

About the Journey to Success consultancy programme

The LinkUP network is Hackney's ChangeUp network which aims to help improve the capacity of voluntary and community sector (VCS) organisations and help them progress towards long term sustainability.

Hackney Council for Voluntary Service (HCVS) in partnership with LinkUp (ChangeUp consortium) members are offering free 1-1 consultancy and developmental support to VCS groups in Hackney.

This is funded by CapacityBuilders and City Bridge Trust to support the organisational growth of Hackney's VCS.

Visit www.hcvs.org.uk and click on Free consultancy to find out more.



Tailored support and training for your
voluntary and community sector (VCS) organisation

- Governance
- Financial systems
- Business planning
- Policies & Procedures
- Fundraising
- Legal structures
- Budgets & Cashflow
- Development Plan
- Meeting legal requirements
- Fundraising strategy.

Welcome, this brochure tells you about our Journey to Success (J2S) consultancy programme designed to develop your voluntary and community sector (VCS) organisation.

What you will receive?

- Tailored one to one coaching until May 2010
- A leadership training programme - details in this brochure
- A bursary to build specific skills.

Who is this programme for:

The full J2S programme is for specific groups or cohorts of VCS organisations including:

- Refugee and asylum seeker VCS groups
- Tenants' and Residents' Associations (TRA)
- Networks of community organisations.

The training is open to anyone working in the VCS, however priority will be given to people on the Journey to Success programme.

Cost: Free

Venue: These training workshops are held at a variety of venues in Hackney. Once you book you will be given full details.

Booking policy: You must book on the courses to be able to attend. If courses are full, you will be added to a waiting list, spaces will be offered to those on the waiting list four days working days before the course.

About LinkUp: Journey to Success (J2S) consultancy programme is organised by Hackney Council for Voluntary Service (HCVS) in partnership with LinkUp members. Visit www.linkuphackney.org.uk



To book, please call HCVS on 020 7923 1962 or email info@hcv.org.uk or check online at www.hcv.org.uk

If you would like to book on any of these courses, please complete the form below with your contact details and indicate the courses you would like to attend on the opposite page.

Once completed please return to HCVS by:

- fax: 020 7275 8577;
- email: info@hcv.org.uk
- post: HCVS, 84 Springfield House, 5 Tyssen Street, London E8 2LY

name:

organisation:

address:

telephone:

email:

web:

access requirements:

dietary requirements:

We will be providing a networking sheet with attendees contact details - Please mark this box if you do NOT want to share your contact details.

Booking policy: You must book on the courses to be able to attend. If courses are full, you will be added to a waiting list, spaces will be offered to those on the waiting list four days working days before the course.



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Below are the training workshops we are running for the Journey to Success programme. Please indicate which course you would like to book.

Date	Course	More info / Book a place
Tuesday, 2 March, 10 – 4pm	Influencing and negotiation skills	
Tuesday, 9 March 10am - 1pm	Fundraising ideas	
Tuesday, 9 March, 2 - 4.30pm	Fundraising online	
Wednesday, 10 March, 10am - 4pm	Introduction to volunteer management	
Tuesday, 16 March, 9.30am - 5.30pm	Legal structures	
Wednesday, 17 March, 10am - 1pm	Volunteer recruitment	
Wednesday, 17 March, 1.30pm to 3.30pm	Volunteers expenses and paying people	
Tuesday, 11 May, 10am - 1pm	Supporting volunteers through supervision	
Tuesday, 11 May, 1.30pm to 4.30pm	Annual cost centred budgets	
Thursday, 20 May, 10am - 1pm	Financial reporting	

There are three parts to the Journey to Success consultancy programme, below is more information on each.

