

The Golden Jubilee Trust: making a difference



'We'll do anything for you'

As it enters its second year, the Golden Jubilee Trust is building on the success of its first batch of awards. Vivienne Riddoch speaks to some of the Partners and charities involved

Charities throughout Britain have been benefiting from the Partnership's Golden Jubilee Trust, which 'lends' Partners to charities for periods ranging from one week to six months and continues to pay their salaries during that time.

Since last spring's first (pilot) round of nine awards, 40 more charities have gained the services of Partners from as far afield as Aberdeen and

Southsea. And, just as the Partners represent a diverse cross-section of the business, many of the charities involved couldn't be more different. Thus, while Lucie Norton, John Lewis Aberdeen, is developing the artistic talents of homeless people at Aberdeen Cyrenians, Susan Melville-Walker, Leckford, is nursing injured animals back to health with Hampshire Animal Rescue Team.

As with the first group of

secondees, Partners have a variety of reasons for becoming involved. Some chose a particular charity because they had been associated with it in the past. For example, Gloria Behrens of Knight & Lee picked HEADWAY, a charity for people with acquired brain injury, because her son has received their support. Likewise, Pat Greasby, Cole Brothers, chose to continue the work she had already established with the Guide Dogs for the Blind Association in Sheffield.

Others, however, heard about charities through different avenues. Philip Abbey, John Lewis Milton Keynes, discovered 'Alternatives' of The Rathbone Community Industry, a charity

supporting young people excluded from mainstream school, through a local volunteer centre; while Jo Thompson, Jessops, read about the Age Concern Hospital Discharge Scheme in a local magazine.

Whichever way Partners chose their charities, all the organisations have benefited in a variety of ways. Most had not had secondees on board before, and were clearly delighted with the results. According to Lucy Palourti, Regional Corporate Fundraising Manager with the Cancer Research Campaign, the secondment of Linda Taylor, Waitrose Harpenden, has made an enormous



John Griggs, Stock-keeper, stock management, John Lewis Kingston: Age Concern Kingston

"I've done some voluntary work before — I used to help a disabled person — and I was keen to do more. I enjoy helping, and I'm sure the clients do, too. It's something I would consider carrying on with."

Olivier Valente, Development Worker

"John has been excellent. He is very good with members and volunteers. He is always willing to help, whether it's in the shop, with lunch, or escorting members. We'll really miss him when he goes. This is the first time we've done something like this, and we're very grateful to the Partnership; before, I didn't know that this kind of relationship between business and charities existed."

Pat Greasby, Customer Accounts Clerk, customer accounts, Cole Brothers: Guide Dogs for the Blind Association

"I've been boarding dogs and fundraising for three or four years. My secondment has been extended from three to six months, so I'll be able to follow through the placements of puppies, and know the outcome. When I've finished, I might come in on Mondays and carry on; I've built up lots of contacts. Without people training the puppies, you don't get guide dogs, so it's important that people work with these little dogs."

Ian Armstrong, Acting Centre Manager

"Pat's working very hard at recruiting volunteers. She's arranged to visit shopping centres throughout South, West and East Yorkshire, where people can find out more about becoming involved, and she's now extended this to outdoor venues such as town centres."



difference: "We're a small team, so we've been able to achieve so much more. Because Linda's here for six months, she's able to see a project right through from start to finish."

For Speakability (Action for Dysphasic Adults), a charity for people who have aphasia — a serious communication disorder which damages the ability to use and understand words — having aphasia sufferer Helen Ricketts, Waitrose Abingdon, on secondment has added a new dimension to its campaigning work by directly involving a sufferer. This was demonstrated when Ms Ricketts spoke to MPs at the House of Commons in February (see *Gazette*, 24 March). Chris Eales, Regional Director, says: "It's wonderful because, for services like ours, the emphasis is increasingly

on user involvement."

