



Support for small community groups in Shropshire

Bitesize training (1½ hour sessions by Zoom) in the following:

Involving volunteers

This introductory session is a great place to start learning best practice in recruiting, supporting and retaining volunteers. Topics covered will include:

- Why people volunteer and the importance of motivation
- Volunteer policy – what does a “good” policy look like
- Recruitment – how to recruit the right people for the roles you need to fill
- Supporting volunteer
- Retention of volunteers – recognition and reward

Committee roles and responsibilities

This is an introductory session to help committee members to focus on what they need to do to manage things well. Topics covered will include:

- The role of a committee member
- Overview of a constitution – do you need one? What does it include?
- Different roles/skills needed on a committee
- The mechanics of holding effective meetings and making and recording decisions.

Writing good policies and procedures

Policies and procedures are needed to effectively run any group and are usually needed to meet the requirements of funders or to ensure that you are operating legally. This introductory session will provide guidance on the latest information and best practice. Topics covered will include:

- Purpose of policies and procedures
- Best practice in writing policies and procedures
- An overview of commonly needed policies

Adult safeguarding awareness

This introductory session will provide participants with an understanding of what to look for to safeguard adults from harm, how to recognize abuse, how to respond effectively and how to make an appropriate referral. Topics covered will include:

- An explanation of 10 types of abuse
- Recognising the signs and symptoms of abuse
- Referral and reporting procedures – the internal processes and the responsibilities of local authorities.



Disclosure and Barring Service (DBS)

This course is aimed at project leads who need to determine whether DBS checks are necessary as well as anyone looking at DBS results to make a decision about an individual's suitability. Topics covered will include:

- Legislation underpinning DBS
- Different types of checks and what they mean
- Regulated activity
- Portability of DBS checks
- Understanding your responsibilities with regards to DS
- Understanding the circumstances that qualify for an eligible check.

For groups that are interested in raising funds we are offering an

Introductory course in Bid writing for charities and community groups.

This will be two 2-hour sessions (on Zoom) which will take place one week apart leaving some time in between to read further course material and reflect on the information given. Provisional dates are 25 November and 2 December.

This course would normally cost £75 per person but is being offered free to groups through this programme.

Information about the course:

This online bid writing course will give you support to improve your ratio of success and motivate you to write grant applications confidently. The course is equally useful for novices and people with previous experience in fundraising and will give you access to a Fundraising expert's extensive knowledge and advice.

The course covers the whole scope of the grant funding process, so that you will go away from the course with a clear picture of the task of grant fundraising, equipping you with the right techniques and tools to make the best use of your time and energy spent fundraising.

The course we will cover:

- how to find grant opportunities and how to select the suitable ones for your organisation
- Learn different tactics, resources and data you can use to explain need
- How to describe impact and outcomes;
- how to create a solid budget;
- common errors, the reasons applications are rejected, and top tips for increasing your success rates;
- the perspective of the funder while assessing applications.
- tips and advice on how to raise funds for your organisation in the current bidding environment



Other support services

On-going support from experienced “mentors”

These are people who have already worked through organisational development and can share their experience with you to who work through particular challenges, reading and helping you with funding applications, or discuss your expansion plans to help your group develop.

We are anticipating that, following the training courses above, participants may feel that they need more 1:1 support and we hope to have a pool of mentors available drawn from a wide range of local organisations with a wealth of experience.

A service to help you to undertake DBS checks for your volunteers

Are you aware of the Disclosure and Barring (DBS) guidelines? Is your group complying with the rules? Through this programme we will be able to support you getting DBS checks for your volunteers if you need them – and to advise you if you don't! Checks will be completed by Shropshire Youth Association and we will be able to pay for up to ten checks per group (normally £18 per person) to get you started.

Regular updates about funding available that your group could apply for

The funding landscape is constantly changing and there are many small grants available that your group could apply for but how do you hear about them? We will be providing regular updates of local funding opportunities – and just as a starter, we will shortly be launching a small grant where your group could apply for up to £500 to buy PPE (gloves, disposable masks, hand sanitiser etc) for people in your group who are doing face to face deliveries to members of the community.

Access to peer support group meetings

Sometimes just talking to someone doing the same as you, sharing ideas and asking for help can be both helpful and motivating. If there is sufficient interest, we will set up a peer support group