



Welcome to the latest edition of the CVS electronic bulletin.

For more information on articles in this bulletin or to advertise an event, training or information about your organisation in our next bulletin, please call 01268 294124 or email chris@bbwcvcs.org.uk

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We Are Hiring?

Volunteering Centre Coordinator £25,951 - £27,668 (pro rata 21 hrs)



We are seeking a new Volunteering Centre Coordinator. As Coordinator, you will be responsible for the operation of Volunteer Centre in Basildon and the delivery of its projects. This includes the recruitment and support of volunteers, supporting local voluntary sector groups and ensuring the continuation and development of services to the local communities.

You will also be required to manage and help deliver two exciting projects promoting Time Banking in the Borough and the Essex, Southend, Thurrock Ideas in Motion project.

The closing date for this post is **Monday 11 December at 4.30pm**. Shortlisted candidates will be required to attend an interview in the week commencing 18 December. The successful candidate will be required to undertake an enhanced DBS check and a right to work in the UK check.

Salary: SO1 scp 29-31 £25,951 - £27,668 (pro rata 21 hrs) For more information and details of how to apply please visit: BBWCVS website at www.bbwcvcs.org.uk where applications can be downloaded.

Social Media champion

We are recruiting a person to assist in delivering effective and vibrant communications for Basildon, Billericay and Wickford CVS with a focus on maintaining and developing digital communications including the production of regular electronic bulletins. You will be required to do the following:

- Edit the fortnightly CVS bulletin and quarterly newsletter

- Actively seek out channels of communication online with new and existing audiences
- Develop digital marketing campaigns for specific projects when required and support the services aim to increase reach and engagement of our Facebook and Twitter social media sites and website/s
- Ensure the CVS website and Facebook pages and listings on external sites are up to date
- Track and measure audience engagement analytics across all our online social media platforms
- Write, plan and implement weekly social media schedules generating content where needed to support and promote our service
- Monitor market trends for latest developments in content production and delivery, identifying potential new & accessible platforms to help us share our story.

You will be self-employed and required to work up to 10 hours per fortnight; £11.50 per hour; Work arrangements are subject to discussion and the needs of service.

To apply, please complete the application form which can be found on the CVS website and return to admin@bbwcvcs.org.uk. For further information contact Chris on 01268 294781.

Advanced Apprenticeship in Customer Service - Level 3

We are seeking an Apprentice Customer Support Officer to provide customer service support to colleagues and BBWCVS service users. The successful applicant will gain a range of customer service skills contributing to improved customer service delivery and act as a first point of contact at the CVS greeting service users on the phone, replying to emails and greeting people at reception. In this role you will:

- Answer general telephone calls, administrative e-mails and in-person enquiries (one per day)
- Help to co-ordinate and promote a range of annual events, organise and assist with promotions, networks, publicity or training as required
- Liaising with the IT support service
- Maintain office stationery
- Organise, co-ordinate and plan various meetings, liaising with participants and taking minutes
- Purchase milk for the office

Required qualifications and skills: Level 2 Functional English writing skills to enable the drafting of emails, understanding and using some Microsoft office skills mainly. National minimum wage for apprentices, 35 hours per week, core hours are 9am to 4.30pm with a 30 minute lunch break. The role will be subject to review at 6-9 months to assess whether there is ongoing need for the role at the conclusion of the apprenticeship.

To apply and for further information contact Chris on 01268 294781 or by email chris@bbwcvcs.org.uk.

CVS Events

BBWCVS FORUM

Monday 11th December, The Basildon Centre, | St. Martin's Square, | SS14 1DL Basildon
We are pleased to invite you to the next CVS Forum.

The forum will include:

- A presentation and update of Crowd Funding by Spacehive
- An update on the Breakthrough Basildon “Inspiring Change Your Way” Commission
- Networking and information exchanges

Essex County Council have partnered with Spacehive to create [the Essex Crowd](#), to encourage and support organisations interested in crowdfunding their projects. If you're interested in creating a project as part of the Essex Crowd then come along to find out all you need to know to start your crowdfunding campaign.

