

FOR MORE INFORMATION CONTACT

**VOLUNTARY ACTION BARNSLEY**  
**THE CORE**  
**COUNTY WAY**  
**BARNSLEY**  
**SOUTH YORKSHIRE**  
**S70 2JW**

Tel: 01226 320100

Fax: 01226 320101

E Mail: [info@vabarnsley.org.uk](mailto:info@vabarnsley.org.uk)

Website: [www.vabarnsley.org.uk](http://www.vabarnsley.org.uk)



INVESTOR IN PEOPLE



putting the  
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**VOLUNTARY ACTION**  
**BARNSLEY**



**FIND OUT ABOUT OUR SERVICES**

### SUPPORTING BARNSELY'S COMMUNITY AND VOLUNTARY NETWORK

VAB is Barnsley's Council for Voluntary Service (CVS). Since 1978 VAB has provided services to support and develop Barnsley's Third Sector\*.

We believe in partnership working and are committed to working closely with Barnsley's statutory, independent and third sector in tackling current issues concerning Barnsley.

\*The term 'Third Sector' encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals, both large and small.

### OUR SERVICES

- Advice (HR and legal)
- Training
- Volunteering
- Payroll and Community Accounting
- Quality Assurance
- Participation
- Connexions
- Breastfeeding Link Worker Project



### ADVICE

Do you want to set up a voluntary or community group in your area? Or are you an existing group who needs advice on HR or legal matters? Our Advice Team can help you.

- We hold legal surgeries on matters such as constitutions, data protection, employment policy, charity law, lease negotiation and much more
- We provide advice and assistance with getting charity registration, becoming a charitable company, staff employment contracts, legal problems involved with setting up and running groups
- We offer legal and good practice human resource advice on job evaluation, recruitment and selection, employee relations, induction, supervision, appraisal, absence management, performance management, redundancy, redeployment and outplacement
- This service is part of the wider South Yorkshire HR & Legal Services to the Third Sector, a joint partnership between the South Yorkshire CVS

### TRAINING

- Comprehensive assessment of development needs
- Flexible Training tailored to meet organisational needs
- We offer a range of training opportunities including nationally recognised qualifications
- Signpost to specialist trainers/facilitators
- Support for organisations to develop their own accredited programmes

## WANT TO RETURN TO WORK?

Voluntary Action Barnsley is running a Community Engagement Project to identify and engage with people who express an interest in returning to employment. Volunteering has been identified as a way into employment providing opportunities to gain experience, develop new skills and qualifications. Volunteers will be matched with Support Assistants who act as mentors and to a Key Worker who will support from engagement to employment.



E: [volunteer@vabarnsley.org.uk](mailto:volunteer@vabarnsley.org.uk)

## FOR VOLUNTEERS

We offer one to one confidential interviews to help you find out what you can do as a volunteer depending on your experience, interests and future plans.



## FOR ORGANISATIONS

Register your volunteering opportunities with us and your details will be available to prospective volunteers and will be posted onto the 'Do-It' website. We also provide help and advice on volunteering issues, policy and procedures.

**THE INVOLVED TEAM** will primarily focus on two areas:

- Helping young people aged from 16 - 25, to find suitable opportunities to volunteer
- Working with organisations throughout Barnsley to help create new opportunities for young people to volunteer



## YOUTH ACTION TEAM

To help the Involved team do this they will be recruiting a Youth Action Team, a group of young people aged 16 - 25 to champion volunteering locally.

## THE ELSECAR PROJECT

We offer an extended work experience programme at Elsecar Heritage Railway for young people in school who would benefit from an alternative work curriculum.

W: [www.do-it.org.uk](http://www.do-it.org.uk)

## PAYROLL & ACCOUNTS SERVICE

This is a competitively priced payroll bureau and advice service for groups who employ staff.

The service provides practical support, information and advice on PAYE and other payroll related issues. We offer:

- Production of monthly/weekly pay slips on our multi-faceted payroll system and essential payroll reports
- Assistance with payroll, tax and Inland Revenue queries
- Production of all year-end data such as P60s and assistance with year end queries
- Advice and training on any payroll issues e.g. absence – SSP/SMP, supporting treasurers and record keeping



E: [payroll@vabarnsley.org.uk](mailto:payroll@vabarnsley.org.uk)

## QUALITY ASSURANCE

VAB offers training, mentoring and support to organisations in the implementation of appropriate quality assurance systems as a tool for organisational development.

WE ARE HELPING ORGANISATIONS ACROSS BARNSELY WITH:

- Raising awareness of quality assurance systems and their potential benefits
- Choosing the most appropriate quality assurance system/s for their organisation
- Developing skills and expertise in the process of quality assurance self-assessment
- The implementation of quality assurance systems



E: [quality@vabarnsley.org.uk](mailto:quality@vabarnsley.org.uk)

## PARTICIPATION

Our Participation Team ensures that Barnsley's Third Sector has a voice in the planning and commissioning of health and social care services for children, young people and families and vulnerable adults. The team work in partnership to improve local services.

### THERE ARE LOTS OF WAYS TO GET INVOLVED:

- You can become a representative for the third sector on one of the many multi-agency commissioning and planning groups in Barnsley
- You can attend our Provider Forums to meet representatives, share information and network with other people in the sector
- You can join our email network to keep up to date with developments and be involved in consultation
- You can become a member of the Barnsley Local Involvement Network and work together with members of the community to improve local health and social care services

### WE ALSO HAVE A CHILDREN & YOUNG PEOPLE'S PARTNERSHIP SUPPORT OFFICER WHO CAN:

- Provide individual support and advice to third sector organisations working with children, young people and families
- Assist groups to achieve and adopt standards so that they can be better placed to deliver quality services for children, young people and families in Barnsley
- Advise organisations on current requirements for safeguarding and integrated working

E: [participationteam@vabarnsley.org.uk](mailto:participationteam@vabarnsley.org.uk)

## CONNEXIONS

We offer an impartial information, advice and guidance service for young people aged 13 - 19 years. We have two main functions:

- We represent and support host organisations (local community groups) to become more involved with strategic changes for young people in Barnsley
- We deliver a full information, advice and guidance service to young people in Barnsley town centre, Wombwell, Athersley and Lundwood

connexions



E: [connexions@vabarnsley.org.uk](mailto:connexions@vabarnsley.org.uk)

## BREASTFEEDING LINK WORKER PROJECT

VAB work in partnership with the PCT to host the Breastfeeding Link Worker Project, supporting Barnsley to be a breastfeeding friendly town by providing information, guidance and support to families, professionals, organisations and businesses across the borough.

**VISION:** Barnsley to be a breastfeeding friendly town.

**MISSION:** To support communities in Barnsley to understand and embrace the importance of breastfeeding.

**OUR SERVICES:** ■ Breastfeeding antenatal classes ■ Breastfeeding support visits ■ Manage the Breastfeeding Friendly Award ■ Support Barnsley's Breastfeeding Parent & Toddler Groups ■ Coordinate and manage the Hospital Breastfeeding Peer Supporters ■ Produce publications and resources ■ Work in partnership with the PCT and BHNFT to implement Unicef's UK Baby Friendly Initiative.



## OTHER VAB SERVICES

- Online directory of third sector organisations in Barnsley
- Organising of networking and information events
- Town centre office accommodation at The Core
- Conference, meeting and training facilities at The Core
- Resource centre
- A quarterly magazine and regular information bulletins
- Community development and asset management in partnership with community organisations, for example, Worsbrough Common Community Association

