

Volunteer Centre Dundee Bulletin

December 2009 – Issue 32

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This is our last bulletin of the year – just where has this year gone? I don't know it just seems to go faster as you get older. We have had a very busy year with over 100% increase in enquiries from people looking to volunteer. We are getting great results by sending emails directly to volunteers with your latest opportunities and one-off events. We are also delighted with the development of our local Volunteer Friendly Award (VF) with 12 organisations already achieving it. We look forward to sending you more volunteers, working with organisations to achieve the VF Award as well as facilitating a new forums and training calendar.

All that is left is to wish everyone the best for Christmas and New Year from all of us at the Volunteer Centre. We look forward to working with you in the New Year.

Wendy

Please feel free to forward this bulletin on.

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Data Protection Act 1998

What's it all about?

The Data Protection Act 1998 protects the personal data of an individual processed by groups and organisations to ensure that they process the data fairly and legally. It gives the individual a right to ask to see any information that is held on them. All personal data that is collected must be done so that it

complies with the 8 principles of the Data Protection Act. In summary you must:

- have legitimate reasons for collecting and using the personal data;
- not use the data in ways that have unjustified adverse effects on the individuals concerned;
- be open and honest about how you intend to use the data, and give individuals appropriate privacy notices when collecting their personal data;
- handle people's personal data only in ways they would reasonably expect; and
- make sure you do not do anything unlawful with the data.

Who needs to comply?

If your organisation or group collects and stores personal data either manually or on a computer you will need to comply and usually register with the Information Commissioner Office (ICO). This costs £35 per year and is updated annually. It's easy to register and the website has lots of information and free guides that you can download or request copies of that will help. In some cases you may not have to register. This applies only in certain [circumstances](#) (link to ICO website on exemption) and it's always best to check first with the Information Commissioner just to confirm this. Download the [Guide to Notification](#) (pdf file) from the ICO website.

If you want further information on how to ensure you are complying with the Data Protection Act visit the [Information Commissioner's Website](#).

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Guide to Recruiting and Managing Volunteers

I came across a new publication from the Idiot's Guide series for Volunteer Management. [The Complete Idiot's Guide to Recruiting and Managing Volunteers](#) (link to Amazon) by John Lipp published October 2009. It is crammed with a lot of very useful information into 304 pages, all in bite-sized chunks. We will add it to our information library very shortly and anyone would be welcome to borrow it.

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DUNDEE CITIZEN OF THE YEAR 2010

Do you know someone who has provided outstanding service to the community, is the first to Volunteer, Provides Selfless Service to a Voluntary Body?

Then that person could be Dundee's citizen of the year.

All you have to do is complete a nomination form and return it to the support services department by Thursday, 31st December 2009.

Forms are available on the council's website - www.dundee.gov.uk/supportservs/citizenyear or by telephoning 434444.

Do not delay nominate your citizen of the year today.

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Pilotlight Scotland

Pilotlight Scotland provides a strategic planning and skills development service completely free of charge to small charities and social enterprises. We put together teams of 4 senior business people to work with organisations over a 12-18 month period, meeting on a monthly basis. We work with the Chief Executive of an organisation (or equivalent role) and the whole process is arranged, managed and facilitated by a dedicated Pilotlight Project Manager.

Pilotlight Scotland believes in alleviating disadvantage. By creating effective partnerships, it can strengthen the third sector's ability to help more disadvantaged people, more effectively. We also evaluate the impact of our work with charities and social enterprises to establish the level of tangible difference being made.

We have recently come to the end of a number of our first projects, and we are delighted to report some excellent and positive feedback from the charities on their experiences with Pilotlight Scotland (see our website www.pilotlight.org.uk for more details).

As these projects have ended we now have the resource to take on additional charities and social enterprises in Scotland. We are particularly keen to attract charities from the Dundee area so we would appreciate it if you could advertise this for us in your bulletin, using the enclosed Word document text.

Also if you happen to know of any charity or social enterprise that could do with some support with their strategic business planning and fit with our criteria, please let us know or pass our details onto them.

If you are interested in finding out more, you can either phone Pilotlight on 0131 243 2768 or email Ken Campbell on KCampbell@pilotlight.org.uk.

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Wave of Friendship

The Wave of Friendship is a volunteer exchange programme which has promotes and supports the exchange of volunteers between Scotland and London by the provision of bursaries to cover travel, accommodation and other expenses.

Volunteers can choose any opportunity that takes place between now and September 2012 that demonstrate the values of the Olympics movement:

Friendship, Respect, Excellence, Courage, Determination, Equality and Inspiration. Suitable opportunities are likely to be for a set time, rather than an ongoing commitment, and could include providing support for an event, carrying out an assignment or volunteering for a fixed period of time.