We are also delighted to have a representative to talk about the Basildon Breakthrough Commission. Launched at the House of Common on 4th December, the Commission is focused on enabling inclusive growth in the Borough. It will examine and suggest the various ways in which Basildon Borough can begin to ensure that it is a Borough that residents, organisations and groups can not only feel proud of, but also that every single member is a part of.

This is a unique opportunity for us to help shape the agenda of the Commission and promote the fantastic offer the voluntary sector provides locally. The Commission is keen to engage with everyone. Come and find out how you can be involved.

Please register at:

<https://www.eventbrite.co.uk/e/bbwcvs-forum-crowdfunding-tickets-39869130643>

Funding News

We are able to give funding advice and support on funding opportunities and approaches to fundraising. This includes:

FREE access to NCVO's Funding Central identifying possible sources of funding.

- Developing and discussing funding strategies.
- Commenting on and helping with draft applications.
- Identifying and monitoring outcomes in a straightforward way.
- Exploring the best way of improving your organisation's financial sustainability.
- Identifying other useful free funding search engines to assist you in your exploration for funding.

We offer this support either at face-to-face meetings, by phone and/or by email. We have good relationships with local funders and we can also help you review applications that have been unsuccessful or help clarify any issues or problems that crop up.

For further assistance please contact Catherine Sackey on 01268 294439 or email catherine@bbwcvs.org.uk.

Henry Smith Charity - Improving Lives main grants programme open



Following a review of their grant making, the Henry Smith Charity has launched a new strategy for the Main Grants Programme, which is now divided between Improving Lives and Strengthening Communities. The Charity which is one of the largest independent grant making trusts in the UK, is focussed on bringing about lasting change in people's lives and help them to benefit from and contribute to society.

Grants of between £20,000 and £60,000 per year are available. Funding for up to three years is available.

The Charity's three main priorities are as follows:

1. Increasing resilience - empowering people, encouraging integration and personal independence, helping people to recover and move on.
2. Creating opportunities and life chances - raising aspiration – equipping people with new skills, unlocking and enabling potential, and providing the means to improve life circumstances.
3. Empowering communities - strengthening and connecting communities and making people feel valued, providing opportunities for social connections and relationships, encouraging participation and inclusion.

Improving Lives programme

The Improving Lives grant programme provides grants to charitable organisations that help people when other sources of support have failed, are inappropriate, or are simply not available. Organisations delivering services directly to beneficiaries will be supported and services which can demonstrate a track record of success, and evidence the effectiveness of the work are encouraged.

Strengthening Communities programme

The Strengthening Communities grant programme is designed to support small charitable organisations working at grassroots level, ensuring funding reaches the most disadvantaged areas of the UK, targeting places that are economically marginalised and affected by poverty.

Funding for both Improving Lives and Strengthening Communities programmes will support work that enables:

- People from across the community to participate in activities which improve connectedness, opportunities and wellbeing
- People who are excluded, vulnerable or facing other forms of hardship to have access to community-based services that support positive lasting change
- A stronger, active, more engaged community.

Charities and not-for-profit organisations, including social enterprises are encouraged to apply. Groups that are not registered charities must have a constitution to demonstrate a charitable purpose.

Deadline: Applications can be submitted at any time. There are no deadlines and applications are assessed as they are received.

For more information and eligibility [click here](#).

Henry Smith Christian Projects Fund

The Christian Projects grant programme provides grants to support projects that explicitly promote the Christian faith in the UK.

Grants of up to £10,000 (up to three years is available) are available to schools, churches, small charities and not-for-profit organisations for projects that explicitly promote the Christian faith in the UK. Groups must have an annual income of less than £1 million.

The funding is for projects that address at least one of the fund's four priorities which are:

- Meeting the spiritual needs of older people, including those with dementia.
- Meeting the spiritual needs of those with a learning disability and those who have cognitive impairments.
- Reaching out to the unchurched - especially young people and young families - by nurturing spiritual interest and wellbeing.
- Projects which support and care for Anglican clergy at times of acute need.

