

'You're there to give'

The Golden Jubilee Trust moves into its third year, and its success is growing, as Vivienne Riddoch discovers when she speaks to some of the Partners and charities involved

Since its creation in 2000 to celebrate that other golden jubilee — the signing of the Second Trust Settlement — the Golden Jubilee Trust has gone from strength to strength, involving even more Partners and charities in a diverse range of projects during secondments lasting up to six months on a part- or full-time basis.

Forty-three awards were made in 2001, covering a whole spectrum of inventive schemes, from teaching young

carers craft skills to setting up First Responder ambulance schemes; from conservation projects to promoting the arts.

As in past years, some Partners have been seconded to charities with which they are already familiar. Veronica Pink, Waitrose Dorking, was already a fundraiser for The Samaritans; John Pearson, Central, chose to work at the Chicken Shed Theatre Company where his son is IT Officer; and Robert Wardrope, John Lewis Edinburgh, sought

to extend his involvement with the Greater Pilton Childcare Centre where he was already on the management board. As the parent of two sons with cystic fibrosis, Gerard Fennell, Catering Manager, George Henry Lee, chose the Cystic Fibrosis Trust.

In some cases it was the Partner, that first contacted the Trust. Neil Clarke, Central, was approached by the JLP Dramatic Society as a suitable candidate for the secondment to Masterclass at the Theatre Royal, Haymarket; while Norman Jones offered his horticultural skills to the Cheadle Wildlife Pond and Wetland Project after the scheme was advertised in the branch's *Chronicle*.

In several cases Partnership involvement has gone beyond simply providing named secondees. John Lewis Brent Cross's Charities Committee donated money to the Friends of Michael Sobell House to pay for curtains for the new art and textile room at the centre, which provides care for people with life-threatening diseases. Several other Partners from John Lewis Cheadle also worked alongside Norman Jones. And Debbie Taylor, Cole Brothers, has enlisted the talents of the Cavendish Singers for a fundraising event she is hoping to organise next year.

The delighted reaction of charities continues to highlight just how unique the Golden Jubilee Trust is. Carol Law, Senior Regional Fundraising Manager with the Cystic Fibrosis Trust, feels that, by having a secondee for a given time period and with a specific remit, the results are clearly tangible, especially regarding fundraising: "It's so different from other company secondments, where an employee might be released for a few hours a month," she says. "You just don't have the continuity." Janine Baxter, Project Co-ordinator with the Young Carers' Group at Peterborough Carers' Centre, echoes the sentiment: "It's the first time we've had someone on secondment like this, and I'd definitely do it again." Masterclass applied to the Golden Jubilee Trust because, with a very small team, it did not have the resources to carry out a particular project. Suzy Humphries, Project Co-ordinator, comments: "I can't say how useful it's been. With the right person and set up properly, a secondment like this can work."

As many of the secondments awarded last year draw to a close, Partners should be warned; they may have problems getting back to their branches. Christine Burrows, Community Help Groups Co-ordinator with the Meningitis Trust, sums up the feeling of many charities: "We're highly delighted with Debbie; in fact, we're going to kidnap her!" ■

HOW TO APPLY

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.



Photographs: Bill Batchelor, Mark Mackenzie; Tom Buijs/Propix Photography; Tony Jedrej; Chris Franklin/Walton Adams; Norman Young; Lindsay Robertson; LivingEDGE



Friends of Michael Sobell House

Michael Sobell House provides specialist palliative care and support for people experiencing life-threatening disease, and their families. The Friends of Michael Sobell House support these services financially, as well as providing volunteers. **Sue Wood, Secretary, Service Manager's Office, John Lewis Brent Cross**

A friend of mine was looked after there, and I was impressed by the support given to the family and friends, so I applied for a secondment. The Friends of Michael Sobell House have raised money for an art/textile room to celebrate their silver jubilee, and I was asked to help make a celebration table covering. I have also been working with a group of ladies on a quilt [pictured left; Sue is seated third from left]. I'm really enjoying it. You're there to give.

Jo-Anne Edwards, Voluntary Services Co-ordinator

There's a lovely atmosphere when Sue's here in the day centre. She's absolutely wonderful: a lovely lady, very bubbly, and she fits in wonderfully. You can see how much she gets out of it. Sue has a specific skill; she's very good with art therapy, and she's helping us set up and develop this. For example, she was wearing a scarf which the patients commented on, so she explained how it was designed. It's something that people facing the end of their lives enjoy.



Cystic Fibrosis Trust

Cystic Fibrosis (CF) is an inherited condition, caused by a faulty gene. A variety of serious symptoms and complications are associated with it, including diabetes, osteoporosis and liver failure. The Cystic Fibrosis Trust provides direct financial, practical and emotional support to families and individuals, and spends £4.5 million each year on medical research, clinical support and family care.

