



BEDS-SPREAD



August 2009 - Extra

Free Accounts Software

TASBooks Basic is free accounting software designed to help organisations keep track of their cash flow. It shows you at-a-glance how your organisation stands - who owes you money and who you owe money to.

The free software download is quick, simple and easy to set up. It's not a time-limited trial version, there's no obligation and it's yours to use for as long as you need.

To download the free software and to find out more visit <http://digbig.com/5badnb>



Community & Voluntary Service

43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

E-mail: info@yourcvs.org
Web: www.yourcvs.org



Community & Voluntary Service

ICT Development Adviser

35 hours per week

NJC pt 30 (£25,146 p.a.) - pay award pending

Here is your chance to make a difference by supporting local voluntary and community groups to use ICT more effectively. You and a small number of volunteers will be providing advice and support on a range of ICT issues, including networking, software, email systems and websites.

The successful candidate will have extensive knowledge of ICT, experience of providing advice and training on ICT issues, and excellent interpersonal skills. Knowledge and experience of the voluntary and community sector would be desirable.

This post will be based in Bedford, but will work across Bedfordshire and Luton and is funded for two years by The National Lottery through Big Lottery Fund.

For an application pack, please call **01234 354366**, or email: jobs@yourcvs.org, or download an application pack at: www.yourcvs.org

Deadline: **12pm, Monday 7th September 2009**



LOTTERY FUNDED



Volunteer Centre Bedford

Volunteering Adviser

21 hours per week initially
(likely to rise to 28-35 hours)

NJC pt 20 - £18,217 p.a. (pro-rata)

Do you want to help people volunteer?

You will be interviewing and advising members of the public who want to volunteer, helping them to find opportunities suitable for their needs and aspirations.

You will have experience of dealing with customers/clients face-to-face, good communication and admin skills. Some experience of volunteering or working in the voluntary sector would be desirable.

For an application pack, please call **01234 213100**, or download an application pack at:

www.volunteeringbedford.org.uk

Deadline: **Tuesday 1st September 2009**

Registered Charity No: 1086329

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

Route to Contract Courses

- **Data Protection and Confidentiality** - Tuesday 22nd September 2009 - Sue Ryder Care, Moggerhanger
- **Improving Staff Performance** - Wednesday 4th November 2009 - Sue Ryder Care, Moggerhanger
- **Developing an Effective Equal Opportunities Policy** - Thursday 12th November 2009 - Weatherley Centre, Biggleswade
- **Recruitment and Interview Skills** - Wednesday 25th November 2009 - Millbrook Village Hall
- **Health and Safety in the Workplace** - Wednesday 3rd March 2010 - Millbrook Village Hall
- **Getting Tender Ready** - Thursday 11th March 2010 - Weatherley Centre, Biggleswade

Route to Contract Workshop Bookings

Cost and bookings for these workshops: £12 per delegate . Upon attendance your cheque will be returned to you!

For further details please contact **Jan** at **CVS** on **01234 354366** or email: jan@yourcvs.org

These Training Workshops are supported by: Central Bedfordshire Council and EEDA

Stop Press - Places Available

Fundraising and the Law

Tuesday 15th September 2009

This is an excellent course that covers the main laws and regulations that organisations and community groups need to be aware of in their fundraising activities. Not to be missed!

Project Management

Thursday 1st October 2009

Getting the funding can sometimes be the easy bit. You then have to make the project work. This course is aimed at those with little to no experience of managing a project. It will examine the importance of project management, and give an overview of the key issues to consider.

Workshop Bookings

Cost and bookings for these workshops: £12 per delegate.

For further details please contact **Jan** at **CVS** on **01234 354366** or email: jan@yourcvs.org

Representation on Central Bedfordshire's Thematic Partnerships

Partnership arrangements for **Central Bedfordshire Local Strategic Partnership** are now in place and frontline voluntary, community and other third sector organisations are to be represented on each of the Thematic Partnerships. We are now seeking expressions of interest from those active (in a paid or voluntary role) within frontline voluntary, community and other third sector organisations who would like to make an effective contribution to the following Thematic Partnerships:

- two places on the Healthier Communities and Older People Partnership
- two places on the Environment and Economy Partnership
- two places on the Community Safety Partnership
- two places on the Stronger Communities Thematic Partnership



Working in partnership

The sector is already represented on the Children and Young People's Partnership Trust by Voluntary Organisations for Children, Young People and Families (VOCyfpf). These important roles will require the representatives to be involved in strategic and delivery issues and developments affecting the sector. Anyone with an interest in any of these roles should apply by the end of September 2009.

Full details of the roles and the selection process can be found on the **VoluntaryWorks** website (www.voluntaryworks.org.uk) or by contacting **Martin Trinder** at martin@yourcvs.org or by telephone on **01234 354366** or **Helen Nottingham** at partnerships@action-centralbeds.org.uk or by telephone on **01525 850599**.

CVS operations are funded by:

Bedford Borough Council, Central Bedfordshire Council, Capacitybuilders, The Bedford Charity and The Big Lottery Fund

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423