



# Peterborough Infrastructure Consortium

Stronger together, supporting the voluntary sector

Information about the support and  
activities available for the voluntary  
& community sector in  
Peterborough managed by the  
Peterborough Infrastructure  
Consortium

**November 2009**



# Peterborough Infrastructure Consortium

Peterborough Infrastructure Consortium was formally set up in April 2008 as a body of local charities with a desire to help strengthen, support and develop the Voluntary and Community Sector in the city.

Having previously worked together to produce the Peterborough Voluntary Sector Report in 2008, the consortium members understand, through their work as service providers and representatives, the challenges of today.

During 2008/09 the consortium has been successful in applying for funding from both the Big Lottery and Capacity Builders. These funds have enabled us to set up services which will benefit all members of the local voluntary and community sectors and all of the activities contained in this publication are open to paid staff, volunteers and trustees.

We would ask that you circulate the information available to members of your group to ensure as many people as possible can benefit.

Contact details of all members of the Peterborough Infrastructure Consortium can be found at the back of this brochure.

Inside the brochure you will find information about the following:

- Peterborough Voluntary Sector Business School
- Specialist Networks
- E-Learning
- Volunteer Management



# Voluntary Sector Business School

The newly created Voluntary Sector Business School will provide a range of business related courses in a voluntary sector setting.

Learners will be offered a series of modules with an overall certificate of achievement. More importantly, it will provide training and knowledge to volunteers, trustees and paid staff who need or wish to have a greater impact in the overall management of their group or organisation.

The modules include:

- **Management** Managing staff, operations, projects, developing new initiatives, liaising with statutory authorities, managing quality against the pressures of service delivery and time management are all areas which are covered.
- **Communication** Effective communication, whether in-house, to funders, or to service users, is an essential part of our delivery. Learn to communicate with more confidence and impact with this module.
- **Marketing** Understanding the principles of marketing, marketing plans, behaviours and designing brands alongside the need for creativity without a marketing budget are areas covered in this module.
- **Information Technology** Understanding modern IT is an area that many voluntary groups feel unable to keep up with. This module will work through many of the tools available.
- **Finance & Fundraising** This module will include understanding SORPs regulations, financial record keeping and annual budgeting alongside techniques for grant applications and fundraising.

The first courses will commence in March 2010 and continue on a rolling programme until July 2014.

The courses will run for a maximum of ten, two hour weekly sessions in venues across the city. To register your interest for the courses please contact PCVS on 01733 342683, or email [pcvs@pcvs.co.uk](mailto:pcvs@pcvs.co.uk). The Business School is funded by the Big Lottery.



# Specialist Networks



The Specialist Networks, funded by the Big Lottery BASIS Programme, will provide an opportunity for large national charities, small local community groups and other non-profit organisations to work in partnership on local, regional and national issues that affect their service users and delivery.

The networks will help to influence local service provision, provide representation and a stronger voice.

Your group or organisation can and may wish to be part of more than one network. The following networks commenced in October 2009:

**Peterborough Advice Hub** A network facilitated by Peterborough Citizens Advice Bureau for any organisation or group providing advice services.

**Disability** This specialist network is open to anyone providing services for people with disabilities, including physical and learning disability or mental health. This network is facilitated by DIAL Peterborough.

**The Environment Network** Open to anyone working on environmental issues or wishing to know more about improving the environmental footprint of their group, facilitated by Peterborough Environment City Trust.

**BME** A wide range of BME, diversity and cohesion issues will be brought together with this network facilitated by Peterborough Racial Equality Council.

**Volunteer Peterborough** For anyone who supports volunteers, this network will look at the difficulties groups involving volunteers currently face. Facilitated by Peterborough Volunteer Centre.

# Specialist Networks



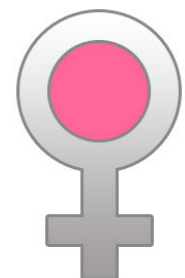
A further two networks will commence from April 2010:

**Women in Focus** This specialist network will enable a wide range of women's groups to come together and work towards providing a stronger voice for women's issues in the city; facilitated by Peterborough Women's Aid.

