


<b>Meeting</b>	Volunteer Coordinators Forum	<b>Date</b>	Tuesday 19 <sup>th</sup> April 2016	 <p>Volunteer Centre Manchester</p> <p>Managed by Macc</p>
<b>Venue</b>	<b>5.207, 5th Floor, University Place</b> University of Manchester Oxford Road Manchester, M13 9PL	<b>Time</b>	10 am – 12 pm	
<b>Attendees</b>	<b>Jack Puller</b> (Macc) <b>Barkery Jammeh</b> (Macc) <b>Oliver Cranfield</b> (Macc) <b>Millie Loxton</b> (University of Manchester) <b>Will Clark</b> (University of Manchester) <b>Suria Khan</b> (Manchester Deaf Centre) <b>Stefania Alberoni</b> (ME1 Positive Personal Development / Volunteer Centre Manchester) <b>Julie Mullaney</b> (Irish World Heritage Centre) <b>Cathy Chapman</b> (Refugee Action) <b>Zoe Willock</b> (Manchester Histories) <b>Annika Edge</b> (Quays Culture) <b>Jo Tripney</b> (Reach Out) <b>Ruqayyah Karajada</b> (Greater MCR West Mental Health NHS Foundation Trust) <b>Roxanna Locke</b> (RE:Dish) <b>Ashley Williams</b> (MMUnion) <b>Sarah Gray</b> (GM Talent Match) <b>Alison Taylor</b> (Missing People) <b>Leo Woodhead</b> (Gaddum Centre) <b>Kate Deamon</b> (George House Trust)			
<b>Apologies</b>	N/A			

Agenda Item		Purpose	Who	When
<b>1. Welcome, Introductions and Update from Partners</b>				
	Jack led a round of introductions inviting attendees to share and update on their work and respective organisations.	<b>Information</b>	<b>All</b>	
<b>2. VCM / Macc Update &amp; 3. NCVO Updates / Points of Interest</b>				
	<b>Jack</b> shared key messages, updates, events and information pertaining to Macc and the Volunteer Centre:	<b>Information</b>	<b>All</b>	

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<p><b>Volunteers' Week 2016 (See: <a href="http://bit.ly/1NcSIEW">http://bit.ly/1NcSIEW</a>)</b></p> <p><i>Volunteers' Week is an annual celebration of the fantastic contribution millions of volunteers make across the UK – and it's taking place from the 1-12 June 2016.</i></p> <p>Unlike that of previous years, Volunteers' Week will mark 'The Big Celebration' (see: <a href="http://bit.ly/20s7Bns">http://bit.ly/20s7Bns</a>) by taking place over a 12 – day period.</p> <p>The volunteer centre intends to host a Volunteering Fayre in the city centre during this window; <i>to celebrate the contribution of volunteers and to raise the profile of volunteering.</i> Further information about this event and an invitation to participate will follow in due course.</p> <p>A Resource Pack for Volunteers' Week 2016 is available to view, download and print at: <a href="http://bit.ly/1Vum98t">http://bit.ly/1Vum98t</a>.</p> <p><b>VCM Training 2016</b></p> <p>The Volunteer Centre is developing a training schedule for the coming years (April 2016 – April 2017).</p> <p>Free or low cost training will be available to Volunteers and Volunteers Managers in a number of topics including – and not limited to:</p> <ul style="list-style-type: none"> <li>• Volunteers and the Law</li> <li>• Managing Volunteers</li> <li>• Recruit, Retain and Motivate Volunteers</li> <li>• Public Speaking and Presentation Skills</li> <li>• Mental Health Awareness</li> </ul> <p><b>Further information on upcoming training will be shared in due course and is available to view at: <a href="http://bit.ly/1WVzNCJ">http://bit.ly/1WVzNCJ</a>.</b></p>			

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<p>To help shape it's wider offer around training, Macc – the organisation that manages the volunteer centre, invites responses to its annual Training Needs Analysis – this is available to view at: <a href="https://www.surveymonkey.co.uk/r/QHZJJKJ">https://www.surveymonkey.co.uk/r/QHZJJKJ</a>.</p> <p><b>Spirit of Manchester Awards 2016</b></p> <p>Jack reminded the forum that nomination for the Spirit of Manchester of Awards; <i>a series of awards celebrating and highlighting all the excellent work being carried out in Manchester's voluntary and community sector</i> is open until <b>30<sup>th</sup> April 2016</b>.</p> <p>Oliver also shared information about the Spirit of Manchester Fund; <i>Macc will give grants of up to £250 to voluntary, community or social enterprise (VCSE) organisations that can work together with at least one other similar organisation to deliver a mini-project in north Manchester.</i></p> <p><b>Applications to the programme close on Friday 6 May 2016.</b></p> <p>Further information about this programme is available via the Manchester Community Central website at: <a href="http://bit.ly/1QKqm6b">http://bit.ly/1QKqm6b</a>.</p> <p>Further information about the Spirit of Manchester Awards is available to view at the Manchester Community Central website: <a href="http://bit.ly/1Enun4f">http://bit.ly/1Enun4f</a>.</p> <p><b>NCVO UK Civil Society Data Almanac</b></p> <p><i>The UK Civil Society Almanac is the definitive reference publication for anybody interested in the voluntary sector, and its role in civil society. It draws together trends, facts and information from our own research programme, plus the latest available data from government surveys, academic research, and research by voluntary organisations.</i></p> <p>Jack highlighted some key points from the Almanac and suggestions on how the data may be useful when used in conjunction with the work of volunteer managers.</p>			