Partners have provided a huge bank of energy, skills and resources for charities, some closely reflecting their 'day jobs'. Vici Boer, Bainbridge, working with children's respite charity Rainbow Trust Children's Charity, has found her sales experience useful in promoting a major annual ball. And Dawn Whittaker, John Lewis Milton Keynes, has employed her department management skills to help Northampton Volunteer Bureau develop a quality standards programme in order to gain a National Association of Volunteer Bureaux (NAVVB) Quality Standard certificate: a kind of 'kitemark' for volunteer organisations which guarantees a certain level of service.

One thing's for certain — Partners have left their mark on the charities, and may notice some resistance to their

The first step is to tell any member of your charities committee that you want to be involved. If you already have a specific registered charity in mind then you will need to explain what work you would be doing for them and how long it would take. Alternatively, you could volunteer your skills to a charity looking for someone to help with a specific task. The secretary to the charities committee will be able to give you information about charities in your area so that you can contact them and find out how you might be able to help them.

In either case the next step is to put together a proposal, setting out the details and why you think your particular charity should be given an award, for your charities committee to consider. The committee's knowledge of the work of that charity and its work in your community is invaluable, and its endorsement is important.

Once you have the committee's support, your application will be considered at one of the two meetings each year where the trustees of the Golden Jubilee Trust decide which charities should receive awards.

returning to the Partnership! As Beatrice McEaney, Project Co-ordinator, Age Concern Hospital Discharge Scheme, puts it: "We're going to kick and scream when Jo leaves!" One can't help

feeling that they won't be the only ones. ■

Full listings of charities and Partners awarded secondments appear in the trustees' report on pages VI-VIII.

Vici Boer, Selling Assistant, electrical appliances, Bainbridge: Rainbow Trust Children's Charity — working with chronically or terminally ill children

"My main role is assisting the fundraiser in organising the annual fundraising ball; I'm her right-hand person. Local celebrities attend, so it's quite high profile. The fundraising team is very small, so I'm able to help a great deal."

Vaya Papadopoulou, Events and Fundraising Co-ordinator

"Vici is a very organised person, with very good communication skills and telephone manner, and is giving us her very best. We have delegated a couple of things to her and she has done brilliantly."



Linda Taylor, Supermarket Assistant, checkouts, Waitrose Harpenden: Cancer Research Campaign

"In 1998 I was diagnosed with cancer. When I felt better I wanted to contribute, which is why I became involved. I'm thoroughly enjoying it. There's something different every single day. It's absolutely great, and it's all for a good cause. I've been very, very lucky."

Lucy Palourti, Regional Corporate Fundraising Manager

"The communication skills Linda's brought have been so valuable; it's hard to believe she's been here for such a short period of time. We receive many different kinds of help, but the resource of a skilled person unlocks all sorts of value, way beyond just the extra person."



Jo Thompson, Department Clerk/Stock-keeper, CMO1, Jessops: Age Concern Hospital Discharge Scheme

“The scheme supports clients when they’ve come out of hospital. I visit them at home during the first few days for a chat and to help out: for example, ringing the doctor, fetching prescriptions and taking library books back.”
Beatrice McEaney, Project Co-ordinator
“Jo’s our star; she’s a godsend. We’ve had wonderful feedback, even a thank-you letter praising her. She’s so thorough and jolly. It’s worked out so well — I knew from the moment I met her she’d be great.”



Philip Abbey, Marking Off Assistant, CMO1, John Lewis Milton Keynes: ‘Alternatives’ of The Rathbone Community Industry — supporting young people excluded from mainstream school

“Being here has helped me improve in confidence, and it’s good fun. I’ve enjoyed the variety: there’s some academic work, and it’s mostly one to one. It’s been challenging and it has a difficult side — it’s completely different from any school I’ve been to.”
Frances Parry, Senior Training Adviser
“Philip’s been very useful to us; it’s been extremely beneficial to both parties. It can be quite gruelling; this is most definitely a hard voluntary post. John Lewis Milton Keynes has also been very supportive in providing us with work placements, and we’ve been touched by the branch’s dedication.”

