

BEDS-SPREAD

September 2006

We are looking to appoint the following posts:

Office Assistant (35 hours a week, £10,465 p.a.)

To help with the general administration of the organisation, take telephone enquiries, prepare and clear rooms, assist with mailings etc.

Training Assistant (20 hours per week, £8,298 p.a.)

Fixed term until 31st March 2007.

To provide administrative support in organising a range of training courses, events and conferences.

For both posts we are looking for people who are reliable, confident, used to working with computers, with a good standard of English and Maths.

To apply, please send a copy of your CV to the address or email address below, clearly stating which post you are interested in.

Deadline: **12pm, Wednesday 27th September 2006**

CVS Mid and North Beds, 43 Bromham Road, Bedford, MK40 2AA.

Email: jobs@cvsmidandnorthbeds.org.uk



Community & Voluntary Service

Mid and North Bedfordshire

43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366

Fax: 01234 347503

E-mail: info@cvsmidandnorthbeds.org.uk

Web: www.cvsmidandnorthbeds.org.uk

Does anybody want any OHP sheets?

We have been contacted by a local company who has a large number of boxes of OHP transparent sheets (each box contains a 100 sheets). The sheets can be written on using OHP pens, but will not go through a printer. In this age of PowerPoint Projectors and laptops, if you do want any boxes, please contact **Martin** on **01234 354366** ASAP.

Charity Scam

The **Charity Commission** are warning charities to be on guard for a scam that 'could cheat charities out of thousands of pounds'. Bogus donation cheques - some as high as £6,000 - have been sent to good causes across the UK, with a note asking the charity to return up to half the total donation to the fraudsters. If unsuspecting charities buy into the story and repay part of the donation, they find that the original cheque bounces, leaving them robbed of vital funds.

David Locke, Head of Charity Services at the **Charity Commission** said: 'Charities know that if a donation sounds too good to be true it probably is, but these fraudulent companies work hard to look as plausible as possible. Charities should treat requests to return part of a donation with great caution and never release funds before the donation cheque has cleared. Charities who feel they may have been targeted with a similar scam should contact their local police, local **Trading Standards** office and the **Charity Commission** directly.'

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Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423

Training

Community and Voluntary Service is currently offering an NVQ Level 3 Management Programme, which will build on and develop the experience and skills of the voluntary and community sector workforce (employees, volunteers and trustees) by offering workplace assessment of leadership and management skills.

The NVQ programme is open to employees, volunteers and trustees in voluntary organisations and community groups working anywhere within Bedfordshire and Luton and will run from August 2006 until December 2007.

A series of workshops will be run to support the modules of the NVQ programme, but as these are not mandatory for the NVQ candidates, it is very likely that there will be spare places for our member organisations to take up.

These will be offered free of charge and in the next few weeks we will be producing a programme showing the dates, trainers and a short explanation of the course content.

- Personal and Professional Development
- Providing Leadership
- Allocating and Monitoring Progress and Quality
- Health and Safety at Work
- Promoting Equal Opportunities and Diversity
- Encouraging Innovation
- Planning and Implementing Change
- Developing Productive Working Relationships
- Recruiting, Selecting and Keeping Colleagues
- Providing Learning Opportunities
- Managing a Budget
- Managing a Project
- Monitoring and Solving Customer Service Problems



Obviously NVQ candidates have to be given priority for places on these courses, but if any of our members are interested in any of the workshops, please contact **Jan** on **01234 354366** or email her at **jan@cvsmidandnorthbeds.org.uk**

Age Discrimination

A range of **Age Discrimination Regulations** come into force on **1st October 2006**. Direct and indirect discrimination in recruitment, promotion and training on the basis of actual or perceived age will be unlawful unless it can be objectively justified.

Organisations need to review their existing policies, procedures, employment handbooks and contracts to ensure that they comply with the new regulations. For example, when recruiting staff, phrases like 'applicants should be 25-35 years of age', 'young graduates', 'bright young thing', 'mature person' may be seen as discriminatory.

