

# A Year in our Life 2017-18



Registered Charity  
No. 1158780

It has been another interesting year which included a name change, change of geographical area and saying goodbye to members of the team. However, throughout the year we have continued to thrive and to ensure that member groups receive the support they need to develop and grow.

The main change was that, following 18 months of short term contracts, Horsham District Council chose to support Horsham community groups by providing its own 'in-house' service. This involved additional work and the loss of Claire Webley, our Community Coordinator in Horsham District. As a result, on 1st April 2018, Horsham and Mid Sussex Voluntary Action became Mid Sussex Voluntary Action.

Among the year's successes were our new website and volunteering webpages which enable prospective volunteers to search for local opportunities online. We have also redesigned our publicity, embraced social media and refreshed our ebulletin. Feedback about the website and ebulletin has been positive which is encouraging.

Thanks are due to colleagues on the Board and to the staff team who have worked tirelessly to overcome the challenges we faced during the year. We now look forward to the development of a countywide alliance that will enable organisations that provide support to voluntary and community groups to collaborate on certain

Supported by



work whilst retaining a local focus. This plan has been welcomed by West Sussex County Council and by the Districts & Boroughs.

We are grateful for all the support that you give us.

Your feedback helps us ensure that we are meeting the needs of community groups in Mid Sussex.

Dave Wellbelove (Chair of Trustees)  
Sue Edgson (Manager)



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# Our Year in Numbers

HAMSVA had **424** Member Groups

E-Bulletin - Information - Guidance - Resources - Networking

HAMSVA gave practical help to **195** Groups and Charities

Finding Funding - Arranging Training - Helping with Volunteering Management and Promotion - Supplying Model Policies - Signposting to Resources - Informing of Changes in Legislation

HAMSVA advertised **201** new volunteering roles for **265** Organisations

Food Banks - Local Museums - Older People's Councils - Stroke Clubs - Community Groups - Youth Groups - Lions - Scouts and Girlguides - Playgroups - Hospitals - Sports Clubs - Events

HAMSVA placed **46** Volunteers

Treasurer - Admin Helper - Gardener - Toddler Group Helper - Book Shop Assistant - HR Adviser - Befriender - Social Media Coordinator - Computer Club Assistant

HAMSVA organised **12** Training Courses

Lone Working - Data Protection - Bid Writing - Safeguarding - 1st Aid - Risk Management - Budgets, Accounts, Cash Flow and Forecasting - e-learning modules: Food Safety, Fire Marshalling

HAMSVA held **9** Events

'Recruiting Volunteers', 'Motivating & Retaining Volunteers' and 'Recruiting & Marketing' Volunteer Management Forums - 'Proving Your Impact' and 'What Next for Horsham' Networking Events - Volunteer Fairs - Storrington Volunteer Workshop

HAMSVA hired its community room to **39** Local Groups

Alcoholics Anonymous - U3A - Safe in Sussex - Sussex Oakleaf - Kangaroos - Marlins Swimming Group - Reaching Families - Mid Sussex Camera Club - Mid Sussex Wellbeing - Young at Heart - Park Wives

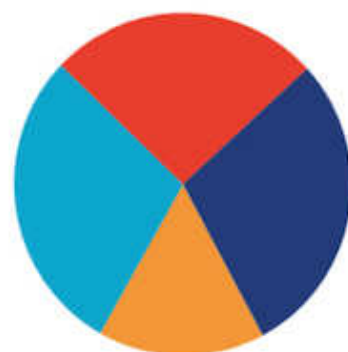
## Our Core Funding

West Sussex County Council's contribution in Mid Sussex District **29%**

West Sussex County Council's contribution in Horsham District **26%**

Mid Sussex District Council **29%**

Horsham District Council **16%**





# Our Highlights

Thanks to funding from Sussex Community Foundation we have made volunteering promotion and access to volunteering roles a whole lot easier by introducing new volunteering pages on our website. Organisations are now able to register their volunteering opportunities by logging into their online account whilst potential volunteers have a direct access to our database of volunteering roles. There is also a handy Q&A section.