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<p><b>The UK Civil Society Data Almanac is available to view at:</b>  <a href="http://bit.ly/1VupXGM">http://bit.ly/1VupXGM</a>.</p>			
<b>3. Presentations / Discussion</b>			
<p>Jack invited the nominated speakers to present information about their organisations:</p> <p><b>Sarah</b> is from Greater Manchester Youth Network; <i>who works with young people and organisations to participate develop and achieve</i>. Sarah shared information about Greater Manchester Talent Match; <i>a Big Lottery-funded programme bringing together the private, public and voluntary sectors to support young people aged 18-24 who have not been in employment, education or training for twelve months or more and who need extra support to help them along their pathway to work</i>.</p> <p>Sarah invited contact from any organisation interested in the work of Talent Match and/or to discuss potential volunteering opportunities that could be shared via the Opportunities Hub on the Talent Match website (<a href="http://bit.ly/1VERx8T">http://bit.ly/1VERx8T</a>), <b>0161 274 3377 / 3299, <a href="mailto:sarah.gray@gmyn.co.uk">sarah.gray@gmyn.co.uk</a></b>.</p> <p><b>Millie</b> is from the Volunteering and Community Engagement Team at the University of Manchester; <i>who offer information, advice and support about volunteering and other social action to students</i>.</p> <p>Millie highlighted the potential to work in partnership with volunteer involving organisations; <i>to promote opportunities via the CareersLink platform (<a href="http://bit.ly/1TzXziK">http://bit.ly/1TzXziK</a>), offer placements or one off activities with the Manchester Leadership Programme (<a href="http://bit.ly/1WWIJWY">http://bit.ly/1WWIJWY</a>) and at an annual Volunteering Fayre during Fresher's Week</i>.</p>			
<b>4. General Opportunities / Resources / Training and Development</b>			
<p>Jack shared other key messages and information with the forum:</p>	<b>Information</b>	<b>All</b>	

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<ul style="list-style-type: none"> <li>• <b>Resources from VolunteerPro/Tobi Johnson;</b> <i>VolunteerPro is a learning community for Volunteer Managers; a FREE Weekly eNewsletter features resources, information and ideas around managing volunteers. Two recent publications of note include <b>Volunteer Management: The First 90 Days</b> and <b>Teambuilding Ideas for Volunteers</b> which are available to view, download and print at: <a href="http://bit.ly/1SPLpiY">http://bit.ly/1SPLpiY</a> &amp; <a href="http://bit.ly/20y6Sml">http://bit.ly/20y6Sml</a>.</i></li> </ul> <p style="text-align: center;"><b>You can read more about VolunteerPro via their website at:</b> <a href="http://bit.ly/1Xzvf14">http://bit.ly/1Xzvf14</a>.</p> <ul style="list-style-type: none"> <li>• <b>Small Charity Week 2016;</b> <i>Small Charity Week celebrates and raises awareness of the essential work of the UK's small charity sector who make an invaluable contribution to the lives of millions of individuals, communities and causes across the UK and the rest of the world.</i></li> </ul> <p style="text-align: center;"><b>You can read more about Small Charity Week via their website at:</b> <a href="http://bit.ly/265z3x0">http://bit.ly/265z3x0</a>.</p> <ul style="list-style-type: none"> <li>• <b>Introduction to the Voluntary Sector Course from the Open University;</b> <i>this free course is available via the Open University website at: <a href="http://bit.ly/1RzbOR8">http://bit.ly/1RzbOR8</a>.</i></li> </ul>			
<b>4. Any other business?</b>			
<p><i>No other business is raised at this time.</i></p>	<b>Information</b>	<b>All</b>	
<p><b>Jack</b> closes meeting and opens the forum to networking.</p>	<b>Information</b>	<b>All</b>	
<b>5. Next Meeting</b>			
<p><b>Tuesday 21<sup>st</sup> June 2016, 10 am – 12 pm at Rise Manchester, 231 Deansgate, Manchester, M3 4EN</b></p>			

*Wythenshawe VCF to be confirmed.*