Gerard Fennell, Catering Manager, John Lewis Liverpool

It's been a learning curve for me. I've been going to the children's and adults' clinics [Gerard is pictured above with patient Gemma Powell (left) and Carolyn Cowperthwaite, CF Nurse Specialist], and helping people fill out Disability Living Allowance forms, explaining the financial help and benefits they're entitled to. A couple of patients want to work part time; I've taken one chap to the job centre and arranged to meet the disability employment adviser. I'm also involved in fundraising work, including speaking at Rotary Clubs, which is quite nerve-racking. I've spoken to a group for parents with newly diagnosed children. It helps that I'm upbeat, because people can be quite pessimistic. I have two sons with CF who are healthy — they play

football and go clubbing! — but they have to work at being healthy. It's very different from my usual work, and I find it very enjoyable. Everyone I've come into contact with has been so wonderful and really friendly. They appreciate what I'm trying to do, and are amazed that the Partnership does this. This opportunity came up and I thought: "This is what I want to do". I've been a department manager for 23 years, so it was the ideal time to try and do something for the community with a charity close to my heart.

Carol Law, Senior Regional Fundraising Manager

It's been brilliant having Gerard; it's worked really well. He's very enthusiastic and extremely helpful. He certainly seems to have made his mark. It's tremendously helpful that he's a CF dad and knows the disease; it's much easier to come to us with a background. You deal a lot with families, and he's got that empathy right from the start. The contacts he's forged and reinforced can only be helpful to the Trust. I wish we didn't have to stop! It's been a resounding success, and I would very much hope that we might be able to link up with the Partnership in the future. It's worked so well all round.





Young Carers' Group, Peterborough Carers Centre, The Princess Royal Trust

Supports young carers, including organising activities to give them 'time out' to enjoy themselves.

Pippa Philips, Sales/Demonstrator, John Lewis Peterborough

I do craft demonstrations in the shop, including embossing, and our rubber-stamp supplier was happy to let me use them. I'm passing on my skills of stamping and embossing, so that the charity can carry on the work after the secondment. The youngest group — aged seven to 10 — really went for it, but the older ones took some time warming up! We also ran an adults' session [above: Pippa is pictured left, with Elsie Naughton], to which other charities were invited for training.

Janine Baxter, Project Co-ordinator

The workshops went really well. We try to give the young carers a mixture of activities, and we already do quite a lot of crafts in the winter. The seven- to 10-year-olds were really enthusiastic, and as well as embossing they used decorative scissors to make special effects for thank-you cards. The teenagers had as much fun as the younger ones, with really good results.



Chicken Shed Theatre Company

Chicken Shed aims to produce original and exciting theatre that belongs to everyone. Among its many activities it runs workshops for children and young people, including those with special needs. Based in north London with a venue purpose-built in 1994 for its adult performing company, it also provides rehearsal space for 1,000 Children's and Youth Theatre members, who performed live in The Mall on 4 June for The Queen's Jubilee.

John Pearson, Principal Programmer, Management Services

My son Ben [pictured above, centre, with

John and Emma Watson, Wardrobe Mistress] is Chicken Shed's IT Officer, and I got involved with the monthly meetings of its IT group. The theatre wanted to upgrade its network, which was a major task for Ben, so I became involved. There have been challenges; for example, there is a Braille printer that proved difficult to sort out. Now that the upgrade is almost complete, with nearly everyone on the new system, I think most people are pleased! They are starting to use digital cameras, which they couldn't do with the old system, and I think people are impressed with that.

Jane D'Aulby, General Manager

Chicken Shed Theatre has a rapidly growing staff team and an increasing burden on its IT network. Therefore we were delighted when John applied to the Jubilee Trust for secondment at the theatre. John has been an absolute wonder. With 39 PCs and two servers, we thought changing all that software across the company would be a nightmare. But this fantastic father-and-son team smoothed the waters and dealt with all problems in a calm, efficient and competent manner. We are now all enjoying using our new software.



Norman Jones, Systems Clerk, John Lewis Cheadle (pictured, far left, with Roy Runcorn, Chairman, SMAGA, second from left, and other SMAGA members)

I've been a keen gardener for a long time, and this was the sort of thing I'd always wanted to do. I trained as a biologist and worked as a research scientist for a number of years, so I also had a theoretical background. I'm still heavily involved in the project, and

I've completed a five-year plan.

Roy Runcorn, Chairman, SMAGA

Norman has worked tirelessly during his seconded time and his own time to process the project, and without his enthusiasm and hard work, motivating the allotment and volunteers from John Lewis Cheadle, the project would not be nearly so advanced as it is. As the work is not yet completed, and ongoing maintenance will be required, we are currently canvassing for other volunteers to work with Norman as their leader to finish and maintain the project.