The screenshot shows a website interface for finding volunteering opportunities. On the left is a vertical menu with orange buttons: 'VOLUNTEERING', 'Want to Volunteer?', 'Looking for Volunteers?', 'Opportunities', 'Your Account', 'Register as a Volunteer', and 'Register your Organisation'. The main content area is titled 'Search for Volunteering Opportunities in Mid Sussex'. It contains several search filters: 'Location \*' with a 'Town or Postcode' input field, 'Radius \*' with a '5 Miles' dropdown, 'Interests' with a 'Please select' dropdown, 'Activities' with a 'Please select' dropdown, 'Keyword' with an input field, and 'Organisation' with an input field. A red 'Search' button is at the bottom of the filters.

We promoted our new webpage at events, on local radio, in the press and in libraries

Luke volunteers in a Hospital Cafe. Without the help of HAMSVA he would never have known about this role. Volunteering has given him a sense of purpose, the feeling of doing something worthwhile and helped to build his confidence.



As part of the Mid Sussex Liaison Group, HAMSVA helped to organise a 'Get Fit for Funding' networking workshop to help selected charities and community groups learn about what to have in place in order to make a successful funding bid.



Here's feedback on some of our events and training courses

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*"Informative, professional and delivered in a friendly way. Felt very included."*

*"Great event, I learned a lot. It was really useful to look at an application form from a different aspect & learn from others' approaches"*

*"Trainers very knowledgeable. Venue good. Excellent."*

*"Clear, interesting, informative. Good set of attendees for sharing experience!"*

*"Made welcome. Friendly trainers. Useful info & exercises. I now have a broader knowledge of recruiting volunteers."*

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We modernised our fortnightly e-bulletin and updated our website.

We had to move premises but gained a great new community room!

At the end of March 2018 we ceased to work in Horsham District and became Mid Sussex Voluntary Action



# Our Board of Trustees

We asked some of our Trustees to tell us about themselves:

Paula Nicholson: "I have been a charity trustee in East and West Sussex since 2006.



My career has given me a wealth of experience in dealing with a wide range of people. I have worked in industry in market research; in the civil service running inner city benefit offices followed by Central Government in the Department of Health in policy development and project implementation both for disabled people and in NHS dentistry, and finally running my own consultancy business. I get great satisfaction using skills learned in the workplace to benefit the voluntary sector and working with a great bunch of people."

John Williams MVO MBE DL: "I retired in September 2017 after 19 years supporting the Lord-Lieutenant of West Sussex. Among my tasks was as Secretary of the Lord-Lieutenant's Voluntary Services Support Forum, and so I became aware of the work of (HA)MSVA. On retirement I was approached to consider becoming a trustee of the organisation – living in Burgess Hill it seemed a no brainer and an opportunity to further my interest in the voluntary sector, which as we all know is under significant financial pressures."



Linda Dove (Treasurer): "In 2013, having spent my working life in financial circles and loving every minute of it, I retired. I quickly found that total retirement was not for me and voluntary work, with its vast variety of opportunities, seemed to be the obvious answer. Becoming involved with (HA)MSVA, both as their Treasurer and a Trustee, has given me an extension of my career where I feel I can contribute and make a difference. Being Treasurer is an important and trusted role and it gives me a way of helping others in the community. As this is part time it also allows me to be involved in other voluntary projects and in particular, to be part of a voluntary technical support group that assists local residents to 'get to grips' with computing."



James Baldwin: "A successful voluntary sector is key to the community's wellbeing but expectations on it have never been higher. These expectations require a truly professional approach to all aspects of operations: an effective (HA)MSVA is key to making that happen, and I find it very rewarding to contribute to this. I do this by bringing to (HA)MSVA past experience as a Town, District and County Councillor and as a senior internal audit manager in the private and public sectors. Through my Trustee role, I can see the impact of the voluntary sector on peoples' lives. Without (HA)MSVA, that impact would be significantly reduced."



Other Trustees: David Wellbelove (Chair), Margaret Collins DL (Vice-Chair), Irene Balls, Owen Hydes OBE, Philip Chadwell, Anthony Aston OBE DL, Alan Reuter

## Our Staff

All HAMSPA staff worked part-time hours

**Manager:** Sue Edgson

**Mid Sussex Community Co-ordinator:** Mandy Cunningham

**Horsham Community Co-ordinator:** Claire Webley

**Finance and Administration Co-ordinator:** Sue Rabbett

**Finance and Administration Assistant:** Dawn Langston

**Volunteer and Events Administrator:** Edita Moore

**Volunteer and Administration Support Assistant:** Astrid Stubbs