The application process is easy and successful applicants receive bursaries of up to £500 to cover their costs.

We are seeking organisations which would like to participate in the programme by notifying us of volunteering opportunities which would be suitable for the scheme, or by publicising the scheme to their volunteers and supporters and encouraging them to apply to take part in the volunteer exchange programme.

For more information email wof@peoplemakingwaves.org or phone Rebecca Dadge at VDS on 01786 479593

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Training and Forums – looking back and moving forward

Forums have taken place every couple of months throughout the year – there have been two at Number Ten and others held at The Brae, Fairbridge, Homestart and Tayside Recyclers. These visits to other organisations have proved extremely useful as we have been able to see firsthand what that organisation is about as well as meeting the volunteers and staff. Additionally, we held an open-day in the Volunteer Centre in February and facilitated a working group on the Volunteer Impact Assessment Toolkit.

We have looked at many aspects of volunteer management at the Forums: from the National Occupational Standards in Volunteer Management, Data Protection, PVG updates, Training and Volunteer Friendly to Celebrating Volunteers and citywide events during Volunteers Week. Volunteer Coordinators have been able to hear about events from each other, share good practice and find out if there are any free resources which they could tap into!

Since January, we have had over 40 coordinators attending from 35 organisations around the city. Next year we would like to have more of you come along and hope that we may see you (if you don't already attend) during 2010.

If you would like to get involved in 2010 the first meeting is on Thursday 14th January from 11am – 1pm at Number Ten, 10 Constitution Road, Dundee, DD1 1LL

“Co-ordinating Volunteers – Human Resource Management at the Cutting Edge” will be led by Kathryn Mackenzie, Manager of the Volunteer Centre;

“As it's a new year and what feels like a new world for voluntary organisations and volunteering I want to start a discussion. The job you're doing is vital but what is your influence? What's the Manager's

Forum role in the Volunteer Friendly Award? How does the Manager's Forum fit with Dundee's Community Planning Partnership? What is the single outcome agreement anyway? If you're still reading this then you are a perfect candidate for coming along on the 14th January 2010 – see you then!" Kathryn

Please contact Anne Leslie on 01382 305705 to book a place or email anne@volunteerdundee.org.uk

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Funding

Big Lottery Fund announces new youth programme

Five-year grants available for projects that support young carers, people leaving care and young offenders. The Big Lottery Fund has announced that it will spend at least £30m next year on projects that support young people. The new funding will be given to charities and public sector bodies that assist young carers, young people leaving care and young offender institutions. At least 80 per cent of the funding will be allocated to charities and community groups. Peter Wanless, chief executive of the Big Lottery Fund, said the grants would last for up to five years and would be worth between £150,000 and £500,000 in total, although it was possible that larger grants would be made.

He said the £30m would be allocated next year, but it was not yet clear whether it would be made available before or after the general election, which is due to be held by June 2010. Wanless said a panel of young people would help to decide which projects would receive funds under the scheme. Funding applications that young people had directly contributed to would be looked upon favourably, he said. The Big Lottery Fund is inviting charities to provide feedback on how the funds should be allocated by emailing youngpeople@biglotteryfund.org.uk by 15 January 2010.

By Kaye Wiggins, Third Sector Online, 10 December 2009

Next Deadline looming for Children in Need

You still have time to get in your application for the 15 January deadline if not the other deadlines are: 15 April, 15 July, 15 October.

Within the general grants programme, you can apply for:

Small Grants of £10,000 or less per year for up to three years

Main Grants over £10,000 per year for up to three years

Visit Pudsey and the gang for more information at

http://www.bbc.co.uk/pudsey/grants/general_grants.shtml

Voluntary Action Fund: next round closes 31st December

Applications are welcomed from small community and not-for-profit groups who can apply for a small grant up to £1,000 to fund general activities or a specific project. Click [here](#) for more. This could be to train committee members or volunteers, attend training or conferences and to help build and develop organisations.

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Volunteers Offering Services

Please note that we do not screen volunteers in any way.

Name: Meena Sharma

Services on offer: Yoga, Coaching and Health Advice

Skills and Experience: Sports, Athletic and Cricket

Times/Commitment: flexible.

Contact: meena.s@hotmail.com

Contact

Wendy Sutherland, Information Worker at wendy.sutherland@volunteerdundee.org.uk

Telephone 01382 305705

Regular news and training details are posted on our website at www.volunteerdundee.org.uk

All earlier issues of the ebulletin available for download on the news page

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Registered address: Number Ten, 10 Constitution Road, Dundee, DD1 1LL, Tel 01382 305705, Fax 01382 305750, Email: info@volunteerdundee.org.uk