Elizabeth McKenzie, Interviewer, Bride’s Book, John Lewis Glasgow: Marie Curie Cancer Care

“I’m doing all sorts: clerical and reception work; bringing in day patients if they don’t want to come by ambulance, preparing for the open day, making tea, filling in for elderly volunteers if they can’t come in. It’s very varied. People here are very interested that I work for the Partnership; they think the Jubilee Trust is a great idea.”
Lorena Brogan, Volunteer Service Manager
“Elizabeth has proved to be very capable and a great help, pitching in on a good range of activities. She’s something of a celebrity here, as the rest of our volunteers are fascinated that someone who is working at John Lewis should be able to take time off from work to come and help out. That a scheme like this exists at all gives a really good impression of what it’s like working for John Lewis.”



Gloria Behrens, Waitress, catering, Knight & Lee: HEADWAY

“I enjoy it here; it’s quite different from my usual job but it’s very interesting. I’m used to meeting people in the restaurant; that’s something that comes naturally. When this happens, where do you start? Medical professionals are great, but you need someone who can tell you about practical things.”
Sharon Williams, Liaison Officer
“It’s going wonderfully; we’re so glad to have Gloria here. She more or less facilitates our drop-in group, and is really taking it in her stride. She’s got a really nice, supportive nature and can empathise because of her son’s brain injury.”



Dawn Whittaker, Department Manager, childrenswear, John Lewis Milton Keynes: Northampton Volunteer Bureau
 "I've always done a bit of voluntary work; I used to work with Riding for the Disabled. When I saw what the Partnership was doing, I thought, 'Wow, what a great opportunity'. I have a two-year-old, and I'm a DM, so I don't have a lot of free time, but I knew I could be of some use."

Ann Gilbert, Manager
 "Dawn is absolutely wonderful and has brought a wealth of experience and knowledge with her. Because she has so much business experience, she has been able to bring in new ideas and practices which have changed some of the ways we work here."



Lucie Norton, Display Assistant, display, John Lewis Aberdeen: Aberdeen Cyrenians — working with single homeless people
 "I used to help run art and craft workshops at Aberdeen art gallery. I really missed that kind of work, so when I saw the advert in the *Chronicle* about the Trust I jumped at the chance. I'm really enjoying the experience of teaching again."

Moirá Watson, Deputy Manager, Cygnet Team
 "We're absolutely over the moon. We deal with vulnerable people who are not always easy, but I felt Lucie would fit in. The work she is doing goes a long way to helping individual clients to discover skills they've forgotten and to learn new ones, to develop confidence and awareness, and perhaps move into training and then employment."



Susan Melville-Walker, Harvester, Leckford Mushrooms: Hampshire Animal Rescue Team (HART)
 "I've always had an interest in animals. A couple of years ago my daughter and I took an injured bird to the rescue team, so I knew of it before. I do a bit of everything: cleaning out cages, driving the ambulance to pick up injured animals, bathing injured birds. It's absolutely brilliant — I can't see myself switching off at the end of the secondment."

June Gibbs, Co-founder/Trustee
 "Susan has proved to be a tremendous help. Enthusiastic and flexible, she's willing to turn her hand to anything, from cleaning the equipment to stopping off on the way in to pick up animal food or medical supplies from the vet."



Helen Ricketts, Supermarket Assistant, grocery/non food, Waitrose Abingdon: Speakability (Action for Dysphasic Adults) — raising awareness about aphasia, a communication disorder
 "I wanted to do something different because it meant I could create more awareness of my disability. No people with aphasia are employed by Speakability, and I felt I could help them better understand what it is really like to have aphasia. I've had the opportunity to educate more people, including speech and language therapists, MPs [Helen is pictured above, left, with Helen Brinton MP], the general public and other people with aphasia. It has made me feel valued again."

