



**Peterborough
Voluntary and
Community Sector**

Business School



Charities, voluntary and community groups, social enterprises and other not for profit organisations are playing an essential role in Peterborough. Whether the work is delivering services on behalf of the NHS or Peterborough City Council; supporting residents and communities; getting involved in the localism agenda; running a community centre or other local facility; trustee boards, volunteers and paid staff need to have the skills to understand how to recruit and look after their staff. Deal with health & safety, business planning, effective communication and marketing, along with the financial knowledge to know how to account for the charity funds.

The Peterborough Voluntary & Community Sector Business School provides the information; tools and techniques you will need to help your organisation or group survive.



Who can attend?

Volunteers, Trustees, Committee members and paid staff of any charity, voluntary or community group, social enterprise, CIC or other non profit making organisation.



Where will the courses take place?

In accessible venues very close to the city centre.

How much does it cost? £€

Nothing the courses are all free as they are being funded by the Big Lottery Fund until July 2014.

“Relaxed, interesting, fun and informative, excellent”



How often do the courses run?

The Business School runs its block courses very similar to the academic year e.g. Autumn, Spring and Summer terms. Each block of learning is between 5 and 10 weeks long. The School also offers day courses during the year.



So how will the business school help you?



Change is something we all have to face but is your organisation or group ready to manage the change and come out of it happy?

Do you want to promote your group to the right market? the marketing course will challenge how you promote your work.
Is this the most effective way for your service users?
Are you reaching the right audience?

Suffer from number dyslexia? You are definitely not alone. If you are one of the thousands of people that sit in a meeting faced with a set of accounts that looks like a foreign language, then you need to be able to understand what you are looking at so that you can ask the right questions.



Funding, funding and more funding; this is something most of the voluntary and community groups in the city find as one of their biggest challenges. Find out more about a wide range of possible funding sources, you certainly should be thinking about this.

Understanding what is meant by social media and how to get the most out of it is very topical. Thousands of us are signing up to Facebook and Twitter but don't know how to best use this free marketing tool.

How to design and create a web site that you are in control of. How many times has someone offered to create a web site for you then left you to it? Avoid this by taking responsibility for your web site.

How do you know if your volunteers are being supported? Management of staff and volunteers can be quite a challenge; the management course will guide you through some of the things you will need to help your staff.

Peterborough Voluntary Sector Business School is enrolling now. Please call 01733 342683 or email reception@pcvs.co.uk for an enrolment application.



LOTTERY FUNDED

Words and phrases like strategic planning, policies, outcomes, objectives, SMART, SWOT and business plans can seem very daunting make sure your group isn't left behind. Once you know it's much simpler than you think.

The PVBS (Peterborough Voluntary Business School) is part of the Basis BIG Lottery funded programme of activities, which includes:

7 specialist networks:

Advice
Disability
Environment
BME and Diversity
Health and Older People
Women's Issues
Volunteering

+

6 E-Learning videos with supporting documents including:

Employing People
Health and Safety
Getting Your Message Across
Protecting your service users
Registering a charity and financial regulations
Equal opportunities

www.pcvs.co.uk/elearning

For more information and to request an enrolment form contact:

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