Deadline: None - applications can be made at any time and will be considered three times a year. For information [click here](#).

Tech for Good 2018



Comic Relief have partnered with the [Paul Hamlyn Foundation](#) to deliver this fund.

The programme will fund up to 12 digital projects lasting nine months. Projects must cover one of the four programme areas:

- Building stronger communities
- Empowering women and girls
- Investing in children and young people
- Improving health and wellbeing

The programme is looking to fund projects that:

- Are focused on specific user needs in their design, delivery and development
- Are shareable with other parts of the not for profit sector
- Can scale effectively and offer economies of scale
- Disrupt and challenge existing ways of delivering services
- Make the best use of mobile and web technologies

Details of [past funded projects](#) are now available to review.

Deadline: Applications close Midday, 20th December 2017. Funding: Maximum grants of £47,000. Who can apply: UK based, not for profit organisations who will be ready to make a digital step within nine months. At application, all organisations must have a tech development partner on board. All project proposals must meet the [funds priorities](#), to apply [click here](#) to register and submit a proposal.

Health and Social Care

Dementia Handbook

The [Dementia Handbook](#) for Carers brings together information about dementia, and the sources of care and support in Essex. To request a free copy, please contact our Information Service info@healthwatchessex.org.uk

- Essex Libraries awarded grants to [explore mental health and wellbeing](#).
- CQC completes [initial review of mental health services for children and young people](#).
- For more policy updates and sector news, check out the ['Policy round up' page](#).

Are You Prepared For This Winter?

- Do you have plans in place ready to deal with any unexpected incidents or emergencies?
- Are you ready for the flu season? Encourage your staff, residents and service users to get vaccinated against flu.
- Do you know how to keep up to date on the local weather and weather warnings?
- Are your service users homes sufficiently warm to ensure they keep well over the winter period?
- Do you know how and who to contact over the festive period?

For further information on any of these topics, please visit our [dedicated page](#) on the Care Provider Information Hub where we answer all these questions and more.

Local News and Events

The Gift of Christmas

With Christmas fast approaching, Basildon Council are joining with Eastgate Shopping centre to collect gifts for Christmas for those in our Borough who have less at this time of year. They are asking residents of the Borough to add a gift to their Christmas shopping with donations being split between to the women's refuge, homeless hostel and food banks.

They are looking for donations of:

- Quality clothing
- Unused or 'nearly new' toys, games and books (including items suitable for teenagers)
- Non-perishable food items

There will be collection points until Wednesday 13 December at:

- The Basildon centre
- Eastgate Centre by Santa's Grotto
- The Place, Pitsea
- Wat Tyler Centre

We would really appreciate it if you could share this message in your newsletters, emails or appeal to your parishioners to add to the collections around the Borough.

Also, if you have social media channels you can use you can share updates from [@basildoncouncil](https://twitter.com/basildoncouncil) or use the following :

Give the Gift of Christmas this year. Add an item to your shopping, at the supermarket or when buying gifts and [@basildoncouncil](https://twitter.com/basildoncouncil) will distribute them to the women's refuge, homeless hostel and foodbank in the Borough. Visit www.basildon.gov.uk/giveagift for full details. Drop gifts at the Basildon Centre, Eastgate Shopping Centre, The Place at Pitsea and Wat Tyler Country Park.

National News

Tell us Your Plans For Local Charities Day!



Later this month the country will celebrate the small and local charities that make a huge difference to society every single day. Local Charities Day 2017, now in its second year, will take place on 15 December. The Department for Digital, Culture, Media and Sport has published a [digital toolkit](#) to help charities promote their involvement and you can see what charities across the UK are planning on Twitter: [#LocalCharitiesDay](https://twitter.com/LocalCharitiesDay).

Building on the success of 2016's launch, this year's Local Charities Day will highlight the work of small charities that are making remarkable differences in their communities. It will also shine a spotlight on the unsung heroes and celebrate the commitment of those amazing volunteers who devote their time to improving the lives of others.

