



Basildon, Billericay & Wickford | CVS

SUPPORTING OUR LOCAL CHARITIES



SUPPORT - DEVELOP - COLLABORATE - INFLUENCE

VOLUNTARY SECTOR NEWS

Spring 2018



CONTENTS

Welcome to the latest BBWCVS newsletter. You can download a copy of this edition and previous editions online in our memoir area. Please visit www.bbwcvs.org.uk We hope that you make time to read this edition (and pass it on to other staff/volunteers) although we know that pressure on time is one of the biggest issues you face. That is why we are continually looking at ways on how we can improve this newsletter. So if you have any suggestions or ideas, please let us know.

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Simon Johnson	Heart of Pitsea Co-ordinator	07572 001671
Cecilia Metzger	Social Prescribing Navigator	01268 294420
Marilena Luxmoore	Volunteer Co-ordinator	01268 294420
Position Vacant	Social Prescribing Navigator	

THIS IS YOUR NEWSLETTER! DO you have anything that you want to say or promote? If YES, then send your articles to the CVS Office (admin@bbwcvs.org.uk) and we'll include them in the next edition. (We reserve the right to refuse any item).

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CHIEF OFFICER'S UPDATE

Welcome to the Spring edition of our newsletter. In this edition we have highlighted the government's current consultation on the civic society strategy, current vacancies, data protection issues and funding opportunities.

Enjoy the read and have a great Easter.

Charities Under the spotlight

As highlighted elsewhere, it has been a difficult period for the charitable sector. Revelations of charities benefiting from inappropriate conduct at the all male fund raising event, the Presidents Gala, was swiftly followed by allegations of sexual misconduct by aid workers, as well as harassment at shops.

The Guardian newspaper remarked that crises can hit any organisation, but charities are particularly vulnerable, since the press and the public tends to hold us to higher standards. The result is that all of us need to be asking whether our systems, policies and procedures are robust enough to to scrutiny.

This year we have worked with a number of local organisations to provide health checks and independent audits. So if you think you could benefit from a review let us know. We are here to help. As Vicky Browning, CEO of ACEVO commented, "After Oxfam, charities are no longer untouchable".

Civil society Strategy: Have your say

The civil society strategy provides a helpful opportunity to help shape the governments strategy. How can we work with government as a sector to build a stronger society now and in the future? If you wish to contribute we would love to hear from you to help shape the evidence base.

GDPR

Data protection regulation is set to change on 25 May. It will give people more control over their data. Your service users, staff, volunteers need to be able to trust you to look after and use data properly and safely. This trust is good for you and you may risk a fine if you don't comply. That is why we are highlighting the wide range of guidance and support available in this edition of the newsletter to help ensure that you are ready for 25 May.

State of the Sector survey

We will shortly be launching our first ever state of the sector survey. Mapping the sector including staffing and volunteer numbers and current capacity we will use this to inform future commissioning intentions. Your input is critical so if you have any questions please let us know. The better the response, the more robust the findings!

Future Forward:Future proofing local social action

Finally, a big thanks to all who attended our recent conference. The feedback indicates that the event was well received and helped develop people's knowledge and understanding of the issues facing the sector. We will be publishing the keynote addresses shortly so watch out for these on our website.

Christopher Evans

CEO BBWCVS

CIVIL SOCIETY STRATEGY CONSULTATION LAUNCHED

Tracey Crouch, the minister for civil society, recently launched a 12-week consultation with a public call for evidence to inform the new civil society strategy.

Civil society is part of our day to day life. It has a long history of improving and enriching lives - ranging from working with the most vulnerable and disadvantaged, to helping environmental protection or access to the arts and culture. Civil society engages with people that government often cannot reach. We know that we continue to face problems in our society - problems government cannot solve alone. But we are optimistic about the opportunity to build on strong foundations and a shared mission with civil society to shape our country for the better and find creative new ways to respond to these challenges.

Civil society has changed significantly in recent years, with growing numbers of profit making businesses set up primarily to do good, adding to the efforts of traditional not-for-profit charities, community groups and youth organisations. At the same time, businesses are increasingly looking to do more to make a positive contribution to society. The boundaries between sectors are blurring. New actors and social movements are emerging. The potential for cross sector partnerships, collaborations and collective problem solving has never been stronger.