Hampshire Ambulance First Responders

First Responder schemes consist of groups of volunteers who have been trained to attend emergency calls received by the NHS Ambulance Service and to provide first aid until an emergency ambulance arrives.

Alex Band, Branch Network Administrator, branch network support, John Lewis Southampton

My prime role was to set up First Responder schemes in the local community. I initiated new schemes,

Wildlife Pond and Wetland Project

Through the Stockport Council for Voluntary Service, Stockport Metropolitan Allotment Gardeners' Association (SMAGA) proposed a project that included the development of a wildlife pond and wetland area, close to the branch, to encourage conservation and prevent flood damage in the allotment area. The proposal was then put to John Lewis Cheadle's charities committee, and Norman Jones became co-ordinator of the project.

worked on a handbook and set up a website. I also met with very senior NHS people, including the Chief Ambulance Officer of London. I was a coastguard for nine years, did volunteer lifeboat work and was already involved with First Responders before my secondment; I've always been interested in putting something back into the community. I've trained more than 100 people and set up four schemes, with a fifth one at WestQuay in progress. The secondment went very well; it was challenging and rewarding.

Keith Boyes, First Responder Development Manager

We are very grateful to Alex and the John Lewis Partnership. Alex was welcomed into Hampshire Ambulance Service, and brought with him his admin and IT skills, which made a substantial difference to communication systems within the First Responder Scheme. Alex met this task with an open mind and enthusiasm that carried him through for the 19 weeks that he was with us. He was brilliant.



Meningitis Trust

The Meningitis Trust works to remove the threat of meningitis and to reduce its impact. It funds research, provides emotional and practical support to individuals and families, and raises public awareness.

Debbie Taylor, Merchandise Manager, Cole Brothers

I have been approaching small and big businesses for funding. I have also been visiting local schools and colleges, talking to parents and children about meningitis, showing them a video and encouraging fundraising. I've started making plans for a fundraising concert at Chatsworth Estate, Derbyshire, featuring the Cavendish Singers, next year.

It's such a different experience from being at Coles; you can never tell what's going to come out of meetings. For example, at one school I visited a student teacher came forward and wanted to become a fundraiser. I'm hoping to develop my presentation and writing skills. About three years ago I got involved in fundraising with the Meningitis Trust when it set up a community health group in Sheffield.

When the Golden Jubilee Trust came along it was in my mind to do this. Now I can give 100 per cent. I'll do my best.

Christine Burrows, Community Help Groups Co-ordinator (above right with Debbie)
We're bowled over. Debbie is absolutely wonderful. She's really grasped what the organisation's about, and about the disease and its effects. She's keen to go out and do things; she's extremely professional and committed. We're very keen to maximise what we get out of this, and we hope it's of mutual benefit.



The Samaritans of Croydon and Sutton

Staffed by volunteers, The Samaritans provides a confidential, non-judgemental listening service for people in crisis. If you need support, call 08457 909090.

Veronica Pink, Section Manager, checkout/wines, Waitrose Dorking

I was already involved with The Samaritans as a fundraiser when I read about the Golden Jubilee Trust. I'm working on the pilot of the Investors in Volunteers award — similar to Investors in People — which is being overseen by Croydon Volunteer Bureau. It aims to create a recognised and respected standard for the management of volunteers. I'm looking at The Samaritans from the volunteers' point of view, putting things in writing so that, for example, volunteers understand the grievance procedure. It's a bit like the

branch managers' handbook! There's lots of ongoing research; it's very interesting and I'm really enjoying it.

Bob Stent, Branch Director (pictured above, second from left, with Veronica, third from left, and volunteers)

To a large degree, the branch is a microcosm of the national organisation. Each branch is a separate charity; we have our own procedures that take the form of what works for us locally. Our volunteers are involved first and foremost with phone calls; all the other jobs are additional, so from time to time our administration side is not up to standard. Investors in Volunteers is looking for evidence that we look after volunteers, and Veronica's role is to tease out information we have and formulate policy. For someone to come in and take over a whole project is a real bonus.



Greater Pilton Childcare Centre, Edinburgh

Provides high-quality, affordable childcare enabling residents in the area to access employment, training and further education opportunities, thus increasing household income and contributing to the ongoing regeneration of Greater Pilton.

