



**GRCC** Strengthening and championing  
community action in Gloucestershire

Stop Press -  
80% discount  
bursaries available!



**GRCC**  
Voluntary, Community & Social Enterprise Sector  
**Training and Learning Programme**  
**Summer 2018**

Supporting you to run an effective organisation

 [www.grcc.org.uk](http://www.grcc.org.uk)

 01452 528491

 [info@grcc.org.uk](mailto:info@grcc.org.uk)

 [GlosRCC](https://www.facebook.com/GlosRCC)

 [GlosRCC](https://twitter.com/GlosRCC)

GRCC is a registered charity (number 1054282) and a Company Limited by Guarantee (number 3181755)

# 2018 - Training and Learning

All workshops will take place at GRCC's offices:

Community House,  
15 College Green,  
Gloucester GL1 2LZ

Tel: 01452 528491

With 95 years' experience of supporting Gloucestershire's communities, GRCC has a firm understanding of the needs of the voluntary, community and social enterprise sector.

GRCC's Summer 2018 training and learning programme will provide you with the tools needed to help develop your organisation and your staff, volunteers and trustees.

## 80% discount bursaries are available

We are delighted to be able to offer bursaries to VCSE organisations with an annual turnover of under £350,000 per year. Organisations can apply for up to two bursaries per course (subject to availability) and may only receive a maximum of four bursaries per organisation per year for the GRCC Training and Learning programme.

The bursaries are funded through the GAVCA Legacy Fund.

## Summer 2018: At a Glance

Date	Course	Time
25 April	Introduction to Volunteer Management	10.00 - 12.30
10 May	Community Event Planning	10.00 - 12.30
23 May	Developing a Theory of Change	10.00 - 16.00
4 June	Roles and Responsibilities of Trustees	18.00 - 20.30
12 June	Proving You're Making a Difference	13.30 - 16.00
28 June	Marketing and Branding	13.30 - 16.00
10 July	Writing a Great Funding Bid	13.30 - 16.00
24 July	Developing a Volunteering Strategy	13.30 - 16.00

# Introduction to Volunteer Management

This workshop will help you to look at good practice in volunteer management, so that your volunteers know what is expected of them, get a great experience and add value to your organisation.

This course will explore the key principles and best practice in recruiting, supporting and retaining volunteers.

It is ideal for those new to volunteer management or for those who wish to refresh their knowledge.



**Course tutor: Angela Gilbert, GRCC**

Date:  
25 April

Times:  
10.00am to  
12.30pm

Cost:  
£50 + VAT

£10 + VAT  
with bursary

# Community Event Planning

Events can bring people together, allow your organisation to engage with local people and give a chance to raise funds while having fun.

This session will cover the key aspects of planning a successful community event - including exploring different fundraising ideas and practical considerations such as resources needed, costs involved, legal requirements and health and safety.

The course is ideal for those who are new to community event planning and for those who want to find out about more ideas and approaches.



**Course tutor: Barbara Pond, GRCC**

Date:  
10 May

Times:  
10.00am to  
12.30pm

Cost:  
£50 + VAT

£10 + VAT  
with bursary

# Developing a Theory of Change

Date:  
23 May

Times:  
10.00am to  
4pm

Cost:  
£90 + VAT

£18 + VAT  
with bursary

The Theory of Change is widely accepted as a robust method to help organisations plan new work and to communicate the purpose of what they do to trustees, funders, donors and service users.

On this course you will learn about what a Theory of Change is and how to develop one to suit your organisation's needs. You will build your own Theory of Change for a project or for your organisation and will explore how a Theory of Change can be used to develop your evaluation plans.

Ideal for senior managers and trustees new to Theory of Change.



**Course tutor: Amira Chilvers, National Council for Voluntary Organisations**

# Roles & Responsibilities of Trustees

Date:  
4 June

Times:  
6pm to  
8.30pm

Cost:  
£50 + VAT

£10 + VAT  
with bursary

Taking on a trustee role can be daunting but immensely rewarding and you can make a real difference in your community.

This workshop will help you to understand good governance, your legal responsibilities as a trustee, how to reduce liabilities and how to get the most from your governance role.

The course is ideal for those who are new to a trustee / management committee role or for those who would like refresher training.



**Course tutor: Barbara Pond, GRCC**

# Proving You're Making a Difference

This interactive workshop will help you to explore the steps your organisation needs to take to show funders and other stakeholders the impact of your work.

You will learn how to gather robust data and information and how to analyse and present it so that the story you tell is backed up with evidence.

This course is suitable for managers or trustees in organisations who are new to evaluation or monitoring or who want to refresh their understanding. It is an ideal follow up to the Theory of Change session.

**Course tutor: Barrie Wyatt,**  
**nVision Consulting**



Date:  
12 June

Times:  
1.30pm to  
4pm

Cost:  
£50 + VAT

£10 + VAT  
with bursary

# Marketing and Branding

Are you sure that people know about your organisation and what it does? Do you worry about how you will compete with other groups to attract funding?