The aim of the strategy is to improve the way that government and public bodies interact with and work with charities. The consultation is broken into four key areas: our civil society, people, partnerships and places, and is open until 22 May 2018. Those wishing to take part online can do so [here](#).

NAVCA is looking forward to working closely with our members to make sure that the voices of local infrastructure and the small but vital charities they support, are heard in this important process. As mentioned on COIN, we are working with the Department for Digital, Culture, Media & Sport to organise a series of roundtable discussions with our members, which will be part of the government's listening exercise and feed into the development of the strategy.

NAVCA members, if you are interested in taking part in this activity and haven't already done so, please get in touch.



Department
for Culture
Media & Sport

GETTING SORTED FOR GDPR

Getting sorted for GDPR: Children's personal data, HR, faith organisations + more

The update, 1805, is a continuation of 1803 on 13 February and 1804 on 15 February, about the General Data Protection Regulation (GDPR). (If you did not receive them, contact sandy@sandy-a.co.uk to ask for them to be re-sent.) This update, 1805, lists GDPR resources for organisations which hold personal data about children; for staff with HR responsibilities in relation to employees, other paid staff, and volunteers; for churches and faith organisations; and in relation to contracts for data processors (third parties who process data on behalf of the data controller). Many of the listed resources are primarily a repeat of general briefings listed in update 1803, but tailored to these specific situations.

Children's personal data

The rules on children apply to any organisation which holds children's personal data – not just organisations specifically for children or providing goods, services, activities or digital media specifically targeted at children. Because misuse of children's personal information can cause serious harm, organisations should ensure they are fully GDPR-compliant in relation to this by 25 May, or at least as fully compliant as they can be. It is particularly important to be aware of the new rules on getting consent from children, where consent is the basis for obtaining and processing the personal data.

- The section on children at the end of the Information Commissioner's Office's "Guide to the General Data Protection Regulation", at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/applications/children/>.
- The ICO consultation until 28 February on the above guidance. A blog about rationale for the guidance, and Word and PDF forms for submitting consultation responses, are at <https://ico.org.uk/about-the-ico/ico-and-stakeholder-consultations/children-and-the-gdpr-guidance/>.
- "Children and the GDPR", Addleshaw Goddard solicitors, 5 February 2018, <https://www.addleshawgoddard.com/en/insights/insights-briefings/2018/retail-consumer/retail-consumer-newsletter-february-2018/children-and-the-gdpr/>.
- The Data Protection Bill, currently going through Parliament, is likely to contain further protection for children's information rights. I will send more about this when it is clearer what the final bill will include. The bill can be accessed and its progress tracked at <https://services.parliament.uk/bills/2017-19/dataprotection.html>.

HR (employees, volunteers and others)

Data protection law, including the GDPR, applies equally to the personal data of employees, casual staff, "gig workers", temporary staff, interns, volunteers, and anyone else who carries out work, paid or unpaid, for the organisation – as well as job/volunteering applicants who want to carry out work, and former staff who have previously carried out work. If your organisation holds

GETTING SORTED FOR GDPR

information about any them, it must comply with data protection requirements – even though many of the guides and briefings refer only to employees.

The best briefings are probably from CIPD (the Chartered institute of Personnel and Development) at <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/data-protection/gdpr-factsheet>, but these are available only to CIPD members. If you are not a CIPD member, try to find someone who is. In addition or instead, the briefings and articles below range from basic to more detailed. Obviously there is a lot of overlap, but they all have different emphases so you should probably look at all of them.