Chris Eales, Regional Director
 "Helen motivates other people with aphasia by simply telling her own story about the problems with her speech. She's good for us because strokes and aphasia are seen as affecting the over-80s, but one-third of people are under 60. The general public has preconceptions, assuming strokes are about physical problems, rather than neurological brain damage."



Alan Ponton, Stock-keeper, CMO1, John Lewis Edinburgh: Capability Scotland — working with disabled adults and children

"This placement has involved a lot more than I expected. There's a lot of physical work, for example helping people in wheelchairs on to minibuses. I'm also doing a lot of gardening — I get help from a disabled person. I've been in the Partnership for 22 years; I have to keep reminding myself that I'm coming back again!"

Violet Dalton, Volunteer Co-ordinator
 "Alan is involved in sport and art activities on a one-to-one basis in one of our day centres, and is also working in a charity shop — a very different retail experience! He seems to be thoroughly enjoying it, and is making a difference. We're very pleased to have been selected by Alan."

Inventive ideas get scheme off to g

The Golden Jubilee Trust presents its second annual report to the Central Council

The origins

1. In November 1998 the Central Council agreed the principle of establishing a Golden Jubilee Trust to mark the signing of the second Trust Settlement, and in July 1999 it agreed to appoint the first trustees. The trust was formally constituted and given charitable status in January 2000, and the £5m endowment was paid over in February of that year. Since then, investments have been made in a staged programme, and the trustees make their awards from the income on the investments. The award covers the Partner's pay costs, which means that the trust relieves the department of that charge during the secondment and enables them to provide cover if necessary. All rights to Partnership benefits such as holidays, Bonus and pension remain the same.

Awards

2. The scheme was formally launched Partnership-wide last September when branch councils agreed to adopt the Golden Jubilee Trust award scheme and instructed their charities committees to ask for applications. The first round of awards was in November when 20 awards were made; and then, in April 2001, a further 20 secondments were agreed making a total of 49 awards including the nine pilot projects. We will continue to check if we can run the scheme better some other way, but for the moment this twice-yearly cycle, in April and October/November, will remain.

3. Awards may be made to all UK registered charities, and we have already come across quite a wide range of causes. Applications are invited from Partners at all levels, but so far only one department manager has approached us and has received an award. At the time of writing three of the April secondments have begun; and, of the others, 15 Partners have successfully completed their secondments. The charts on



Successful operation depends on good liaison between the Partner, the branch and the charity...

pages VII and VIII give full listings of the awards made in autumn 2000 and spring 2001.

Feedback

4. As secondments are completed and Partners return to the branches, we hear encouraging reports of just how much they have enjoyed and benefited from the opportunity the award gave them to widen their horizons. Not all have gone strictly to plan, but who could have foreseen the outbreak of foot-and-mouth disease, which has brought Eric Brammer back to Stead McAlpin until he can continue his practical conservation work with the British Trust for Conservation Volunteers (BTCV). Michael Brown at Bainbridge, who had planned indoor work painting murals for children with autism, also had his secondment put on hold as the charity's premises are located on a farm. Rosemary Freeman's (Waitrose) secondment has been delayed temporarily because the premises planned for the Salvation Army's charity shop became unavailable and it is looking for somewhere new. Two secondments fell through completely, one because a Partner moved to another branch away from the area, and another because of complications with the charity.

We have learnt to deal with some unexpected situations.

5. In order to offer support to the branches, particularly while the scheme is still developing, we very much welcome feedback so that we continue to work together effectively. Successful operation depends on good liaison between the Partner, the branch and the charity in making the timing work for all parties.

Maintaining contact

6. It is important for Partners to keep in touch with the branch while away, both so that the secondees stays abreast of events and so that branch interest in the project can be maintained. Many charities secretaries and committees have fulfilled a key role here which we will be seeking to develop.