Robert Wardrope, Section Manager, furnishing fabrics, John Lewis Edinburgh (pictured above with Systems Administrator Patricia Thomson and some 'clients')

My son went to the centre, and I was very keen to get involved. I was elected

to the management board as Parents' Representative for three years, and for the last two years I've been Vice-Chair. It's been very, very rewarding. As well as upgrading their IT and telephone system I got a newsletter up and running. I'm very keen to get user involvement — for example, with the website. It was great to be able to pass on my knowledge to the charity, and it gave me a chance to step outside the 'comfort zone'; being Vice-Chair of the board, in theory I was the general manager's boss! It was helpful that I knew most of the staff, and it was nice to see things from a worker's perspective.

David Dickson, General Manager
Robert's secondment was very successful; he made things happen that wouldn't have happened. He took on the role of IT project leader and has been very helpful; his knowledge was probably as good if not better than anyone else's. Robert spent a lot of time and energy shopping around and negotiating with suppliers. We've had business support before, in the form of cash for a specific project, but not a secondment like this.



Macmillan Cancer Relief in Cornwall — Eden Odyssey Prom

Macmillan Cancer Relief is a national charity providing support services for those affected by cancer. The Eden Odyssey Prom is a fundraising concert to be held in the grounds of the Eden Project on 28 July. **Andy Cast, Section Manager, admin/office/audit, Waitrose Saltash (pictured above at the Eden Project)** I'm co-ordinator of the concert; I've been responsible for arranging sponsorship, liaising with performers and organising publicity. Ticket sales are going fairly well, and it's exciting to say the least. It's a novel experience working with people outside the Partnership, and it's shown me that I can do so much more. In a work context I've organised wine and customer account evenings and given talks to, for example, the Women's Institute, but I've never done anything on this scale before.

Clare Wilson, Fundraising Manager, Macmillan in Cornwall

The most valuable things about Andy are that he's so responsible and conscientious; he's just got on with it. Andy's really been excellent. A very pleasant person and easy to get on with — I don't think we could have got a better person for the job.

For more details, contact Andy Cast on 01752 840381 or acast@waitrose.com



Set up in 1998, **Masterclass** works with and supports young people from a wide range of backgrounds, giving them access to quality arts experience. Masters include Steven Berkoff, Jeremy Irons, Maureen Lipman and Zoë Wanamaker.

Neil Clarke, Assistant Buyer, conservatory, upholstery and cabinet furniture (pictured above, right, with Arnold Croke, Chairman)

I was approached by the JLP Dramatic Society; I didn't need much persuading! It's been great; the atmosphere of being based in a theatre was wonderful. It was a twofold project. The first part was research and evaluation, to look at what had been done and to work out ways of moving forward, so I sent a questionnaire to participants over the last three years. The second part was outreach work — getting schools involved — and I targeted six London boroughs. I'd like to stay involved, especially in outreach work; there are 33 London boroughs, so there's a lot of work to be done.

Suzy Humphries, Project Co-ordinator

On every level it's been fantastic. Neil was perfect and a complete delight. He was utterly a part of the team; what's he given us as a tiny trust will be sadly missed. He did an excellent presentation to our board, and it really highlighted the value of the secondment. We applied to the Golden Jubilee Trust for help because we knew we didn't have the resources to do this vital research. I can't say enough about how useful it's been, combined with him being a great person to work with. With the right person and set up properly, a secondment like this can work.

Toby Henderson Trust Centre for Autism Development

A Northumberland-based charity, the trust gives practical support to children with autism and their families, and recently opened an autism centre.

Michael Brown, Van Driver, delivery crews, Bainbridge

The charities committee put me in touch with the trust, and I adapted work by local children's author Colin MacNaughton, as well as my own, to create murals in the centre. I wanted to make the rooms interactive, and included quotations from some of the parents'

Eden Rivers Trust

Aims to maintain and restore the natural beauty and ecological integrity of the River Eden and its tributaries in Cumbria. Runs education programmes involving the local community.

Clive Mitchelhill, Printer, rotary printing, Stead McAlpin (pictured below)

Glyn [see below] and I chose the charity because we work in this kind of field in our spare time anyway, and we want to see the river and its tributaries get cleaned up. I'm enjoying putting something back. We're conducting river surveys, looking at insects and doing electro-fishing, as well as bank restoration and creating access. We're determined to stay in touch after our secondments end.



Glyn Freeman, Senior Colour Mixer, colour house, Stead McAlpin (pictured above)

It's been a great experience. We've learnt loads ourselves, and picked up new skills as well.

Alasdair Brock, Environmental Manager

It's gone very well. On the educational side, it's been great to have the extra help when working with children. With 30 at a time by the river, it's really hard work.

poetry. I painted a 'night-time' mural on a ceiling; it was the closest I've got to the Sistine Chapel!

Lesley Henderson, Director and Founder

The trust was delighted to have been joined by the very talented and charismatic Michael Brown on secondment from Bainbridge last year. The visual images he produced on our centre walls are nothing short of amazing, and create an immediate welcoming impact for all of our visiting families. We feel very privileged to have worked with Michael, and will always be grateful for his talented and committed input to our project.