- "Handy guide to the GDPR for HR professionals", two-page intro from Brodies solicitors, www.brodies.com/sites/default/files/handy_guide_gdpr_-_hr_professionals_j_keir.pdf.
- "What impact will the GDPR have on employers?", HR Review, 19 September 2017, <http://www.hrreview.co.uk/analysis/impact-will-gdpr-employers/105990>. Good overview of issues for HR.
- "GDPR six months out: a lifeline for anxious HR practitioners" (except it's now only three months out), Taylor Wessing solicitors, 15 November 2017, <https://united-kingdom.taylorwessing.com/en/insights/law-at-work/gdpr-six-months-out-a-lifeline-for-anxious-hr-practitioners>. Particularly helpful on handbooks and policies.
- "General Data Protection Regulations: Key implications for employers", Anthony Collins solicitors, 15 March 2017, <https://newsroom.anthonycollins.com/ebriefings/general-data-protection-regulations-key-implications-for-employers/>. Particularly helpful on privacy notices
- "Lawful processing of HR data under the GDPR", Taylor Wessing solicitors, March 2017, <https://www.taylorwessing.com/globaldatahub/article-processing-of-hr-data-under-the-gdpr.html>. Particularly helpful on the issue of consent versus the other bases for lawful processing in relation to staff.

Faith organisations

This briefing is written for churches, but applies in the same way to other religious bodies.

- "Data protection and the GDPR: What do you need to know?", Anthony Collins solicitors, January 2018, <http://www.anthonycollins.com/media/2530/data-protection-and-the-gdpr-what-do-you-need-to-know.pdf>.

Contracts with data processors

A data processor is a third party who processes, on behalf of a data controller, information from which living individuals can be identified.

GETTING SORTED FOR GDPR

- For the distinction between a data processing arrangements and data sharing: "Check your contracts", Stone King solicitors, 31 October 2017, <https://www.stoneking.co.uk/literature/e-bulletins/check-your-contracts>.
- For what the GDPR requires for contracts with data processors: The section on contracts in the ICO's "Guide to the General Data Protection Regulation", <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/contracts/>.

PREVIOUS UPDATES: In due course these will go onto a new version of Sandy's legal update website for voluntary organisations. In the meantime, contact Sandy if you want them.

- 1801 Charitable company conversion to charitable incorporated organisation (CIO) (1/2/18)
- 1802 New rules on CIO/SCIO names (6/2/18)
- 1803 Getting sorted for GDPR (13/2/18)

BACK TO WORK

Helping you take the first step on your journey back to work



If you are unemployed, thinking about returning to work and feel like you need some support then an Essex based project could be just what you need. HeadsUp is a free programme funded by the Big Lottery Fund and European Social Fund and is designed to help people who have a common mental health problem such as anxiety or depression find and

maintain work after a period of unemployment. People may be referred by an organisation but can also refer themselves.

Those wishing to take part will be matched with a peer support worker, someone who has been in a similar situation and have returned to work, who will help them to improve the practical skills needed to help find a job such as writing a great CV or practicing interview techniques. As well as the practical stuff, the programme also places a great deal of emphasis on exploring and dealing with the emotional barriers that could be standing in the way of returning to work. Through a series of interactive workshops participants identify these barriers and find ways to boost self-confidence, take charge of their well-being and learn tricks to increase personal resilience.



When participants are ready HeadsUp can help looking for jobs and filling in application forms. They are already working with National Employers such as Sainsburys, M&S and McDonalds along with local businesses including Rose Builders, Cloud FM and Southend Cliffs Pavillion who are offering our participants opportunities such as work experience and placements. Others are supporting the project by offering insight into their industries through Talks and Mock Interviews.

So far more than 130 people across Essex have signed up to the programme and comments such as these show how the project is having an effect

‘Started to make me feel more positive about the future’

‘Brilliant, the service is brilliant, my peer support worker is amazing – kind, supportive, proactive’

‘Not being made to feel stupid or judged is a breath of fresh air. The workshops are a brilliant idea’

The support received will last for as long as it’s needed, even when employment is successfully found. Participants can move through the programme at a pace that suits them and be confident that they’ll be supported all the way through by a peer support worker.

If you, or someone you know is ready to make some positive changes to life and take the first step on a journey back to work then visit www.enableeast.org.uk/headsup to find out where you can access the programme in your local area, or email: headsup@enableeast.org.uk. You can also follow the programme on social media @HeadsUpEssex.

CORE COST FUNDING AVAILABLE

Grants of up to £10,000 are now available from the Comic Relief Core Strength - Local Communities Programme to support voluntary and community organisations.



This programme invests in the development of organisations working within disadvantaged communities.