For more details on this subject, go to **www.tuc.org.uk/equality/tuc-11775-f0.cfm**, or the excellent (as always) legal update for voluntary organisations: **www.sandy-a.co.uk/employment.htm#age**

Snippets

Minimum Wage - From **1st October** the minimum wage will go up from £5.05 to £5.35 per hour for over-21s; from £4.25 to £4.45 for 18-21 year olds; and from £3 to £3.30 for 16- and 17-year-olds who are above school-leaving age and are not apprentices. For more information, go to: www.dti.gov.uk/employment/pay/national-minimum-wage

Maternity Leave - new regulations come into force in October which will allow any employee entitled to ordinary maternity leave to take additional maternity leave regardless of their length of service. The regulations also introduce the concept of 'keeping in touch' which allows the employee to work for up to 10 days during the leave period without bringing that leave to an end. The same rights apply to adoption leave. For more information, go to: www.opsi.gov.uk/si/si2006/uksi_20062014_en.pdf

The Warm Front Team can offer owner-occupiers and private tenants up to £2700 for insulation and central heating improvements or up to £4000 for homes that need oil central heating. If you work with clients who are on some form of benefits, then they might qualify for support. For more information, call **0191 247 3095** or email networking@eaga.co.uk

The Festival for Older People will be on **Wednesday 27th September 2006**. A range of exhibition stands, multi-cultural dance and activity sessions, fashion, and health and beauty taster sessions will be held at the **Corn Exchange** between 10am and 3.30pm. For more information, contact **Age Concern Bedfordshire** on **01234 360510**

A 'World Fair' will be held on **Saturday 18th November** at the Harpur Suite between 10.30am and 4pm. The fair is being organised by **Action for the Future**. For more information, please contact **May Avery** on **01234 219105**

Bedfordshire County Council's Best Value Performance Plan is now available on the County Council's website: www.bedfordshire.gov.uk, and then click on 'local government'

Bedfordshire Police have launched a brand new Youth Consultation programme called '**Summit to Say**'. Over the next few weeks 34,000 freepost postcards will be available to young people across the county, asking for their views and ideas regarding policing in Bedfordshire. The '**Summit to Say**' initiative will provide young people with an opportunity to identify issues and problems that are important to them, regarding policing in Bedfordshire, as well as sharing any ideas. If you know or work with any young people and would like to have some postcards to pass on please email rdenton@bedford.gov.uk with the amount you require or call **01234 221929**

'**Stepping Out**' is the **Bedford Borough Council** newsletter for the 'Over 50's'. The newsletter is available on the main reception desk at the Town Hall, Kempston Town Hall, local libraries and on the Council's website. If you would like to receive copies of the newsletter, or have items or events for inclusion, please contact **Anona Thomson** on **01234 227488** or email: athomson@bedford.gov.uk

Biggleswade Sea Cadets are on the lookout for furniture needing a good home at their newly-refurbished premises. Anybody with spare dining tables, chairs, bar tables and chairs and meeting room tables and chairs can contact **Judith Hagger** on **01462 814693** or email: jmhagger@hotmail.com

Extended Schools

(Also known as Extended Services)

If your organisation works with or intends to work with schools, read on!

The Government has a long-term vision for schools to be at the heart of the community, offering a range of activities and services beyond the school day that help to meet the needs of children, their families and the wider community. There's no single model for an extended school and not all schools will be expected to offer extended services from their own sites. By 2010, all children should have access to a variety of extended services in or through their school. Children with disabilities and/or special needs must be able to access all extended services. The core offer of extended services for school, mainstream and special, includes:

- High-quality childcare available 8am-6pm all year round;
- A varied menu of activities such as homework clubs, study support, sports, visual arts, music tuition, dance and drama, special interest clubs;
- Parenting support, including family learning sessions;
- Swift and easy referral to a wide range of specialist support services;
- Wider community access to ICT, sports and arts facilities, including adult learning

For more information on the national perspective visit:

www.remodelling.org/programmes/es.php or www.everychildmatters.gov.uk
or www.charitycommission.gov.uk/supportingcharities/esi.asp

The Local Picture

Extended Services is at an early stage – several pilot projects have been running over the last 12 months, however the full roll-out is still at an early stage. There may well be opportunities for local voluntary and community groups to become involved.