7. We want secondees to think about the benefits of the secondment, and have asked them to record their experiences in a *Chronicle* article. Some Partners have produced a final summary on their return to the branch, others have sent in articles during their secondment and, in addition, at both Waitrose and John Lewis Milton Keynes the secondees were invited to speak at a branch council meeting. Most recently Dawn Whittaker spoke with conviction about the benefits of the scheme, of volunteering and of the work of the Northampton Volunteer Bureau; whereas Philip Abbey, who worked for the Rathbone Community Industry, chose to speak to the council by making an effective video. These additional means of promoting Partners' efforts and the scheme have been welcomed

by the trustees, who hope that branches will continue to be inventive in this field.

The application process

8. Branch committee input, using their judgement and knowledge of the locality, remains key to the success of the scheme, and the local committees have worked hard in supplying us with full information to back the applications from their branches. We look to the branch committees to help the applicant think about what they intend to do and be clear about the objectives; to ask whether they have the relevant skills and experience, if the time requested is appropriate to the secondment, how the charity is regarded in the community and whether it will make proper use of the Partner.

9. The trustees in turn look at the applications, noting the order of importance in which they have been placed by the branch, and consider factors such as how well matched the Partner and secondment are. Although not wishing to impose a qualification period, when making a judgement or deciding whether the length of secondment requested is appropriate, we do consider the Partner's length of service and tend to look more favourably on those who have had time to prove themselves in the business and, by extension, their suitability for an important secondment outside it. In addition, we would look for whether the objectives are clear or measurable, and whether there will be real benefit to the community from the work being done.

ood start

10. We know that each case is different, and for each Partner who has a clear idea of the charity with which they want to work there are others to whom the branch committee and secretary may have to give more guidance. We now have a number of charities which have registered with us their interest in receiving an award, and our aim is to build on this in the future.

Promoting the trust

11. The scheme is still in its infancy, and we want to reach many more Partners. To that end the comprehensive coverage of some of the awards in the *Gazette* article that accompanies this report will, we expect, highlight the trust's work by giving Partners the opportunity to tell of their own experiences. We thank the *Gazette* team for this and for the time spent on our behalf.

12. We intend to change the trust's posters and leaflets annually if need be, and the Design department is currently planning the next set and a new logo, too. We are regularly invited to speak to branches about the trust, and welcome these invitations to alert Partners to the scheme.

The trustees

13. Since the last report, the number of trustees has increased, as the Charity Commission required the appointment of some external trustees to protect the position of the charity should there be a serious difference of opinion between the Partnership and the trust. The trust deed was therefore amended, and the original trustees, Patricia Selley and I, appointed by the Chairman, and Gretha Dignan, Ian Rawlings and Caroline Soper, chosen as the Central Council's trustees, were joined by Prue Beard and by Roger Jefcoate, an independent charitable adviser who was already known to us as he assists the Central Charities Committee in their work.

14. The new deed allows for three trustees elected by the Central Council, one appointed by the Chairman and three appointed by the trustees

