

## **Humber and North Yorkshire VCSE Collaborative survey - Completion Guidance**

### **Who should complete the research?**

To show the full breadth of the VCSE sector, **ALL charitable organisations** are encouraged to get involved! From tiny organisations up to branches of large national charities, and everyone in between - if you are part of the VCSE sector, the VCSE Collaborative wants you to be part of the research!

Some of the questions might not be relevant to your organisation, but it's still important that this data is captured as it forms part of the bigger picture and helps map what organisations do and do not record.

### **Before you complete the research, here's some important things you should know:**

- The survey is completely confidential and takes up to 1 hour to complete.
- To support you to complete the survey, please refer to the checklist (below).
- To ensure your organisation only submits one entry, we recommend the person who is responsible for your workforce completes the survey. This could be your Chair, Chief Executive, Manager, or your Human Resources representative, or yourself, if you cover all of these roles.
- Your responses will be saved on Qualtrics, so you can go back to complete the survey when you have time.
- If you have any questions or you require the survey in an alternative format, you can email the VCSE Collaborative team via: [hnyicb.vcseteam@nhs.net](mailto:hnyicb.vcseteam@nhs.net)

### **Information checklist:**

To support you to complete each section, please have the following information ready.

#### **Section 1 - Your organisation and services**

- Your organisation's focus and areas of activity
- Financial information - funding, income, reserves

#### **Section 2 - Workforce, demographics and capacity**

- Number of employees, hours worked, contract type, working patterns
- Employee demographics and commuter distance

#### **Section 3 - Workforce Management and Sustainability**

- Employee movements over the past 12 months
- Recruitment, employee benefits and training practices

#### **Section 4 - Volunteers**

- Volunteer numbers and age range of volunteers
- Types of volunteer roles within your organisation

[Start survey now](#)

### **What happens with the data?**

Researchers at the University of York will explore all the data. They'll map the scale, demographics and contribution of the sector, whilst identifying any gaps or trends.

The findings will be made available to the whole sector to provide insight into your contribution, and as a resource to support future investment into the sector. The VCSE Collaborative will also identify any developmental opportunities and will tailor support to grow and develop our sector's workforce.

[Start survey now](#)

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