

## DOES YOUR ORGANISATION NEED A:-

- Befriender
  - Driver
- Receptionist
  - Advocate
- Office Assistant
- Reading Partner
  - Mentor
  - Gardener
- Play Assistant
  - Fundraiser
- Events Assistant
- Trustee/Treasurer
- Retail Assistant

## INTERESTED IN FINDING OUT MORE ABOUT OUR SERVICES?

### Please Contact Us at:

8 Brampton Road  
Bexleyheath  
Kent DA7 4EY

**Telephone:** 020 8304 0911  
(Answerphone available out of hours—please leave a message!)

**Fax:** 020 8298 9583

**Email:** [bexleyvc@bvsc.co.uk](mailto:bexleyvc@bvsc.co.uk)

**Website:** [www.bvsc.co.uk](http://www.bvsc.co.uk)

### Opening Hours:-

9.30 am—1.00 pm  
2.00 pm - 4.00 pm

Volunteer  
Centre Bexley  
is a service of  
Bexley  
Voluntary  
Service  
Council



Registered Charity No 279880  
Company Limited by Guarantee No 1501746



## Need Volunteers?

## Want advice or help with your volunteer programme?



## We can help you !

## What does Bexley Volunteer Centre do?

The Volunteer Centre is a service of Bexley Voluntary Service Council (BVSC) which is the co-ordinating body for voluntary activity in the borough. The Centre is one of a network of national branded Volunteer Development Agencies which deliver six core functions relating to volunteering (please see our website for more information). These functions incorporate the strategic development of volunteering in Bexley and acting as a link between people who want to volunteer and organisations who involve volunteers. We work with public, private, voluntary and community organisations to promote volunteering, helping them to engage with volunteers in an appropriate way and also providing assistance with their employee volunteering schemes.

Please note that we cannot attest to the suitability of any volunteers signposted to your organisation because the responsibility for the recruitment and selection of volunteers lies with each individual organisation—this includes carrying out any necessary safeguarding or police checks. We can however help you to ensure you are following current good practice.

The Centre operates within the Policies and Procedures of BVSC.

## What can we offer your organisation?

- ◇ We can work with you to create attractive quality volunteering opportunities which we will then upload to the national website [www.do-it.org.uk](http://www.do-it.org.uk). Our team will then respond to the online enquiries and give potential volunteers your organisation's contact details
- ◇ Advice on current good practice in respect of all aspects of volunteer management
- ◇ A comprehensive series of training workshops covering all types of volunteering issues ie the basic elements of a volunteer programme, risk management, support and supervision of volunteers.... and much more!
- ◇ Access to BVSC's other services ie the Development Team which works with a range of organisations from small community led groups to larger organisations. A comprehensive training programme is also provided in respect of organisational issues ie commissioning, tendering for contracts and funding issues
- ◇ Bespoke training packages can be created on request although this may incur a charge—further details on request
- ◇ We also welcome suggestions for courses to meet your training needs and can signpost you to more specialist training if required

## What can we offer your organisation?

- ◇ Information on BVSC membership for community and voluntary organisations with charitable status based in Bexley or delivering services in the borough
- ◇ The opportunity to contribute to the strategic development of volunteering in Bexley through our consultations and customer feedback processes

### Our Projects Include :-

- ◇ Volunteer Support Project for clients with a mental health issue or a learning disability who need some extra support to volunteer. This also involves us working with organisations to help them be more inclusive—please either visit our website for more information or request the Project leaflet.
- ◇ Volunteering Drop-In Facility which has sessions on a Tuesday and Thursday morning at our offices and on Wednesday morning at Central Library Bexleyheath. Sessions out of office hours are also available. This helps potential volunteers find suitable volunteering opportunities through the "do-it" website under the guidance of a trained Advisor. One-to-one informal interviews are also offered for those people who do not want to use the computers. The Drop-In staff also respond to all the general and do-it volunteering enquiries and help maintain our database.