If you would like to apply, please call the ECF grants team on 01245 356018 to discuss your funding request.

VOLUNTEER SECTOR

Points of Light Celebrate NHS70

To mark the NHS turning 70 on the 5th July 2018, Points of Light will be celebrating volunteering across the health and social care sector. The Prime Minister will be awarding outstanding individuals from the 5th June 2018 to the 5th July 2018.

About Points of Light

Points of Light are outstanding individual volunteers – people who are making a change in their community. Every week day the Prime Minister recognises an inspirational volunteer with the Daily Point of Light award.

UK Points of Light was developed in partnership with the US Points of Light programme, and launched in the Cabinet Room at 10 Downing Street in April 2014. Since then hundreds of people have been named Points of Light by the Prime Minister, highlighting an enormous array of innovative and inspirational volunteering across the length and breadth of Britain.

Call to Action

Do you know an outstanding volunteer working in the health and social care sector? If so, we want to hear from you!

If you know a volunteer whose work is inspirational, innovative and impactful and you believe deserves a Point of Light award, then get in touch. Please send the name of your nomination, their age, and a short paragraph telling us about their work, how many people their volunteering is helping and the impact their work is having in their communities to:

pointsoflight@culture.gov.uk

Please send any nominations by Friday 13th April 2018.

VACANCIES



Basildon, Billericay & Wickford | CVS

Care Navigation (Social Prescription) Project Lead & Navigator

Experienced project manager in a health or social care setting? Then this role may be for you. BBWCVS is working in partnership with Provide and Community Agents to develop and deliver a Care Navigation Service for Basildon and Brentwood Clinical Commissioning Group.

We are seeking to a Project Lead who will:

- Be responsible for liaison and the development of effective working relationship with health professionals and GP's.
- Work with voluntary and community groups to provide patient support for GP practices and local health providers.
- Support a team of two staff
- Undertake some client navigation work

Experience in a health or social care setting is desirable.

The closing date for these posts is Tuesday 3 April at 4.30pm. Shortlisted candidates will be required to attend a local interview in the week commencing 9 April.

This is a fixed term contract initially for a 12 month period. The successful candidates will be required to undertake an enhanced DBS check and a right to work in the UK check

SP Navigator Salary: SO1 scp 31 £27,668 (pro rata 28 hrs)

For more information and details of how to apply please visit: BBWCVS website at www.bbwcvs.org.uk where applications can be downloaded. Alternatively email admin@bbwcvs.org for an application pack.

Social Prescription Service Project Manager

Basildon Billericay & Wickford Council for Voluntary Service (BBWCVS).

LOCATION: Based at George Hurd Centre, Audley Way, Basildon but with travel throughout the area of benefit - Basildon, Billericay and Wickford.

REPORTING TO: Chief Officer

HOURS: 28 hours per week

SALARY: SO2 sp

FIXED TERM: 12 months. (Subject to performance and funding)

Main Duties and Responsibilities

To provide project leadership ensuring effective project mobilisation and delivery.

To undertake liaison and the development of effective working relationship with health professionals and GP's.

To ensure timely and effective monitoring and reporting of project milestones to the CVS Chief and Project Steering Group.

To oversee the recruitment, retention and training of a team of volunteers to support patients accessing the service.

To provide supervision and support to the Social Prescription navigators and project administrator.

Undertake and manage a client case load

1. Project leadership and delivery.

To help deliver effective referral pathways in line with the delivery of a Care Navigation

To work to agreed service standards and outputs.

To undertake and manage a client caseload

2. To undertake liaison and the development of effective working relationship with health professionals, GP's and Voluntary Sector Partners.

2.1 Liaise and develop effective working relationships with health professionals and GP's.

2.2 Ensure that the team is fully integrated within the Care Navigation Partnership.

2.3 Work with VCS providers to support GP practices with agreed referral pathways.

2.4 Work with other providers, such as Community Agents, to determine how services are best able to support one another.

3. Staff and Volunteer Management

3.1 To oversee the recruitment, retention and training of a team of volunteers to support patients accessing the service.