Going from strength to strength

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

A success

1. The Golden Jubilee Trust awards are now established, and we hope you will agree that the experiences set out below of some of the Partners who have taken part is proof positive of the scheme's success.

How the scheme began

2. The Partnership celebrated its Golden Jubilee in 2000, marking the 50th anniversary of the signing of the second Trust Settlement. The Golden Jubilee Trust was established in January that year to commemorate the event, and launched its first nine secondments four months later, coinciding with the actual month of the anniversary. The Golden Jubilee Trust is a registered charity, and the Trustees must report to the Charity Commission annually.

What the awards mean

3. The awards enable UK-registered charities to benefit from Partners working at the charity rather than in the Partnership, either full time or part time, up to a maximum of six months. The trust takes on the Partner's pay costs during the secondment. That means their department has the funds to provide replacement cover, so Partners do not have to worry that during their absence their colleagues will be left unsupported. Each Partner's rights to Partnership benefits such as holidays, Bonus and pension remain the same.

Who received the awards

Partners

4. Applications are invited from Partners at all levels, and this report shows that 43 charities benefited from awards in 2001-02, compared with 29 in the first year. We commented last time that only one Partner of department-manager level had applied in respect of an award. However, we were pleased to see a broader range of applications in November 2001. Of the secondments agreed then, three were to section managers, three to department managers and one to a merchandise manager.

Charities

5. Charities to have benefited have covered a broad spectrum, ranging from local branches of national charities such as the British Red Cross, The Samaritans, the Meningitis Trust and Macmillan Cancer Relief, to local charities operating hospices or engaged in environmental projects.

6. The Trustees have so far responded to applications, and not set out to engineer a spread across a range of categories by initiating projects.

Range of secondments

7. The length of secondment agreed was varied to match the circumstances of each application. An award of three days a week for three months to Clive Mitchelhill and Glyn Freeman, both of Stead

McAlpin, will enable them to help the Eden Rivers Trust in the Carlisle area improve the habitat of certain endangered species. The Samaritans of Croydon and Sutton requested a secondment that would decrease the administrative pressure on volunteers and provide them with a clear set of procedures. A maximum six months' full-time secondment was therefore granted to enable Veronica Pink from Waitrose Dorking to implement office reorganisation and the collation of information for 'Investors in Volunteers' certification.

Skills used

8. Skills brought to the secondments have been gained through both work and leisure. John Pearson of Management Services at Central used work experience to upgrade the IT system at north London's Chicken Shed Theatre. Cheadle's Norman Jones harnessed personal interest and study certification from the RHS and City and Guilds to turn an allotment area in Stockport into an accessible wildlife pond and wetland. On the other hand, personal experience of volunteering with a charity was the starting point for many secondments, such as Alex Band, John Lewis Southampton, whose personal work as a first-aider led to an award to help organise a network of volunteers to act as First Responders.

What the award meant to us

9. The feedback from both Partners and charities has been extremely positive, and charities

often cannot believe that we offer such a scheme. Below, as an example, are extracts giving both the Partner's and charity's comments to us following one secondment:

Linda Hall, Waitrose Stroud, working at the Cotswold Care Hospice

From the charity: "Linda has worked extremely hard for Cotswold Care running our 'Fivers Project', where she encouraged students within local schools to develop their inventive flair, entrepreneurial spirit, persuasive skills and leadership. The project raised £1,834.51 and significantly raised the awareness of the work we do among a younger generation. Throughout, Linda proved to be an excellent communicator, working well with everyone she came into contact with as an ambassador for the hospice. She worked well as a team player, and was diligent and assiduous throughout her secondment. Many thanks again for enabling the hospice to benefit from the Golden Jubilee Trust scheme."

From the Partner: "From the secondment I have gained satisfaction from achieving all I set out to do, learned new skills of leadership, oration and organisation and have much more confidence in speaking in public to a large gathering. I also did my first radio interview. I have now resumed my normal duties at work, but I am very grateful for the opportunity offered to me by the Trust to help a very worthwhile cause. I would like to thank you and the Trustees for their support and encouragement."

