
Volunteers' Week 2018 Planning / Working Group Meeting

13 February 2018, Macc, Manchester City Centre

Facilitated by: Jack Puller, Active Communities Manager, Macc

Notes and actions

Rationale:

“[Volunteers' Week](#) is an annual event which takes place at the start of June. It celebrates the contribution made by millions of volunteers across the UK. It's run by NCVO in partnership with Volunteer Development Scotland, Volunteer Now (Northern Ireland) and Wales Council for Voluntary Action.”

Volunteer Centre Manchester (VCM; which is managed by Macc) marks Volunteers' Week annually with events and activities in the city: issuing certificates, delivering training, marketing campaigns, volunteering fairs etc.

Similar activities are planned for 2018. The VW Planning / Working Group will support the planning, development and delivery of the volunteers centre's VW programme (hopefully annually).

The volunteer centre is also keen to “bring in” some perspective, insight and representation from people who actively support volunteering, volunteer or give their time in Manchester; by inviting them to join it's Volunteers' Week 2018 Planning / Working Group.

Volunteer Centre Manchester provides information, support and training to Manchester residents who want to volunteer, and supports Manchester-based organisations who want to recruit volunteers, need help and advice to develop new roles, introduce/update policies and procedures or have a training need.

Macc is the voluntary, community and social enterprise (VCSE) sector support organisation for the city of Manchester.

Services and activities such as capacity building, the Voluntary Sector Assembly and Volunteer Centre Manchester are available through Macc's service website: Manchester Community Central, www.manchestercommunitycentral.org.

2 people attended the VW 2018 Planning / Working Group for February 2018.

Actions are highlighted with an asterisk (*).

Welcome and Introductions

Jack invited those in attendance to introduce themselves.

In the event that more people join the next Planning / Working Group, everybody will be asked to share something about what they already do for VW, or comment on their past experiences of it.

Things that are already in place...

Jack shared an update on matters relating to VW, and what the volunteer centre has already put in place for 2018:

- Macc/VCM is part of NCVO's National VW Working Group. The next meeting will be taking place in early March.

****Jack to provide updates from the National VW Working Group at future Planning / Working Group meetings.***

- A Volunteering Fair to coincide with VW has been booked:
 - The fair will be taking place on **Monday 4 June 2018, 10:30 – 14:30**, and as in previous years, the venue will be the Performance Space at Manchester Central Library
 - There will be spaces available for up to 40 volunteer-involving organisations to book as stallholders to promote their volunteering opportunities
 - A flyer has been produced, and news items are scheduled to feature on the Manchester Community Central website and via social media
 - The booking system for stallholders has been set up and will 'go live' on the Manchester Community Central website in late March/early April
 - It is hoped that a series of 'Mini Volunteer Induction Events' will run concurrently with the volunteer fair; where participants would be encouraged to visit the event afterwards

****Jack to circulate the flyer for the volunteering fair – the flyer can be viewed at:***

<https://www.manchestercommunitycentral.org/sites/manchestercommunitycentral.co.uk/files/RSHOW%20POSTER%20VW%2017%20%28City%20Centre%29.pdf>

- The volunteer centre will be issuing Reward and Recognition Certificates for Volunteers:
 - Volunteer-involving organisations can nominate their volunteers and supporters to receive a volunteer centre/VW-branded certificate. Individuals or groups can be nominated to receive the certificates, and there's no strict criteria to tender them (nominating organisations need to be registered with the volunteer centre)
 - There's an option to include a personalised thank you message, the certificates are also endorsed by a person of profile (usually the Lord Mayor of Manchester)
 - These have been issued [in previous years](#), and will be refreshed for VW 2018

Ideas and development for VW 2018...

Jack shared some ideas and development opportunities for VW 2018:

- **Social Media**
 - Setting up a 'Twitter Takeover'; supporting volunteers and volunteer-involving organisations to use the traction and pull of the volunteer centre's twitter feed, thank volunteers, share their stories and curate their own unique content

- **Special [Manchester Volunteer Meet Up](#) for VW**

Jack also described how the volunteer centre wants to help volunteer-involving organisations, volunteers and people that give their time to manage their own involvement in VW; and would like to explore how this could be achieved at future Planning / Working Group meetings.

Those in attendance were also encouraged to share Ideas and development opportunities:

No other points we're raised at this time.

****These suggestions will be explored further, and others added at the next VW Planning / Working Group meeting.***

AOB and Networking

No other points we're raised at this time.

Jack said that time for AOB and Networking will be afforded at the start and end of future Planning / Action Group meetings.

The next VW Planning / Action Group will be taking place on:

Tuesday 13 March 2018

Venue: Board Room, Macc, Swan Buildings 20 Swan Street, Manchester, M4 5JW

Arrival and Networking: 14:00

Start: 14:30

Finish: 16:00

Jack closes the meeting.

Details of future Manchester Volunteer Meet Ups can be found via the Manchester Community Central website: www.manchestercommunitycentral.org, Facebook: /VCMOfficial and Twitter: @VolunteeringMcr.

For further information, you can also call 0161 830 4770, or email info@volunteercentremanchester.co.uk with the Subject: Volunteers' Week Planning / Working Group.
