

Helpforce - Volunteer to Career – Project Plan

Main activities needed to deliver this project:

Main Activities	Who's involved	Dates/ Milestones	Any Associated Risk	Risk Mitigation
Project set up/preparation				
Offer volunteer opportunity to parents start recruitment process / word of mouth or email to current staff who might have a parent in mind already, Volunteer recruitment week commencing 7th June advertise, posters printed and advertised in clinics	Joanne Smith – Clinical Lead	7.6.21	Covid safety and requires risk assessment Management approval required	Completion of covid secure work environment risk assessment
Re open first clinic at Wrose and invite parents to attend in covid safe groups	Joanne Smith Anya Maher – Nursery Nurse Lauren Allert – Staff Nurse	1.7.21		
Communicate out to staff re opening of clinic and open bookings	Joanne Smith	17.6.21		
2 nd clinic volunteers to start at Shipley	Joanne Smith / Hayley George Team Leader	Aug-Oct 21		
3rd clinic volunteers to start at Westbourne Green Clinic	Joanne Smith / Sara Waters Team leader	Nov 21- Jan 22		

4th clinic volunteers to start at Bradford South	Joanne Smith / Team Leader Sharon Morris	Feb 22 – Apr 22		
Volunteer recruitment	Who's involved	Date		
Volunteer recruitment week commencing 7th June advertisement to go out	Volunteer Team	WC 7.6.21	None	
Closing date for applications 25th June 21	Clare Bancroft	21.6.21		
Check applications and complete interviews	Joanne Smith / Clare Bancroft	21.06.21-21.07.21		
Measuring impact of the project	Who's involved	Date		Risk Mitigation
Design questionnaires, staff, parents & Volunteers	Joanne Smith	21.07.21		
Design system for evidencing volunteer hours	Joanne Smith	21.07.21		
Training & Support	Who's involved	Date		Risk Mitigation
Complete the volunteer training, increase my knowledge of what is expected and can support volunteers to complete if required	Joanne Smith	1.7.21		

Steering group meeting arranged with stakeholders to discuss career pathways	Naomi Fernandez Organisation Development Manager Hannah Hussain Apprentice Facilitator Michelle Kinnear HR advisor Pamela Shaw Practice Educator	15.6.21		
Reporting on the project		Date	Any Associated Risk	Risk Mitigation
Feedback at weekly volunteer service team meeting	Catherine Jowitt Charity and Volunteer Lead Clare Bancroft Volunteer Service Manager	Weekly		

Feedback to 0-19 managers monthly steering group	All stakeholders	Monthly		
Regular updates to 0-19 childrens service team via emails team meeting	Health Visitors, Nursery Nurses, Staff Nurses and School Nurses	Monthly		
Create article for 0-19 children service newsletter	Clinical Lead Lisa Ives	3 Monthly 1/7/21 first one		