Who received the awards

		DS (including Central)		Waitrose (inc Bracknell)		Partnership total	
		2000	2001	2000	2001	2000	2001
Total number of Partners supported	Management	1	6	0	3	1	9
	Non-management	21	27	7	7	28	34
	TOTAL	22	33	7	10	29	43
Number of organisations supported — by type	Environmental	1	4	1	2	2	6
	Disability	6	5	2	1	8	6
	Medical/care	3	9	2	1	5	10
	Elderly	2	0	0	0	2	0
	Homeless	1	1	0	0	2	0
	Youth	6	8	0	1	6	9
	Community	1	3	2	4	3	7
	Arts	1	2	0	0	1	2
	Animals	1	1	0	0	1	2
	TOTAL	22	33	7	9	29	42
Number of branches participating		16	20	6	8	22	28

10. The full lists of awards made in April and November 2001 are included at the end. Of these, as at March 2002, 12 Partners have completed their secondments, 25 are under way, four are to begin shortly and two awards subsequently fell through. This report covers the full year 2001-02. For this year it overlaps with our last summary, which included the awards made in April 2001, but in future, as we continue to report on the activities of a full year, it will present a clearer picture.

How the awards are made Local Charities Committees

11. Applications are invited via the branch charities committees and the Waitrose divisional charity committee. The role of the committees is to use their knowledge of the registered charities in their locality to consider, rank and endorse the branch requests before submitting them to the Trustees' selection meetings.

12. We know that supplying us with full information to back the branch applications can be time-consuming, but it is critical to the process, and we are very grateful to the charities committees for the hard work that goes into it. Effective branch committee input remains key to the success of the scheme.

13. Any Partner interested should seek out their charities committee secretary or member for advice and application forms. The Trustees look to the committees to help the applicant think carefully about what they intend to do and to be very 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.

The Trustees' selection

14. It then becomes the turn of the Trustees to look at the applications, noting the order of importance in which they have been placed by the branch, and considering factors such as good matching between the Partner and secondment. 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 and well defined, and whether there will be real benefit to the community from the work being done.

When an application would not be considered

15. We are asked from time to time if we will support a Partner's existing charitable work through the scheme — for example, when Partners use their holiday to assist at Scout or Guide camps or another residential activity. We admire the commitment Partners show. But the trust is a vehicle to allow Partners to do what is impossible without an award, going above and beyond what is already being done. An application should be for something different to the Partner's regular commitment.

16. In addition, we will not commit the Trust to grants that are binding beyond the current meeting, and will not consider applications for annual or repeated secondments.

Feedback and maintaining contact

17. In order to offer support to the branches, particularly while the scheme is in its early years, 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.

18. We also want secondees to think about what they have enjoyed during the secondment, pass on their comments to us and write a short article about their experiences in their *Chronicle* for their branch colleagues. We are always interested in hearing from Partners, and we can be contacted either through your branch charities secretary or the Trust's Secretary, Chris Jones, who is on the eighth floor at Central, telephone ext 5464.

19. It is important for Partners to keep in touch with the branch while they are away so that not only do they stay up to date with events but branch interest in the project is maintained. We are grateful for the support of so many registrars, charities secretaries and charities committees. You play a crucial role, and without you we could not function effectively.

Promoting the Trust

20. Reaching more Partners continues to be our aim, and *The Gazette* coverage has been outstandingly successful. This year's supplement highlights the Trust's work by giving Partners the opportunity to tell their stories as well as setting out a comprehensive account of the Trust's doings over the last year.

21. Plans are under way for the next set of posters and leaflets to be distributed to branches in July. We welcome invitations to speak to branch councils, not only because it allows us to talk, but we can also hear Partners' views about how the scheme is working.

How the awards are funded

22. We rely for all our income on the earnings from the endowment of £5m which was agreed by the Central Council. The funds are being invested in a staged programme of purchases of gilts and shares, with some £1.2 million still on short-term deposit at the end of January 2002. In 2001-02 the Trust's income amounted to £203,000, and we spent or committed £157,000 on 43 awards.

The Trustees

23. The Trust Deed allows for three Trustees elected by the Central Council, one appointed by the Chairman

and three appointed by the Trustees themselves, each of whom holds office for a two-year term. Patricia Selley and I were the Chairman's original trustee appointments; we both served until January this year, when Patricia Selley stood down and I was reconfirmed for a further two-year term. Caroline Soper, Ian Rawlings and Dorothy Macrow were elected as Central Council Trustees during the year and will serve until 1 June 2003. Prue Beard and Roger Jefcoate are the current external Trustees, and will serve until their term ends in November 2002.

Thanks

24. On behalf of the other Trustees, I should like to place on record my gratitude to Patricia Selley for all her help and guidance during her term of office. Chris Jones has given unstinting support as Trust Secretary.

25. But without branch charities committees and the Partners who come forward with applications there is no scheme to operate. Thank you for pursuing the opportunities you find. And since time is increasingly scarce for all we do, thank you for devoting it to others, whether you do so under the Trust's auspices or beyond them.