1. Tailor-made one to one coaching available up to March 2010

You will receive a number of informal coaching sessions both at HCVS and at your organisation. Topics covered include:

- Governance
- Financial systems
- Business planning
- Policies and Procedures
- Fundraising Legal structures
- Budgets and Cashflow
- Development Plan
- Meeting legal requirements
- Fundraising strategy

2. A Leadership Training Programme

Free training is available on the workshops below:

- Influencing and negotiation skills - Tuesday, 2 March, 10 – 4pm
- Fundraising ideas – Tuesday, 9 March, 10am - 1pm
- Fundraising online – Tuesday, 9 March, 2 - 4.30pm
- Introduction to volunteer management - Wednesday, 10 March, 10am - 4pm
- Legal structures - Tuesday, 16 March, 9.30am - 5.30pm
- Volunteer recruitment - Wednesday, 17 March, 10am - 1pm
- Volunteers' expenses and paying people - Wednesday, 17 March, 1.30 - 3.30pm
- Supporting volunteers through supervision - Tuesday, 11 May, 10am - 1pm
- Annual cost centred budgets - Tuesday, 11 May, 1.30pm to 4.30pm
- Financial reporting - Thursday, 20 May, 10am - 1pm

3. Bursary to build specific skills

You can get an Organisation Learning bursary to support your specific organisation training needs. To find out more, contact HCVS on 020 7923 1962 or email info@hcv.org.uk



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Influencing and Negotiation Skills

Tuesday, 2 March, 10 – 4pm

at HCVS, 84 Springfield House, 5 Tyssen Street London E8 2LY

Influencing skills are indispensable in modern organisations. Reporting lines are less hierarchical, and there is more cross team and partnership working where you get things done by inspiring and persuading other people.

This one day course will help you understand how influencing works, provide you with practical tips and techniques to become more influential and help you work on building an effective personal influencing style.



Over the one day you will cover:

- what is influence?
- influencing strategies
- developing and using meeting skills, negotiating, listening and assertiveness skills
- the psychology of influence: motivating other people
- influencing styles
- developing your personal brand.

Your trainer: Rachel Harris, Directory of Social Change

Financial reporting

Thursday, 20 May, 10am - 1pm

at HCVS, 84 Springfield House, 5 Tyssen Street London E8 2LY

The course will take you through the process of producing the financial reports needed for your organisation to meet its legal requirements.

Over the one day you will cover:

- Receipts and Payments Account and turning this report into Income and Expenditure Accounts
- grounding in accounting concepts e.g. debtors, prepayments, creditors and accruals
- how to produce Budget Variance Statement
- what is included in a Balance Sheet.



Your trainer: Cyndi Smart, Community Accountancy Project (CAP)

This course is delivered by Community Accountancy Project (CAP), which provides training, financial and management services to Hackney & Tower Hamlets' voluntary and community sector. Contact Community Accountancy Project (CAP) on 0020 7249 7109 or email bookings@caplondon.org

Annual Cost Centre Budgets

Tuesday, 11 May, 1.30pm to 4.30pm
at ELATT, 260 - 264 Kingsland Road, London, E8 4DG

This half-day seminar will introduce you to cost centre budgetting and show how this fits into the organisation's overall financial management system.

Over the one day you will cover:

- how to identify related expenditure and include them in the budget
- how to work out staffing and other budget costs e.g. premises, operational costs
- find out what direct costs are and how to apportion indirect costs
- learn about different types of budgets e.g. capital, revenue and start up costs.



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Fundraising Ideas

Tuesday, 9 March,
10am - 1pm
at HCVS, 84
Springfield House,
5 Tyssen Street
London E8 2LY



This workshop will empower you with skills to pursue alternative sources of fundraising apart from grants.

Over the one day you will cover:

- various tools to develop donations from individuals and corporate sponsorships
- how to access various on line resources that will enable you to gradually develop donations
- gain a pool of ideas for fundraising events and activities, Philanthropy giving approaches, including specific internet fundraising sites.

Your trainer: Sarah Oyedele, Fundraising Support Officer - Voluntary Action

Voluntary Action Camden is an independent voluntary organisation that exists to support, encourage, defend and develop voluntary and community action in the London Borough of Camden. Contact Voluntary Action Camden on 020 7284 6550 or visit www.vac.org.uk

Fundraising Online

Tuesday, 9 March, 2 - 4.30pm
 at ELATT, 260 - 264 Kingsland Road, London, E8 4DG



Fundraising Online is an internet search engine that has every facility you can think of to enable your organisation gets ahead in fundraising.

