

# help for voluntary and community groups

The Organisational Development Team aims to enable your group to reach its full potential. We can help you to develop robust internal policies and practice and to access funding so that you can deliver your services more effectively.

## We can support you with:

- Managing volunteers and staff
- Help with charity and company law
- Policy development
- Managing a group's finances
- Trustees' roles and responsibilities
- Monitoring and evaluation
- Improving the quality of your service
- Helping you to find and gain funding
- Working in partnership



# early stage services for new and small groups

**Training** in essential areas of organisational development. Courses include how to: fill in a funding application; set up a new group; find out what your users' needs are; manage a project; manage your money and budget; and how to monitor and evaluate your service.



**Practical help** to put the learning from your training course into practice. Make an appointment with us!

**Organisational "health checks"** to help you identify and take action on your group's strengths and weaknesses.

**Information and regular funding updates:** sign up to our e-bulletin and newsletter and visit the website with its Funding Hub, news, toolkits and information about organisations in Westminster.

**Support to monitor and evaluate** the services you provide. We can help you to gather evidence of need.

[www.vawcvs.org](http://www.vawcvs.org)



# advanced services

Support with higher level management and development needs for organisations that have the basic elements in place:

- Strategic analysis
- Business planning
- Tendering for contracts
- Diversifying income
- Change management
- Governance and management skills
- Financial management
- Achieving quality standards (we might be able to fund you to achieve accreditation in PQASSO and Investing in Volunteers)



# in addition ...

**Becoming a greener group** - support to become more environmentally friendly in the way you work.

**Child protection support** - to ensure your organisation has the skills and knowledge, policies and procedures, to keep all children who benefit from your services safe from harm. The service includes a 'needs analysis', one-to-one sessions to provide information and advice, and training courses on relevant issues.

**Low cost office space** - enables small groups to use the Internet, computers, printers and a photocopier at our Chapel Street (NW1) and Pimlico (SW1) offices. Book a regular time or come to our drop-in session. It is also possible to set up an official postal address.

**Payroll services** – to ensure that your staff are paid on time and that legal responsibilities are met. Safe and secure monthly payroll administration from £6.25 per person per month.

## Supplementary Schools

We facilitate links between schools and local community groups that are setting up Supplementary Schools offering additional learning opportunities to children and young people who are generally from ethnic minority backgrounds.

We support supplementary schools to:

- ensure they can deliver an effective service
- achieve the National Quality Assessment Framework
- become part of a Supplementary Schools network.



## contact us

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Registered charity number: 1068824

Registered company: 03518124

### Funders and partners:



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## Skills and support for your organisation