Michael Milner
Chairman of the Trustees



Golden Jubilee Trust Secondments 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 two 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.	Three weeks full time and one day per week for five 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 two weeks and two days per week for 12 weeks.
Maria Garcia JL 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 to help to build up self-confidence and moves towards independence.	Half-day per week for 26 weeks and two 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 launching 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.	One day per week for six months.
Susan Gordon JL 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.	23 ³ / ₄ 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.	Three days per week for 13 weeks. Continues from previous secondment.
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.	Two days per week for six months.
Norman Jones JL 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. Two days per week for six months.
Ann Keohane Heelas, Separates	British Dyslexia Association To staff helpline and to help in general office duties.	One day per week for 26 weeks.
Bridgette Lalji JL 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.	One 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.	Sixteen 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 helping with the running of the centre.	Full time for two 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 JL Aberdeen Display	Aberdeen Cyrenians — arts/crafts project for the homeless 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. Carries on from autumn award.
David Pearson JL 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.	One 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.	Two days per week for 13 weeks.
Robert Wardrope JL 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 JL 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.

Golden Jubilee Trust Secondments Autumn 2001

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Gary Ashcroft Waitrose Chichester Provisions	Brent Lodge Wildlife Centre — treats sick and injured birds with the aim of returning them to the wild To act primarily as a fundraiser for the project to raise funds to build new aviaries and pens for injured birds, also assist in the organisation of 3 open weekends.	One day a week for 26 weeks
Alex Band Southampton, Network Support	Hampshire Ambulance Service — provides support in the first few minutes following a life-threatening event until the emergency ambulance arrives To recruit and organise a network of volunteers to act as first responders in the Southampton area. Alex's work would involve research, PC input, visiting local parish councils and communities.	Full time for four months
Sheila Bennett Waitrose Newmarket Checkouts	Friends of Newmarket Hospital — provides practical and fundraising support for Newmarket Hospital In addition to helping patients by undertaking general duties on the wards, Sheila hopes to learn basic nursing care and other nursing procedures which will also be invaluable during her long leave when she plans to work with AIDS sufferers overseas.	One day a week for 26 weeks.
Andy Cast Waitrose Saltash Administration	Macmillan Cancer Relief — supports and cares for cancer patients and their families through hospices and specialist nurses Offers counselling, information and medical care. To stage a prom concert at the Eden Project in Cornwall on 28 July 2002 to raise funds for Macmillan. Andy will be the main organiser and administrator for the event.	Two days a week, then full time leading up to the event over a period of six months.
Neil Clarke Central Offices Furniture Buying	The Masterclass Trust, Theatre Royal Haymarket — provides free talks and workshops by internationally renowned artists for 16-25 year olds from all over the country who are interested in theatre and what it offers To investigate, collate results and review attendance at the classes, to promote the work and ensure the classes attract diverse groups. He was also involved in the pilot of an education outreach programme to strengthen links with schools and youth/community groups in some London boroughs recognised as areas with disadvantaged young people.	Full time for four months.
Jeff Cooke Waitrose Bromley Food Service	Victim Support — helps people cope with effects of crime. Offers free, independent practical advice and emotional support To be part of a team helping with the relocation and decoration of new Victim Support premises.	Three days a week for four weeks.
Gerard Fennell George Henry Lee Catering	The Cystic Fibrosis Trust — undertakes medical and scientific research and raises awareness. Ensures CF sufferers receive best care and support in all aspects of their lives. Both areas of the work call on Gerard's previous experience: through volunteer support work at Alder Hey and Broadgreen hospitals and in fund and awareness raising projects.	Full time for six months.
Glyn Freeman and Clive Mitchelhill Stead McAlpin Colour House and Printing	The Eden Rivers Trust — aims to maintain and restore the natural beauty of the river Eden and provide programmes of education which involve the local community To work jointly for the Eden Rivers Trust. To work with local primary schools looking at habitat enhancement for threatened species, preparing promotional material and survey and monitoring work. To carry out practical work such as building fencing, stiles, etc.	Three days a week for three months each.
Loraine Herbert John Lewis Correspondence	Lifeline Community Projects — advances education through nursery care, English language teaching and community projects to help relieve suffering or hardship To help with teaching English, nursery care and developing resources. To join existing volunteers in attempting to overcome some of the difficulties that are presented to ethnic minority groups when English cannot be understood.	One day a week for 13 weeks.
Donald Howcroft Waitrose Bracknell Transport	The British Red Cross — cares for people in crisis in UK and overseas To provide transport and escort for disabled people in Berkshire. To attend public events as a qualified first-aider, help with fire victim support service and the medical equipment loan service within Berkshire.	Full time for 13 weeks.
Sue Kirwan Bluewater Blinds	The Lions Hospice — a local hospice giving specialist care, advice and support to people with life threatening illnesses To use administrative skills to build databases for the fundraising department to record the range of skills offered by the charity's volunteers. To upgrade and reformat training records.	Two days a week for 26 weeks.
Lynn Lilley Milton Keynes, Home Decorating	Parents and Friends of Redway School — a volunteer fundraising group for a school for children with severe learning and communication difficulties To develop fundraising ideas and co-ordinate events for the project to raise £100,000 to provide specialist play equipment and landscaping for the school. To encourage others to volunteer to work in school.	Half day a week for four months.
Kathleen Loveday John Lewis, Cheshunt Workroom	The Winged Fellowship Trust — provides breaks for disabled people and respite for their carers To assist qualified staff with welcoming and caring for guests, and to work in the art room.	One day a week for three months. Withdrawn.
John Pearson Central Offices Management Services Technical Support	Chicken Shed Theatre Company — providing education, mainly in the field of arts for young persons, the company works with mainstream and those requiring help with mobility, communication, behaviour or self-help skills, etc. To plan and implement upgrading the company's computer network system and to train his son, who works at Chicken Shed, in the new features to maintain the system.	Three days a week for 16 weeks.



