

## **The Green, Nunhead - Volunteer Information Pack**

### **What is The Green?**

'The Green' is the name of the new community centre currently being built next to Nunhead Green by Southwark Council. Building work is due to be completed in spring 2015 (current expected completion date is late April). Once built, The Green will be managed by Nunhead's Voice on behalf of the local community.

### **What / who is Nunhead's Voice?**

Nunhead's Voice is the local community group for people in Nunhead. The group works to bring people together from across the community; organise and promote community events; help source funding for community activities; and let people know what's going on locally. Nunhead's Voice produces The Voice community newsletter and manages the website: <http://nunheadsvoice.org/>.

### **What's the vision for The Green?**

We want to create a lively, flexible space that is available to all members of our community. Our aim is that the centre will be known by all, used by most and frequented by many. We will work in partnership with other organisations within the community to host a mixed programme of events, classes and groups.

The centre will be independent and responsive to the demands and needs of local people in Nunhead. It will have an open access policy, so that local businesses, groups and individuals can make use of the space to run commercial, community and private events and meetings.

### **How do we work?**

Nunhead's Voice (NV) will have legal responsibility for the management of The Green, once open. The NV Board meets once a month, overseeing progress with planning for the centre and agreeing all key decisions on how the centre will operate. A new Management Committee has been set up to co-ordinate the work needed to get the centre up and running.

At a practical level, a group of volunteers has come together over the past year to help get the centre ready. We rely on our volunteers, who bring a range of skills and loads of enthusiasm to the project. We're always happy to welcome new people to the team. There is a range of activities that need volunteer help over the next few months. We'll also need volunteers to help once the centre opens.

Volunteer activity is currently based around four active working groups:

Business planning and fundraising – this group is working on the centre's business model and future funding. This includes negotiating the lease on the building with Southwark Council; looking at options for grant funding to get the centre up and running this year; and planning how the centre will generate income in the long term.

At the moment, we need help with developing the fundraising strategy and putting in applications for grant funding, so we'd welcome volunteers with experience or interest in working in this area.

Programming, marketing and communications – this group is focused on promoting the new centre and building relationships with potential users. This includes developing a brand for The Green; creating a website and marketing materials; promoting the centre through the newsletter, social media and local press; market research on local needs and interest in activities; and reaching out to businesses, individuals and community groups who may want to hire or use the centre.

We have a lot of activity currently in development, and would really welcome further volunteers who want to get involved. At the moment, we're particularly looking for people with experience or interest in the following:

- setting up a database to help us manage our contacts and marketing
- setting up or managing booking systems for venues / activities
- developing the website, including design and content
- reaching out / networking with local groups and businesses who might want to hire the centre
- working on our summer events programme

Building and operations – this group is working on how the centre will operate day to day when open. This includes identifying and sourcing the equipment needed to run the centre; and setting up service contracts (e.g. for site security; utilities; waste management).

Any volunteers wanting to help with researching the best deals on services and equipment, or with experience in centre management, would be really welcome. We'd also be very interested to hear from anyone with experience of managing health and safety in the context of a public-access building.

Legal and HR – this group is working on the policies, procedures and staffing that Nunhead's Voice will need to have in place to manage The Green. This includes establishing charitable status for Nunhead's Voice; developing operational policies (e.g. around health and safety and HR); and managing recruitment of staff and volunteers to run the centre.

As well as working on setting up the Community Centre as a charity, we will soon be recruiting volunteers to help run the centre for the first 6 months and starting to work on the policies that will be needed to support them. Currently we're looking for people to join our subgroup who have experience in the following areas:-

- \* obtaining charitable status
- \* legal background
- \* HR or employment law knowledge
- \* running volunteer events / recruiting volunteers

Each group works in its own way (usually a mixture of meeting up, working together through email or Facebook, and agreeing individual actions). Management Committee meetings take place every two weeks to bring the working groups together, share progress and agree next steps.

### **How can you get involved?**

We're looking for a range of support from local people – depending on your level of interest and available time, there is a range of ways that you can get more involved:

Join our contacts list – If you just want to stay up to date, you can

- register for email updates by contacting [TheGreenNunhead@gmail.com](mailto:TheGreenNunhead@gmail.com)
- 'like' our Facebook page: <https://www.facebook.com/TheGreenNunhead>
- Follow us on Twitter: [@TheGreenNunhead](https://twitter.com/TheGreenNunhead)

Spread the word – The more people who support The Green, the more likely the centre is to succeed – both in attracting active users and financial support. You can help to promote the centre – talk to others, or share our Facebook links and Tweets.

Volunteer your time and skills – there's plenty to do to get the centre up and running, and our four working groups warmly welcome new members who want to make a more active contribution.

### **What kind of skills / time commitment are we looking for?**

For the working groups, we are ideally looking for people who can commit to at least a couple of hours a week over the next 5-6 months, whilst we prepare for opening. Meetings usually take place in the evenings, but individual activities (like working on the website or researching funding opportunities) can be done anytime.

## **Who's who?**

### Nunhead's Voice:

- Chair – Dave Lebon
- Secretary – Cris Claridge
- Treasurer – Howard Francis

### Community Centre working group contacts:

- Business Planning and Fundraising – Owen Marriott
- Communications, Marketing and Programming – Ben Hyde
- Building and Operations – Dayon Haynes
- Legal and HR – Julia Willis

You can get in touch with the community centre working groups by emailing:

[TheGreenNunhead@gmail.com](mailto:TheGreenNunhead@gmail.com)

## Where to go for more information

If you want to find out more about volunteering opportunities, you can drop us an email at [TheGreenNunhead@gmail.com](mailto:TheGreenNunhead@gmail.com) and we'll get in touch to discuss how you'd like to get involved.

## Volunteer information details

If you'd like to register your interest and details, please send the following information to [TheGreenNunhead@gmail.com](mailto:TheGreenNunhead@gmail.com)

OR by post to Cris Claridge, Nunheads Voice, 58 Howbury Road, Nunhead, SE153HR

Name:
Email address:
Phone number:
Address (optional):
Preferred contact method (phone / email / post):
Area of interest (ie any particular working group or issue):
Skills offered (optional - if you have specialist skills you particularly want to contribute):
How did you hear about the community centre?