

BVSC FACTSHEET ADMINISTRATIVE SUPPORT FOR THE VOLUNTARY SECTOR

Many groups require administrative support. BVSC has researched a range of services to assist groups to access this.

Volunteers

Our Volunteer Centre Manager can help groups to develop roles for volunteers to assist with a variety of tasks, including taking of minutes, letters, etc. It can also help groups to find suitable volunteers. Contact the Volunteer Centre on 020 8304 0911 or email: lregan@bvsc.co.uk

Buying in Support from the Private Sector

Local agencies offering assistance with typing of letters, flyers, newsletters etc at reasonable rates are:

Typing 4U — call Sandra on 01322 529333 who will charge a reduced hourly rate of £12.50 to voluntary organisations. Also offers audio typing.*

M.A.K Bureau Tel: 01322 521881 Mob: 07706 103706 Charges: £10 per hour, £5 1/2 hour. *

Sonia Locke Secretarial Services tel: 020 8650 2999 or email: sonialocke@btconnect.com Charges are £15.50 per hour plus vat, £7.75 per 30 minutes plus vat.*

*please note BVSC are unable to provide testimonies for the above support services.

Library Computers

The local libraries offer free access to computers. Bexley Library Service offers, as part of its core service, IT-based resources, including a

web-site and access within its libraries to the Internet, web-based email and the Library Catalogue. Standard office software is also available at libraries for wordprocessing, spreadsheets, databases and presentations. IT Suites are installed at all libraries. Computers are bookable at all libraries. For further details, tel: 020 8303 7777 and select option 4.

The Small Groups Development Project

Our Small Groups Development Officer can assist groups to access funding to enable them to employ administrative staff. She can also assist with recruitment procedures. Contact the Small Groups Development Officer at BVSC

BVSC Printing Service

BVSC offers a printing service at reduced rates for members. This service includes photocopying which reduces and enlarges originals, high speed copying, and a laminating service. A price list is available from BVSC on request. Contact the Office Assistant or Administrative Assistant at BVSC on 020 8304 0911 for further details.

BVSC Collating Service

BVSC's Friday Group is a group of volunteers who meet on Friday mornings at BVSC and can assist with collating, stapling, and envelope filling. This is a free service. Contact the Office Assistant or Administrative Assistant at BVSC on 020 8304 0911 for further details.

BVSC Laminating Service

BVSC can laminate sheets up to A3 size. Contact the Office Assistant or Administrative Assistant at BVSC on 020 8304 0911 for further details.