Over the one day you will cover:

- how to search for grant funding for specific projects
- how to obtain information of new funding opportunities and develop fundraising plans based on forthcoming deadlines
- how to use timely reports and policies in the sector, to inform your fundraising strategy
- learn how generate funding opportunities for Contracts, Loans, Sponsorship and Venture Capital in the VCS.

Your trainer: Sarah Oyedele, Fundraising Support Officer - Voluntary Action Camden

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Supporting volunteers through supervision

Tuesday, 11 May, 10am - 1pm
 at ELATT, 260 - 264 Kingsland Road, London, E8 4DG

The aim of this session is to make you aware of a variety of methods of support and supervision and the positives and negatives associated with each.

Over the one day you will cover:

- the difference between support and supervision
- what types of support and supervision to use for your volunteers
- techniques for dealing with difficult volunteers.

Your trainer: Tanya Turner, Quality and Development Manager - Volunteer Centre Hackney

This course is delivered by Volunteer Centre Hackney, which provides support to organisations in volunteer recruitment, retention, recognition and appreciation. Contact Volunteer Centre Hackney on 020 7241 4443 or visit www.hackneyvoluntaryaction.org



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Volunteer Recruitment

Wednesday, 17 March, 10 - 1pm
at Hackney Voluntary Action, 92
Dalston Lane London E8 1NG

Find out how to recruit the right
volunteers and improve your publicity
so it is attractive and accessible to a
wide range of people.

Over the one day you will cover:

- new ideas on how, where and when to recruit
- planning a recruitment campaign, and getting people to respond positively to your publicity material
- If you want to bring along your current volunteer recruitment material there will be an opportunity to get feedback from other delegates.



Your trainer: Tanya Turner, Quality and Development Manager - Volunteer Centre Hackney

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Introduction to volunteer management

Wednesday, 10 March, 10 - 4pm
at HCVS, 84 Springfield House, 5
Tyssen Street London E8 2LY

The aim of this session is to help you make volunteering a positive experience for all involved; staff, users and volunteers. Find out what procedures should be in place prior to and while working with volunteers.



Over the one day you will cover:

- how to write a volunteer role description, person specification and risk assessment
- how to plan for the selection and induction of volunteers
- how to prepare a Volunteer Policy and Procedures.

Your trainer: Tanya Turner, Quality and Development Manager - Volunteer Centre Hackney

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Legal structures

Tuesday, 16 March, 9:30am - 4pm
at HCVS, 84 Springfield House, 5 Tyssen Street London E8 2LY

Gain a clearer understanding of the legal structures available that will allow your organisation to fulfil its aims. You will understand more about the funding and finance landscape and how legal structures can impact on this. As well as, gain a clearer understanding of creating a strategy for financial sustainability.



Over the one day you will cover:

- Creating a funding strategy
- A review of the spectrum of finance and funding available
- Creating sustainability
- A review of legal structures within the social economy
- What are the advantages and disadvantages?
- How easily can they be formed?
- What is the cost in terms of time and financial resources?
- How does the legal structure impact on the funding available?
- What happens if things go wrong?
- Availability of funding and finance sources.

Your trainer: Uday Thakkar, Managing Director of Red Ochre

Red Ochre is a leading provider of consultancy, organisational support and training for the Third Sector and public agencies. We help organisations develop and implement strategies, facilitate change, plan for sustainability, carry out research and deliver projects. Visit www.redochre.org.uk



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Volunteers Expenses and Paying People

Wednesday, 17 March, 1.30pm to 3.30pm
at Hackney Voluntary Action, 92 Dalston Lane London E8 1NG



This seminar looks at legal side of paying volunteers expenses. The seminar dealt with issues relating – how much volunteers should be paid, how it may affect their benefit if they are claiming, receipts volunteers have to give to the organisation to reimburse for actual out-of-pocket expenses.

Over the one day you will cover:

- how much volunteers should be paid
- how this may affect volunteers' benefits if they are claiming
- the receipts volunteers have to give to your organisation to reimburse for actual out-of-pocket expenses.

Your trainer: Cyndi Smart, Community Accountancy Project (CAP)

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