

Welcome to the November edition of the Volunteer Voice newsletter. Read on for an update on the Steps to Employment Project (StEP) to include job and volunteer vacancies, information about this years AGM , festive events and more.

There are still pumpkins made by Clever Betsy and The Priory Centre available to buy in the ECHO Shop.



## Update on the StEP

Roz Johnson has been appointed as the Volunteer Manager for the Steps to Employment Project and will be overseeing the Project and its strategic development from November 1st. There will be 2 new volunteer team members joining her in January and details of these will be available on the job section of the ECHO website soon. One vacancy is for a Volunteer Coordinator and the other is for an Outreach Officer. Exciting times are ahead.

Lots has been going on behind the scenes to roll out the new volunteer Project.

Paperwork has been updated, as have the volunteer training and induction packs. The budget has been allocated, to include volunteer social events.

Roz has also been very busy building new partnerships with organisations ready for supported volunteers, participants and people in the community to become StEP beneficiaries and undertake work experience and volunteering opportunities outside of ECHO. This is with a view to gaining skills and experience to then apply for jobs in the paid workforce. These beneficiaries will be supported by the Outreach Officer who will also run workshops around areas important for applying for work. We already have one StEP beneficiary starting work experience with Brightwells Auctioneers in November, and Roz spent a VERY muddy but fab day at The Cart Shed making a pot holder out of willow around a fire in the woods and recruiting more beneficiaries and volunteers.

If you are interested in becoming a Steps to Employment beneficiary then please contact Roz. She is also looking for volunteers who would like to work alongside the Outreach Officer as a StEP volunteer, to accompany the Outreach Officer and StEP beneficiaries to their placements in the community.

We currently have vacancies for volunteers in the ECHO shop. We would like to put together a team of afternoon volunteers—1pm to 3pm so that we can open all day. This would be on a Monday, Tuesday, Thursday and Saturday. We would also like to open on a Wednesday, at least in the morning. And of course, Studio Mirai, Clever Betsy, The Priors Centre, LifeLinks, Social and Leisure and Eaton Barn are always happy to welcome new volunteers. So spread the word with your friends and family!

ECHO website: [www.echoherefordshire.org.uk](http://www.echoherefordshire.org.uk)



## Volunteer Expenses

Just a reminder that you can claim reasonable expenses from the StEP. 2 days a week will be paid at 0.45p per mile, and any other days in the same week will be paid at 0.10p per mile.

From now on, please could you ask your Project Manager for a copy of the new volunteer expenses form (example below) and ask them to approve your expenses when filled in by you. Then they will send them to Roz.

Thank you!

**ECHO**  
Enriching Children's Horizons Online  
Positive about disabilities

## VOLUNTEER EXPENSES CLAIM SHEET

Please fill in these sheets **at the end of every month** otherwise ECHO could lose funding. Please have your Project Manager approve them and return to Roz Johnson

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Expenses for the Month of \_\_\_\_\_ 20\_\_\_\_. Please attach receipts if applicable

Project: \_\_\_\_\_

Date	Project Name	Reason for journey	Miles**	Other Expenses	
				Type	£
				Total expenses	
				Mileage at 45p/m	
Total hours and mileage				TOTAL CLAIM	

\*Trustees - please record nature of work – e.g., meeting/trustee support/phone calls/reading/sub-group


\*\*Mileage – mileage paid at 40p/ mile up until 24.07.2022. Mileage paid at 45p/mile after and including 25.07.2022.

Please tick box if you wish to donate your expenses to ECHO ☐ Thank you very much.

I confirm that this claim is accurate, and all expenses were incurred on ECHO's business.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_



[https://edoharaofordleira-my.sharepoint.com/:Personal/\\_layouts/Forms/Echoharaofordleira\\_Co\\_Uk/Documents/Documents/New\\_Volunteer\\_Pack/Expense\\_Claim\\_Form\\_Volunteers\\_January\\_2017.Doc](https://edoharaofordleira-my.sharepoint.com/:Personal/_layouts/Forms/Echoharaofordleira_Co_Uk/Documents/Documents/New_Volunteer_Pack/Expense_Claim_Form_Volunteers_January_2017.Doc)

## Welcome!

The StEP would like to extend a warm welcome to new volunteers.

John Hampson and Mark Palliser have joined as ad hoc volunteers at Eaton Barn.