This course will help you to improve how you market and communicate the strengths, services and opportunities your organisation has to offer. You will have the chance to consider and plan what will work for your organisation and your circumstances.

The course is ideal for managers or trustees who feel their organisation could benefit from a marketing boost.

**Course tutor: Melanie Jones, Encore PR**



Date:  
28 June

Times:  
1.30pm to  
4pm

Cost:  
£50 + VAT

£10 + VAT  
with bursary

# Writing a Great Funding Bid

Date:  
10 July

Times:  
1.30pm to  
4pm

Cost:  
£50 + VAT

This course will cover the fundamentals of writing effective funding applications so that they are structured clearly and reflect how your project or service meets the funding criteria.

You will gain understanding of key terminology used by funders so that you can recognise the information you need to provide and make your application stand out.

This is an introductory level course, suitable for those who are not experienced in writing funding bids.

£10 + VAT  
with bursary



**Course tutor: Barbara Pond, GRCC**

# Developing a Volunteering Strategy

Date:  
24 July

Times:  
1.30pm to  
4pm

Cost:  
£50 + VAT

How do you ensure that volunteering is an integral part of your organisation and fits in with your organisational structure and planning?

This course will help you to consider how you can fulfil your mission better by effective involvement of volunteers. It will help you to develop a volunteering strategy and plan its implementation.

It is suitable for managers or trustees who use or wish to increase volunteering in their organisation and make the best use of their current resources.

£10 + VAT  
with bursary



**Course tutor: Angela Gilbert, GRCC**

## Course Trainers

### **Angela Gilbert, [GRCC](#)**

Angela's career has involved direct delivery roles in youth and community work, leading national support programmes, and senior management roles. While at GAVCA and GRCC, Angela has supported the voluntary sector on organisational development, including delivering training and workshops. She also coordinates the county's volunteer management network.

### **Amira Chilvers, [NCVO](#)**

Amira is an experienced researcher, facilitator and trainer with prior expertise in education and teacher development. Since joining NCVO CES in 2016 she has worked on a range of projects, developing expertise in health and wellbeing, children and families, and disability-related sectors, as well as faith-based organisations. She leads NCVO CES's work on the Impact Management Programme, providing one to one consultancy to small charities, social enterprises and community interest companies.

### **Barbara Pond, [GRCC](#)**

Barbara has considerable experience of advising voluntary organisations and social enterprises of all sizes and leads the Community Advice and Enterprise Team at GRCC. Through Barbara's work she enables groups to develop sound business plans, supports new social enterprises and helps trustees to examine their governance and leadership practice. Income generation and fundraising are also core areas of Barbara's advice and support and she has developed strong links with funders.

### **Barrie Wyatt, [nVision Consulting](#)**

Barrie runs nVision Consulting - a social enterprise providing support to the voluntary sector. He's worked with the voluntary sector since taking early retirement in 2011 and was Chair of GAVCA's Board. He aims to use his public sector skills to benefit communities, by supporting trustees and staff of charities. Barrie is a licensed PQASSO mentor and uses the framework to help organisations run more efficiently and effectively.

### **Melanie Jones, [Encore PR](#)**

Encore PR is a PR and marketing consultancy based in Cheltenham. Melanie Jones is a proven creative senior marketing professional with demonstrable success in both business-to-business and business-to-consumer channels, for a variety of organisations and audiences. She's recognised by clients and peers as the 'go to person' for delivering the full marketing mix.

## How to book

Complete the [GRCC Training and Learning booking form](#) and either email it to [bookings@grcc.org.uk](mailto:bookings@grcc.org.uk) or post it to GRCC, Community House, 15 College Green, Gloucester GL1 2LZ. We will then reserve your place and send an invoice. Course fees must be paid in advance.

## Other learning opportunities

GRCC co-ordinates a variety of VCSE networks which you can join to learn from each other, share ideas and develop links with like-minded organisations. See the GRCC website [Events page](#) for more details.

### One-to-one support

GRCC can answer ad hoc queries by telephone or email - e.g. when setting up a new organisation or if you have a particular challenge you wish to discuss. Contact Barbara Pond at GRCC. [bpond@grcc.org.uk](mailto:bpond@grcc.org.uk) 01452 528491.

## Bespoke services from GRCC

GRCC also offers bespoke, expert training and additional services for your organisation, tailored to your needs. Contact [info@grcc.org.uk](mailto:info@grcc.org.uk) for more information and costs. Bursaries from the GAVCA Legacy Fund are available to cover training and learning for eligible organisations.

Popular training areas include:

- Trustee roles and responsibilities
- Understanding your governing document
- Leadership and management in your organisation

We also:

- Facilitate Away Days/Business Planning sessions
- Review and compose Policies and Procedures
- Carry out independent organisational reviews
- Conduct Trustee Skills Audits
- Design and carry out surveys and data analysis
- Provide mentoring support for trustees and Senior Managers