Golden Jubilee Trust Secondments Autumn 2001 continued		
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Phillipa Phillipps JL Peterborough Haberdashery	The Princess Royal Trust, Peterborough Young Carers — supports young people who are responsible for the care of a relative due to illness, disability or substance abuse To teach members and group leaders a new craft (rubber stamping) to be used as a fundraising tool for the charity or as a means of recreation, giving the young people a break from their responsibilities.	2.5 hours x three days
Veronica Pink Waitrose Dorking Checkouts	The Samaritans of Croydon — aims to provide emotional support to those passing through crisis and in danger of taking their life through suicide The office of the Croydon and Sutton Branch, staffed by volunteers, needs organising and systems put in place so that the administrative pressure on the volunteers is decreased. To assess the workload, collect and collate information required to gain the 'Investors in Volunteers' certification which would give a clear set of procedures for the future.	Full time for 26 weeks
Heather See Waitrose Marlow Admin/Audit	Hearing Dogs for the Deaf — trains rescue and donated dogs to alert deaf people, through touch, to sounds such as doorbell, cooker timer, telephone, smoke alarm, etc. To organise an open weekend for the charity's 20th anniversary by assisting with planning, resource management, recruitment, bookings, invitations, etc.	Equivalent of 10 weeks full time
Avril Snowdon JL Bluewater Call Off	Demelza House children's hospice — offers respite care for children with life limiting illnesses To cover many areas of the hospice's work such as catering, office/reception, the charity shop gardening, etc.	Full time for 26 weeks
Brenda Sorsky George Henry Lee Carpets	Claire House Hospice — offers respite, palliative and terminal care for children with life-threatening or limiting conditions To work within the appeals team, entering information on the database, recruiting and retaining corporate and individual support and assisting with events.	Three days a week for 26 weeks
Debbie Taylor Cole Brothers Management Office	The Meningitis Trust — a community branch offering support for those affected by meningitis. Also fundraises for the trust which funds research, awareness and support To work with the area manager to develop the Sheffield community support group. To raise funds for the trust by developing corporate links, talking to community groups and schools, organising high-profile events and developing a pack for those bereaved by meningitis.	Full time for 26 weeks
Sue Thomas Peter Jones Furnishing Fabrics Workroom	The Shooting Star Trust — runs hospices for children who have a limited life expectancy and their families; £2m is needed to build a hospice for west London To use long experience of 'moves' teaching and fundraising to benefit the hospice. To organise and run fundraising events based on aerobic fitness moves, through schools in the hospice catchment area, women's guilds, etc.	One day a week for 24 weeks
Michael Thompson Waitrose Chichester Wines	The National Trust — works for the preservation and presentation of places of historic interest and natural beauty To assist the warden in day-to-day management of East Head, a sand and shingle spit at the entrance to Chichester Harbour. Tasks would include fencing, basic biological, geological and visitor surveys, visitor queries, reclamation projects, boardwalk installation.	One day a week for 26 weeks
Helen Windsor Cribbs Causeway Despatch	Youth Hostels Association — sets out to help all, especially young people of limited means, to greater knowledge of the countryside, primarily through the provision of hostels To help in the in the annual spring-cleaning in the remote mid-Wales hostels, the fabric and furnishings of which suffer from the winter weather. To clean, decorate, clear grounds, etc.	Two weeks full time
Sue Wood Brent Cross Service Manager's Office	Friends of Michael Sobell House (Hospice) — the 'Friends' aim to financially support in-patient care and day-care at the Hospice To use Embroiderer's Guild qualifications by designing and co-ordinating the construction of a quilt through the day centre. 2002 will be the 25th anniversary of the charity, and the quilt will form a focus for fundraising for the event.	One day a week for 26 weeks