New guide on GDPR

The Information Commissioners Office (ICO) has launched [a new guide to the GDPR](#) which come into force in May 2018. The guide is designed for those dealing with day-to-day responsibility for data protection and includes a useful '12 steps to take now' section.



ALDI Christmas Eve Food Surplus



ALDI is offering local organisations the opportunity to receive surplus food from their stores on the afternoon of Christmas Eve. As ALDI stores will shut at 4pm on Christmas Eve until the 27th of December, they will have a variety of good quality surplus food products that they wish to redistribute in support of less fortunate individuals and to prevent food going to waste.

ALDI is unable to deliver products so it would be essential that your organisation is able to collect. They will expect the levels of food available to vary, however, estimations of around 20-30 crates will be expected from each store. Contact ALDI with the following details:

- Charity / Group Name
- Main Contact Name
- Main Contact Telephone
- City / Town
- Store Postcodes Which You Would Like To Collect From
- Type Of Products That You Wish To Collect

Contact: Nicki Monaghan, Energy and Environment Team, ALDI Stores Ltd, Holly Lane, Atherstone CV9 2SQ. Tel: +44 (1827) 711-800. Organisations will need to apply by Friday 8th December.

Local Charities Day 2017

15th December is Local Charities Day 2017. DCMS have been publishing guest blogs from small local charities over the last few weeks - powerful stories well worth a read at dcmsblog.uk:

- Charities have been registering on the [Local Charities Day Map](#) which lets people search for charities in their area
- The [LCD Toolkit](#) contains publicity materials that people can download to help show support for local charities
- Sign-up for the [#LocalCharitiesDay Thunderclap](#)
- New [Foundation for Social Improvement](#) training offers are now available
- Let us know how you will be celebrating this year by emailing us at: LocalCharitiesDay@culture.gov.uk.

Volunteering and training

Webinar: trends in volunteering



This week, we listened to the NCVO trends in volunteering webinar. The webinar covered the changing landscape for volunteering in the UK, alongside the influence of social media.

Key learning points: Social media has had a considerable influence on the sector especially with the rise of micro volunteering.

Across the whole webinar, the key point was flexibility. For volunteering to continue and to increase, it needs to be manageable across the whole of a person's life. Keep an eye out on their events page, for similar events!

Earlier in the year, Nesta launched the Connected Communities Innovation Fund which looks to encourage and support volunteering across a whole life course. Submitted projects have now moved into the second stage of the bidding process and successful projects will be announced early next year.

ASPIRE leadership programme - Apply by 18 December 2017

ASPIRE is a 12 month leadership development programme that will bring 15 people from the Voluntary and Community Sector in Essex together to create a strong cohort that will learn together through an accelerated development journey. The programme is aimed at senior professionals that are currently employed within the Essex social sector, working for a voluntary or community organisation, social enterprise or charity. It is most relevant for aspiring and developing leaders that currently fulfil a senior role within their organisation, directly affect decision making and influence business direction.

ASPIRE offers a chance for individuals to design a bespoke leadership plan building specific personal leadership skills and practicing them through on the job experience. Everyone will benefit from a mix of group residential days, 1:1 coaching, group webinars and optional external placements. Individually, participants will receive additional development aligned to their personal goals and leadership vision.

For further information and to apply by **18 December 2017**, please visit www.humansbeing.co.uk/aspire

Essex Carers - The Way To Work



Are you an unpaid Carer living in Essex? We can support you with education, training and employment options.

Essex Carers – The Way to Work is a new project co-funded by the Big Lottery Fund and European Social Fund, designed to support Unpaid and unemployed Carers across Essex to tackle immediate problems, build confidence and resilience, improve health and wellbeing and secure a new future by embarking on a journey towards and into rewarding and sustainable Employment, Education, Training or Volunteering.

Essex Carers The Way to Work is a **Free** service to those eligible.

The new Building Better Opportunities programme is just what you could be looking for. Everything is geared towards giving you the support you need to move towards work, education or training. The programme is open to all unemployed, unpaid Carers within Essex (including Southend and Thurrock).

Contact Us

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