Golden Jubilee Trust Secondments Autumn 2000

NAME and BRANCH	CHARITY and OUTLINE OF SECONDMENT	Duration of secondment
Philip Abbey JL Milton Keynes CM01	'Alternatives' of the Rathbone Community Industry To work with disaffected 14-16 year olds excluded from school on basic numeracy, literacy and life skills, and raise self-esteem.	1 day per week for 13 weeks.
Gloria Behrens Knight & Lee Catering, Restaurant	HEADWAY — working with people who have suffered head and other forms of brain injury To provide office support, fundraising and assisting with the 'drop-in' service.	1 day per week for 26 weeks.
Joseph Bezusko Stead McAlpin Rotary printing	Prism Arts — promoting and supporting disabled people's access to creative arts To work in a group enabling disabled people to participate in weekly workshops which will lead to artistic events/performances. In particular, to be involved in a music project, teaching disabled and non-disabled participants.	15 hours per week for 13 weeks. Changes at the charity meant that the placement was withdrawn.
Vici Boer Bainbridge Electrical appliances	Rainbow Trust Children's Charity — working with chronically or terminally ill children To help organise and manage one of its major fundraising events, the Charity Ball, which is expected to raise approximately £80,000.	2 days per week for 6 weeks and full time for 2 weeks.
Eric Brammer Stead McAlpin Rotary printing	British Trust for Conservation Volunteers To work on project development, client liaison, site surveys, materials organisation, supervision/instruction of volunteers on site and helping with office administration.	3 days per week for 26 weeks. The scheme has been interrupted (see full report).
Alan Brooker Taylor & Penton Bedding factory	White Lodge Centre — working with children and adults with disabilities To assist in the annual maintenance programme at the Centre.	2 days per week for 13 weeks.
Michael Brown Bainbridge Special sales	The Toby Henderson Trust — providing support, information and training services to families/carers of children with autism To be the source of creativity in helping achieve/produce an environment with larger-than-life images to awaken the minds of autistic children.	Full time for 6 weeks. Temporarily postponed (see full report).
Rosemary Freeman Waitrose Billericay Checkouts	The Salvation Army To set up a charity shop, and be involved in overseeing a group of volunteers.	20 hours per week for 26 weeks. Start was temporarily delayed.
Patricia Greasby Cole Brothers Customer accounts	Guide Dogs for the Blind Association To raise awareness of the Association's puppy-walking scheme and of the need for more volunteers, and to provide advice and support to existing puppy walkers.	2 days per week for 17 weeks. Secondment extended.
Samuel (John) Griggs JL Kingston Stock management	Age Concern — Kingston upon Thames To support the work of one of the day centres by carrying out escort duties on outings; stocktaking and other help with centre shops; serving lunch; befriending; helping with events and displays; and helping to identify roles for volunteers.	1 day per week for 13 weeks.
Linda Hall Waitrose Stroud Checkouts	Cotswold Care Hospice To co-ordinate a special fundraising project involving local secondary schools.	2 days per week for 6/8 weeks, reducing to 1 day per week for about eight weeks.
Elizabeth McKenzie JL Glasgow Bride's Book	Marie Curie Cancer Care To be part of the ward team providing support to nurses and patients; staffing reception and carrying out clerk's and driving duties.	1 day per week for 26 weeks.
Susan Meville-Walker Leckford Mushroom Farm	Hampshire Animal Rescue Team To work as a team member, in the general care of animals, feeding, etc, driving the ambulance to rescue situations and making visits to the veterinary surgery.	5 half-days for 26 weeks
Lucie Norton JL Aberdeen, Display	Aberdeen Cyrenians — working with homeless single people To set up a series of short- and long-term arts/crafts projects culminating in an exhibition of work.	1½ days per week for 13 weeks
Jill Oakley Trewins Customer accounts	Lincolnsfield Centre, Bushey To provide holidays, education, etc, for children from inner-city areas in the local community; to help in the provision of introductory riding lessons for children visiting the centre; and also to help train work experience placements on grooming/stabling and care of the Shetland ponies.	2 days per week for 13 weeks. Partner transferred to another branch.
Alan Ponton JL Edinburgh CM01	Capability Scotland — working with disabled adults and children To help disabled adults access recreational and educational activities within a daycare setting.	Full time for 13 weeks.
Helen Ricketts Waitrose Abingdon Wines/Non-Food/ Warehouse	Speakability (Action for Dysphasic Adults) — working with people with aphasia, a communication disorder in which the ability to use and understand words is impaired To raise awareness about the needs of people with aphasia and to demonstrate specialised computer software to sufferers.	20 hours per week for 26 weeks.
Linda Taylor Waitrose Harpenden Checkouts	Cancer Research Campaign To set up, organise and promote fundraising events in support of men's and children's cancers and breast cancer.	35 hours per week for 26 weeks.
Josephine Thompson Jessops CM01	Age Concern — Hospital Discharge Scheme To visit older people in their own homes following their discharge from hospital; to do their shopping and collect pensions; to visit/befriend socially; and to monitor the person's wellbeing.	1 day per week for 26 weeks.
Dawn Whittaker JL Milton Keynes Childrenswear	Northampton Volunteer Bureau To develop quality standards systems to be implemented within the organisation. To look at the work of the management committee, the current work of the organisation and its planned development.	2 days initially and one afternoon every fortnight for 4 months. ➤

