p> <p>CETs representation at Volunteers Champions Network</p>	<p>Comms</p> <p>CETs</p>	<p>Dec 2016</p>
<ul style="list-style-type: none"> <li>Share information on the benefits for volunteers</li> </ul>	<p>Use of case studies and short films to show benefits of working with volunteers and volunteering – promotion on wave and on external web pages</p>	<p>Comms</p>	<p>Nov – March 2017</p>
<p><b>Enhance recognition of the value that volunteers bring to the city</b></p>			

Objective	Specific Action	By Who	Timescale
<ul style="list-style-type: none"> <li>Ensure that the voice of volunteers is heard within organisations and that their skills and experience are recognised</li> </ul>	<p>Set up volunteering steering group to direct, deliver and promote volunteering within the council.</p> <p>Possible public sector awards and big difference awards recognising volunteer input</p> <p>Explore annual volunteering event to feedback volunteer experience and ideas into ongoing approaches</p>	<p>CETs</p> <p>ELT</p> <p>CETs</p>	<p>Dec – March 2017</p> <p>June 2017 (link with volunteering week)</p>
<ul style="list-style-type: none"> <li>Match volunteers to roles that they can add the most value to and get the most out of personally</li> </ul>	<p>Development of skill and learning programme for staff managing and recruiting volunteers.</p> <p>Roll out of Volunteer tool kit as good practice approach – including how to ensure volunteering is valuable for all</p>	<p>CETs &amp; Community Works</p>	<p>March 2017</p> <p>Nov – March 2017</p>
<b>Promote good practice in working with volunteers, including adequately resourcing volunteer management and support.</b>			
<ul style="list-style-type: none"> <li>Sharing of policy documents and good practice to improve standards</li> </ul>	<p>Offering specialist support to teams/department that wish to develop new volunteering within their services</p> <p>Development of skill and learning programme for staff managing and recruiting volunteers.</p> <p>Develop eLearning version of the volunteering tool kit</p>	<p>CETs</p> <p>CETs &amp; Community Works</p> <p>CETs and L&amp;D</p>	<p>Nov – March 2017</p> <p>Nov – March 2017</p> <p>Jan- March 2017</p>