A very informative booklet has been produced by **Bedfordshire County Council**. For a copy or for further information – please contact **Mary Jurance** at **CVS** on **01234 354366** or email: mary@cvsmidandnorthbeds.org.uk

There is also a website which is very useful and informative – www.bedsco.org.uk. The **Extended Services Co-ordinator, David Fraser** would like to add links to voluntary organisations' websites – or add information onto the site – especially around parenting support. If you feel you offer services that schools could incorporate into their plans contact **David Fraser** on **01234 228201** or email: david.fraser@bedscc.gov.uk

Home-Start North and Mid-Beds

supporting families



Home-Start North and Mid-Beds require:

SCHEME MANAGER

Salary: £26,187 pa (NJC points 33 - 37)

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to families, under stress, in their own homes helping to prevent family crisis and breakdown.

At Home-Start North and Mid-Beds, we are looking for a manager who will be responsible for the day to day management of the scheme whose budget is around £245,000 pa, expansion of the service into new areas in Mid-Beds and maintaining systems as required by Companies House and the Charity Commission. The manager will also need to liaise closely with statutory and voluntary organisations.

- Experience in understanding of the needs of parents and families is essential.
- Experience in a senior post in a similar organisation would be an advantage.
- Experience of supervising and/or supporting a team would be an advantage.

The hours of work are 37 hours a week, including some lunchtime and evening work. Applicants must have their own car, for which expenses are paid. Applicants will be required to undergo an enhanced disclosure check with the CRB.

Closing Date for Applications: 11th October 2006

Home-Start is committed to equal opportunities.

Company Limited by Guarantee, registered in England and Wales, No. 5372026, Registered Charity No. 1108574

For further details and an application form please telephone 01234 270601 or apply in writing to:-

Home-Start North and Mid-Beds
Phoenix Chambers, 15-17 High Street,
Bedford, MK40 1RN.

For further information about Home-Start: www.homestartnorthandmidbeds.co.uk

Funding

Grant Funding from Bedford Borough Council for 2007/8 for Voluntary, Community and Charitable Organisations including Sports and Arts Groups

Applications for funding are invited from voluntary, community and charitable organisations, including sports and arts groups, for 2007/8. Application forms, guidance notes and questionnaires are available via our website at www.bedford.gov.uk or can be obtained on request by contacting the **Community Welfare Team** on **(01234) 227380, 227488** or **221929**.

Forms can also be requested by email from athomson@bedford.gov.uk or rdenton@bedford.gov.uk, can be collected from main reception at the Town Hall or by post from **The Community Welfare Team**, Room A015, Bedford Borough Council, Town Hall, St. Paul's Square, Bedford, MK40 1SJ.

The deadline for receipt of completed application forms and necessary enclosures is noon on **31st October 2006**. Applicants should note that the council will be reviewing the budget available for grant funding.

BT Community Connections Awards (UK)

BT has recently launched its next application round under its **BT Community Connections** scheme. The scheme is targeted at voluntary and community groups and offers organisations the opportunity to apply for a multi-media internet-ready PC and a contribution towards a year's broadband internet access through **BT Total Broadband**. For further information contact: www.btcommunityconnections.com

Camelot Foundation 4 Front Awards

If you are aged 11–25 and have an idea that could make a difference to the lives of other young people and would like the money to try out your idea, you can make a short video, DVD or CD ROM and apply for up to £3000. You can apply on your own or in a small group (up to 4 people) and your idea must make a difference to other people, not just yourself. There are no restrictions on the kind of project that you can apply for – anything that makes a difference to the community can be considered. For further information contact **The Camelot Foundation**, University House, 11–13 Lower Grosvenor Place, London SW1W 0EX Tel: **020 7828 6085** or visit the website: www.camelotfoundation.org.uk