themselves, each of whom hold office for a two-year term. The first elections for the three Central Council trustees have just been held. Gretha Dignan, who did so much to get the trust up and running, stood down, but Caroline Soper and Ian Rawlings were re-elected and from 1 June we will be joined by Dorothy Macrow. The Chairman's trustee appointment will be renewed or a new appointment made at the end of January 2002, and the external trustees' appointments will be reviewed when their current term ceases in November 2002.

Administration

15. The trust is a registered charity, and as such is completely independent of the Partnership. We suggested in the last report that the Central Council and the trust might both benefit in the future from a formal separation of its administration, and that has now happened. The trust is now supported by Chris Jones, who looks solely after our administration working two days a week.

Thanks

16. Awarding secondments is the visible part of the trustees' role, but advice and assistance is received from many sources in order for the trust to function effectively and in accordance with the Charity Commission's requirements. I have much appreciated the support of my fellow trustees over the last year, and should like to place on record a particular vote of thanks to Gretha Dignan for the huge contribution she has made in helping us get going in a simple, unbureaucratic way. I would also wish to thank Marion Goonewardene and James Waterworth for their practical support in getting our database up and running.

17. Without the branch charities committees and the Partners who came forward with applications there would have been no scheme to operate, so thank you for pursuing the opportunities you have come forward with and researching them so thoroughly. Some of the ideas have been just as inventive as we could possibly have hoped for. We look forward to seeing more of them in the next round. Michael Milner
Chairman of the trustees