3.2 To assess and monitor volunteer workloads.

3.4 To provide supervision and support to the Social Prescription navigators and project administrator.

3.5 To ensure effective implementation of the services safeguarding monitoring policy and practice, including ensuring appropriate DBS checks are carried out.

4. Project monitoring and reporting.
 - 4.1 To ensure monitoring and reporting arrangements is captured in a consistent and systematic way.
 - 4.2 To track progress against targets and report on a periodic basis to the project team, Chief Officer, project steering group and CVS Board.

5. Internal
 - 5.1 To attend internal meetings as appropriate.
 - 5.2 To attend own supervision and 6 monthly appraisal with the Chief Officer.
 - 5.3 To support the development of BBWCVS in line with PQASSO quality assurance standards.
 - 5.4 To contribute to BBWCVS' newsletter on project progress.

6. Other
 - 6.1 Report to the project steering group on unmet needs of service users.
 - 6.2 To keep up to date with relevant policies and practices, including research relating to social prescribing.
 - 6.3 To comply with BBWCVS' equal opportunities policy, health and safety and safeguarding requirements and assist with its implementation and review.
 - 6.4 To carry out other reasonable tasks consistent with the grading and level of the post.

This job description will be reviewed at the 6 month review.

Developed CEO: 12 August 2015

Reviewed: 22/3/18 CEO

PERSON SPECIFICATION

Skills, Knowledge, and Experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Experience	Essential	Desirable	Shown by
At least 2 years experience of working in the voluntary and community sector or a health/social or community setting (e.g. advocacy, nursing, psychology, physiotherapy, counselling, coaching or social work). <u>Experience of working in a health/social setting is preferred and desirable.</u>			Application form & interview
Experience of developing and maintaining partnerships with a range of partners from the public and voluntary sectors.	E		Application form & interview
Experience of using and maintaining databases and client notes.	E		Application form & interview
Experience of working with health care professionals.	E		Application form & interview
Experience of working with and supporting volunteers.	E		Application form & interview
Two years' experience of managing a client caseload			
Experience of monitoring outputs and outcomes of projects.	E		Application form & interview
Skills and Knowledge			
An understanding of the concept and benefits of social prescribing.	E		Application form & interview Presentation
Ability to develop and deliver quality services.		D	Application form & interview
Experience of working with people with long term conditions.		D	Application form & interview
Strong motivational skills with the ability to innovate and inspire to take responsibility for their own development.	E		Application form & interview
Excellent co-ordination and organisational skills, including ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines.	E		Application form & interview
Excellent communication, interpersonal, written and presentation skills, including communicating with a variety of audiences	E		Application form, interview and presentation
Ability to deal with complex and difficult emotional situations.	E		Application form & interview
Ability to work unsupervised and to make decisions while prioritising ever changing workloads.	E		Application form & interview

High level of computer literacy including applied knowledge of Microsoft Office (Word, Excel and Outlook).	E		Application form & interview
Anti-discriminatory practice and promoting diversity.	E		Application form & interview
Personal Attributes			
High degree of empathy, understanding, diplomacy, honesty and integrity.	E		Application form & interview
Understanding of the importance of confidentiality and the requirement of the Data Protection Act	E		Application form & interview
The ability to give guidance in a positive and empowering way	E		Application form & interview

For more information and details of how to apply please visit: BBWCVS website at www.bbwcvs.org.uk where applications can be downloaded. Alternatively email admin@bbwcvs.org for an application pack.

EVENT DIARY

VCS Event Diary/Calendar 2018

Date	Event	Contact
Thurs 29 March 11.30am - 12.30pm	GDPR: A practical guide for HR professionals. Webinar	Book Here
Tues 17 April 10am- 12pm 6.30pm - 8.30pm	ECVYS & the GDPR Training Skreens Park Activity Centre, Skreens Park Road, Chelmsford. CM1 4NL	Book Here
Tue 15 May 9.30am - 3.00pm	All Ears! Living With Hearing Loss, The Education Centre, Basildon Hospital	help@hearinghelpessex.org.uk 01245 496347
Wed 23 May	Who Will Care Awards 2018	Anglia Ruskin University in Chelmsford

Contact Us

For more information on the 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 admin@bbwcvcs.org.uk