Church and Community Fund

Parish Churches, Deaneries and Dioceses and other bodies connected to or working in partnership with the Church of England can apply for funding for imaginative and innovative projects involving greater outreach in their community. Each year the **Church and Community Fund** make grants totalling approximately £500,000. Typical projects that can be supported by the Fund might include employing a youth worker, renovating an old church hall for use as a community centre, or providing hot meals for the homeless in a church room. Funding is available for both capital and revenue projects as well as some preliminary costs such as feasibility studies or professional fees. **Next deadline for applications is 8th November 2006**. For further information please contact **020 7898 1000** or visit the website www.centralchurchfund.org.uk

Heritage Lottery Fun — Repair Grants for Places of Worship

The scheme is jointly funded by **English Heritage** and the **Heritage Lottery Fund** to support urgent repairs at listed places of worship in England. Repair grants will only be provided when projects are fully developed and actual costs are known. Full guidelines and application packs are available from Customer Services Department **0870 333 1181** or visit the website www.hlf.org.uk

More Funding

Here to Help Awards

Save the Children and **British Gas** have launched a new round of their funding scheme which will fund projects that help make where young people live a healthier, more engaging and safer place to be. The **Here to Help Awards** are designed to get young people in Great Britain more involved in their communities through speaking out on issues which affect them and get them more involved with local decision making. Groups of young people can apply for up to £1000 to start a project that they feel will address a need in their community. Types of projects that they would like to fund are those that

- Give children and young people a voice in their communities
- Promote sexual and mental health; address drug and solvent abuse
- Help young people develop skills through play and leisure opportunities
- Combat bullying, racism and isolation
- Promote safe places for children and young people

Projects need to take place between January and May 2007 and projects need to heavily involve or be led by children and young people but be linked to an adult-led organisation or group. **Closing date for next round of applications 20th October 2006.**

For further information contact **Anne Carey, Save The Children**, 5th Floor Hawthorn House, Halfords Lane, Smethwick, West Midlands B66 1BB or visit the website **www.helpyourselves.org.uk**

Rugby Football Foundation

The **Ground Match Scheme** provides easy-to-access grant funding for playing projects which contribute to the recruitment and retention of community rugby players. Grants range from £1,500 to £5,000 and will be available on the basis of "matching" clubs' own funds on a 50:50 basis. Clubs may only apply for one grant per project and one grant in any financial year. The scheme also provides loans to help clubs finance capital projects and range from £1,500 to £100,000. Loans are granted on the basis of supporting clubs' funds and will be interest-free for a maximum period of 15 years.

For further information contact The Secretary, **Rugby Football Foundation**, RFU, Rugby House, Rugby Road, Twickenham TW1 1DS Tel: **07736722387** or visit the website **www.rfu.com**

Help the Hospices — Caring for Carers of the Terminally-Ill Project Grant

This programme will fund innovative projects that will create or extend services for people who provide unpaid care for terminally-ill friends or family. Grants between £25,000 and £50,000 are available to all organisations in the UK working with carers. **Deadline for applications is 29th September 2006.**

For further information contact **Help the Hospices Grants Team**, Hospice House, 34-44 Britannia Street, London WC1X 9JG Tel: **020 7520 8277** or visit the website **www.helpthehospices.org.uk**

STOP PRESS!!!

The Youth Opportunity and Youth Capital Funds are provided by the government to empower young people and to give them more choice and influence over provision and facilities in their area. The funding is available for projects for **young people aged 13-19**, with a particular focus on disadvantaged young people. The aim of the Funds is to involve young people, especially hard-to-reach young people, in improving the provision of positive activities in terms of more places to go and things to do. Grants can range between £5,000 and £50,000, with the first deadline being **9th October 2006**. To get a copy of the guidance notes, application form and find out more, contact **Bedfordshire Youth Service** on **01234 422155** or email **Clare.Hanley@bedscc.gov.uk**, or go to **www.cvsmidandnorthbeds.org.uk**