**Health First** If you are involved in adult health related issues or delivering services to older people then this specialist network will be of interest. The wide range of groups and organisations that will be involved in this network will make it a strong and effective voice; facilitated by Peterborough Council for Voluntary Service.

As part of this work we also support Young Lives VoiCeS Network involving work with children, families and young people which is an established network in the city.

To find out more or to sign up to be a part of networks please contact the relevant organisation.



**Women in Focus**

**Working for Fairness and Equality**

# E-Learning



Quality standards is often an area that many of us feel slightly overwhelmed by. Whether it's the trustees who have overall responsibility, the manager who has the day to day responsibilities or the group of volunteers trying to provide a good service as well as keeping everything legal - we all need to know how to comply with legislation. Funders are also keen to see charities and groups following a "quality" way of working.

E-Learning is a range of free training DVDs that will provide practical advice, signposting and sample documents. This will also look at that you do in practice and how it is confirmed in your policies.

The six areas that will be covered include:

- **Employing people** There is so much we need to think about, from the right way to advertise a vacancy, interviewing candidates to employment contracts, this DVD will guide you through the many areas.
- **Protecting your service users & staff** Including Data Protection, Vetting and Barring and CRB Checks.
- **Marketing** How to sell your services to a wide range of audiences whilst considering disability and language needs.
- **Equal Opportunities** How does your group look at being inclusive and reflect the changing communities of Peterborough?
- **Health & Safety** What legislation do you need to follow? If you have premises, what are the regulations? All this plus more will be covered.
- **Charity Legislation & Understanding SORPs** You will learn about registering as a charity, understanding financial requirements as a charity and meeting charity laws.

The E Learning will be available from September 2010.

# Volunteer Management



Funded by Capacity Builders from November 2009 until March 2011, this project will be delivered by Peterborough Volunteer Centre.

The aim of the project is to help groups and organisations involving volunteers to develop new volunteering roles and give them the tools to support their current volunteer management.

Volunteers provide the backbone to our services across the city, without them most of us could not continue with the level of delivery we do. But in order for your volunteers to feel valued, worthwhile and busy, the need to organise their activities is vital.

The project will:

- Develop a toolkit for use by any group or organisations using volunteers. The toolkit will be available in both printed and electronic versions.
- Work with 50 small groups on a one to one basis developing their volunteering programmes and procedures.
- Design and facilitate a web based resource that anyone involved in volunteering can access. This resource will include fact sheets, signposting, information and advice, news and volunteering opportunities.



If you are interested in finding out more about this project or would like to be considered as one of the 50 small groups accessing the one to one support, please contact Peterborough Volunteer Centre on 01733 342683.



# Peterborough Infrastructure Consortium

## Members

Age Concern Peterborough	01733 564185; d.bache@acpeterborough.org.uk
Bridgegate Drug Advice Service	01733 341555; lindsey@bridgegate.org.uk
Citizens Advice Bureau	01733 887914; ceo@peterboroughcab.org.uk
DIAL Peterborough	01733 265551; dialpeterborough@btconnect.com
Peterborough Alzheimer 's Society	01733 893853; pbalzheimers@tiscali.co.uk
PCVS	01733 342683; john.cunningham@pcvs.co.uk
Peterborough Environment City Trust	01733 568408; rachel.huxley@pect.org.uk
Peterborough & Fenland Mind	01733 758211; malcolm.turner@pfmind.org.uk
Peterborough Racial Equality Council	01733 554630; mj@prec.org.uk
Peterborough Volunteer Centre	01733 342683; annette.atkinson@pcvs.co.uk
Peterborough Women' s Aid	01733 847926; pw_aid@btconnect.com
Terence Higgins Trust	01733 311555; info.peterborough@tth.org.uk
The Salvation Army	01733 892013; sharon.keogh@salvationarmy.org.uk
Young Lives	01733 341345; lynn@young-lives.org.uk



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