Spring 2001		
NAME and BRANCH	CHARITY and OUTLINE OF SECONDMENT	Duration of secondment
Fiona Burton Knight & Lee Furnishing fabrics workroom	Portsmouth & District Cerebral Palsy Association's FACES Project To work as a play worker for the charity's summer play scheme for children with special needs, and to provide support to a range of children with severe disabilities.	Full time for 2 weeks.
Susan Crawford Bainbridge Electrical appliances	Stepney Bank Stables — Inner City Community Horse Project To help create a safe, fun environment for 8-12 year olds. To develop an induction programme for newcomers, organise events and activities to develop personal and social skills through horse care.	3 weeks full time and 1 day per week for 5 weeks — total 20 days
Margaret Fitch Bainbridge Haberdashery/ dress fabrics	YMCA Homeless Action Programme To design and co-ordinate a furniture project to assist young people setting up home through the YMCA Homeless Action Programme. To renovate, repair and distribute donated goods to those in urgent need.	Full time 2 weeks and 2 days per week for 12 weeks
Maria Garcia Brent Cross Carpets	CRISIS's Befriending Scheme for former rough sleepers To provide support, companionship and sharing activities for former rough sleepers in tenancies, and helping to build up self-confidence and moves towards independence.	1/2 day per week for 26 weeks and 2 days for training given by the charity.
Jeremy Gates Waitrose Burgess Hill Dry goods	The Beacon Centre, The Neighbourhood Youth Centre To assist in fundraising, planning events and launch a recording/rehearsal studio for the centre. To carry out some work in studio engineering, and to pass on recording knowledge to the users of the centre.	1 day per week for 6 months.
Susan Gordon Peterborough Ladies' shoes	Home-Start, South West Lincolnshire To support, under supervision, at least three families in their own homes, to participate in the running of the family groups and to contribute to the small office.	23¾ hours per week for 26 weeks.
Patricia Greasby Cole Brothers Customer accounts	Guide Dogs for the Blind Association To continue raising awareness of the Association's puppy-walking scheme and the need for more volunteers. To provide advice and support to existing puppy walkers. Autumn secondment extended for a further three months.	3 days per week for 13 weeks.
Leslie Hummel Stevenage Warehouse 40/70 (SHIFT A)	Yoga for Health Foundation — helping people with progressive illnesses to manage their pain through yoga To work alongside an instructor from the Foundation in yoga sessions, assisting in the day-to-day running of courses for people with disabilities.	2 days per week for 6 months.
Norman Jones Cheadle Central stock control	Cheadle Wildlife Pond & Wetlands Project of the Stockport Council for Voluntary Services To develop and manage the wildlife pond and wetland area, and to build raised beds for disabled people. To include planting the pond and installing a pond-dipping pier and interpretation panel. Also planned is the clean-up of the existing woodland beside the pond, planting of a hazel coppice and a new border hedge.	Started on 28-4-01 and expected to finish on 27-10-01.
Ann Keohane Heelas, separates	British Dyslexia Association To staff helpline and to help in general office duties.	1 day per week for 26 weeks.
Bridgette Lalji Brent Cross Travel goods/handbags	St Luke's Hospice To assist in sorting and preparation of donated goods for display in the shop, to serve customers and to promote the work of the hospice. To help run a recruitment campaign for shop volunteers, and to be involved in design and distribution of posters/leaflets in the local area.	Full time for 26 weeks.
Ian Lane Peter Jones Stationery	East London Out Project — preserving the mental health of gay and lesbian people To help set up new premises for the charity, and to help establish new office/reception systems for its services, as well as a customer care policy.	1 day per week for 26 weeks.
Janet Mason Waitrose Romsey Meat	Salvation Army, Southampton — Inner City Drop-in Centre To work in a new, inner-city drop-in centre for the community.	16 hours per week for 26 weeks.
Mary Mills John Lewis Customer accounts	Winged Fellowship — providing holidays for people with physical disabilities To help for two weeks at one of the charity's five holiday centres for physically disabled adults. To assist with personal care, accompany guests on outings, serving meals and the running of the centre.	Full time for 2 weeks.
Janice Newton Jessops Partners' Dining Room	The Nottingham Hospice To be part of a full-time fundraising team and to help the charity's new fundraiser to develop its direct appeals and lottery.	Full time for 26 weeks.
Lucie Norton Aberdeen Display	Aberdeen Cyrenians — working with homeless single people To achieve the goal of an exhibition of material produced from arts/crafts projects of original award. Autumn secondment extended for a further six weeks.	1½ days per week.
David Pearson Peterborough CMO1	The Wildlife Trusts for Beds, Cambs, Northants and Peterborough To carry out practical conservation work on Trust reserves to maintain biodiversity and improve the environment. To help in coppicing, hedge laying, pond clearing and scrub management.	1 day per week for 26 weeks
Joanne Spalding Cole Brothers, audio & TV	Sheffield RSPCA To be involved with all aspects of the work of the rescue centre.	2 days per week for 13 weeks.
Robert Wardrope Edinburgh Furnishing fabrics	Greater Pilton Childcare Centre To encourage increased participation of parents/carers in overall policymaking and activities of the centre, and to help develop closer links with the business community in north Edinburgh, identifying and securing premises to accommodate the centre's expanding services.	Full time for 26 weeks.
Simon Wilson Cribbs Causeway Furniture	Avon Wildlife Trust — Annual bird species survey in the Gordano Valley To complete an annual survey of bird species in the Gordano Valley from March to July 2002. To establish method for surveys in the future — results of this project will influence future management of Trust reserves.	Full time for 17 weeks.