Hily Clarke joined in the summer as volunteer also at Eaton Barn.

Gavin Levett has joined as an ad hoc driving and maintenance volunteer for ECHO.

Kevin Stuchbery has joined as a Tuesday ECHO shop participant volunteer. He also is a walking group volunteer, and a fundraising volunteer.

Anne Grace has joined the Studio Mirai team, as has Toke Morell. He will also be volunteering with About Face.

Debbie Baker has joined Clever Betsy and About Face as a new volunteer and Kay Walton has also started volunteering at About Face.

We welcome our younger volunteers to ECHO—James Tolley to Friday LifeLinks and Lexi Rock to Thursday football.

Allan Davies will be doing some work with About Face in the future and Wendy Pridie will be joining Eaton Barn in January.

Jenny Bartlett is going to be supporting Vicarage Street Garden participant volunteers Richard and John on Saturday mornings.



Dan Wall is the first StEP beneficiary and we wish him well in his work experience working with vintage cars at Brightwells Auctioneers in Leominster, starting in November for 6 weeks.

Good luck and thank you to all!



## Stocking Up

As the weather starts to get colder, why not stock up on kindling from Studio Mirai or Eaton Barn to keep cosy, while wearing a hat made by participant Steph, also ideal for stocking fillers. Another brilliant stocking filler idea is a Clever Betsy aromatic lavender bag, which are selling fast! Do you have any lavender you could donate to the Project? If so, let Roz know or phone Clever Betsy on (01568) 610525.



Why not purchase a new apron for cooking Christmas dinner. Made by Clever Betsy they include adult, teenage and child sizes.

Hats, lavender bags and aprons are all on display in the ECHO shop.



## Friday Club Festive Fundraiser

Lucy, Ann, Edmund and all of the Friday Club participants would like to invite you to their fundraising event on 1st December. Come along for a cup of tea/ coffee and a slice of cake and enjoy lots of activities, including a tombola, raffle and prize games.

This is at Leominster Community Centre, School Road. HR6 8NJ at 12:30– 3pm.



FREE ENTRY



## Donation Requests

Tracy and her staff and volunteers at The Priory Centre have asked if you have any of the following donation items, or maybe know anyone that does. At The Priory Centre, they always have amazing art projects going on, and have started to create some wonderful window displays for the ECHO shop. These are being commented on by members of the public and are drawing customers in, so we really want to support them with their arts and crafts—and of course all at The Priory Centre have a fab time using different art materials.

The vegetables shown below are currently on sale at the ECHO shop for 50p per vegetable.

They have asked for donations of:

- Flat sheets/ tiles of polystyrene or Styrofoam
- Glitter
- Cardboard inner rolls from dog poo bags
- Hessian sacks/ pieces and burlap
- Small terracotta plant pots
- Paintbrushes for decorating walls
- Paint rollers
- Paint trays
- Felt

If you do have any of these items, they would be really grateful to receive them. You can let Roz know, or phone Tracy on (01568) 620004. Thank you!



As an ECHO volunteer, you are invited to our Annual General Meeting. The Volunteer Voice looks forward to seeing you there!



## Radio ECHO presents the AGM

You are invited!



### Thursday 7th December 2023

6pm til 8pm then disco til 9pm

at Leominster Sports and Social Club,  
South Street HR6 8JQ



Please let the office know if you will be coming so  
we know how many sandwiches to make!

You can call the office on 01568 620 307 or email  
[echo.info@echoherefordshire.co.uk](mailto:echo.info@echoherefordshire.co.uk)



If you would like to take part in this or offer to volunteer on the evening, please let Penny know via email or phone the office on (01568) 620307

Quizmasters of Lloyds Bank present

# ECHO's BIG FAT QUIZ

Join us for the inaugural Big Fat Quiz in aid of ECHO Herefordshire,  
your county-wide charity which supports adults with learning and  
other disabilities

**Thursday 9<sup>th</sup> November 2023**

**Leominster Golf Club, Ford  
Bridge Road, Leominster**

**Doors open at 6.00pm**

The cost is £60 per team of 4. This includes a delicious one-course meal. In addition, you can sponsor a round of questions.

For more information or to book tickets: <https://shorturl.at/ksUV6>

Email: [penny.weir@echoherefordshire.co.uk](mailto:penny.weir@echoherefordshire.co.uk)

