



LCVS

Host your event at the LCVS Building

Whether your event is for 2 people or 100 people, we could have the ideal space for you here at 151 Dale Street.

Our beautiful 1930s building is fully accessible, with modern facilities, available at great prices for use of voluntary sector organisations.

- Host your team meeting with us
- Arrange a fully catered conference
- Hire the equipment to make sure your day goes smoothly

LCVS is a registered charity, so by hosting your event with us you support charitable activity in Liverpool, as well as getting a great deal on a central location with great transport links.

Call **0151 227 5177** or email
reception@lcvs.org.uk



LCVS

**TOGETHER
FOR LIVERPOOL
FOR GOOD**



Training and Events

January-December 2020



@LiverpoolCVS

Welcome to the 2020 Training and Events Programme

At Liverpool Charity and Voluntary Services (LCVS) we work hard to improve the wellbeing of individuals and communities in Liverpool. We do this by supporting, encouraging and developing voluntary action, charitable giving and community

business and by bringing people and organisations together.

That's why our tagline is **'Together, for Liverpool, for good.'**

In these pages you'll find the training sessions and events currently scheduled to happen here at LCVS in 2020. More will be added to our timetable throughout the year, so check the training and events pages of our website regularly and follow us on Twitter @LiverpoolCVS for updates.

www.lcvs.org.uk

Registered company number 181759
Registered charity number 223485



How to book LCVS training sessions

Prices

Half day:	Full day:
£55 charity/voluntary sector	£90 charity/voluntary sector
£80 private/public sector	£120 private/public sector

The above prices include refreshments and training materials where applicable. Full day sessions include lunch. You will be asked for dietary requirements upon booking.

Venue

All training sessions and events listed in this brochure will be held at the **LCVS Building, 151 Dale Street, Liverpool, L2 2AH**, unless otherwise stated.

Booking

To register for any LCVS training session, visit www.lcvs.org.uk/training

Cancelling your place

If you register for a training session then find yourself unable to attend, you have several options:

- Send somebody else in your place. You will not be charged for transferring your place to another person but you must let us know, in advance of the session, the name, contact details and dietary requirements of the person attending
- Cancel more than five working days in advance to receive a full refund
- Cancel less than five working days in advance or fail to attend and pay the full fee for your place (your organisation will be invoiced)

LCVS reserves the right to cancel any training session. Should an event be cancelled, you will be offered the choice of receiving a refund or deferring your place to another/a rescheduled session.



LCVS 2020 training programme

Colour key

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	Management, Governance and Planning		Volunteering

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Training Programme

January

Building a Marketing Campaign that Gets Results

Tuesday 28 January 2020, 10am - 4pm

A crash course in the fundamentals that can be applied to any marketing campaign, to give it the best chance of success. Learn practical tools, from an experienced marketing consultant, that you can use to help you sell and promote events, products, projects and opportunities.

Whether your budget is huge or non-existent, the fundamentals of designing a great marketing campaign are the same. There are questions you can ask yourself and decisions you can make, before you put any information into the world, that will save you time and make everything from social media posts to posters easier to create and much more effective.

During this training day, LCVS's resident marketing and communications professional will teach you the steps to take, in order to build a marketing campaign on firm foundations. She will also take you through the practical stages of creating basic marketing materials, such as news stories, social media posts, posters and email newsletters, in a way that makes people take notice.

You'll leave this session with:

- knowledge of what to send LCVS in order for us to best promote your organisation to our network
- information about other local and sector specific media outlets and what to send them, to give you the best chance of gaining coverage
- a check list of things to consider, before you undertake any marketing, to save you time and make your promotional activities as effective as possible
- a guide to creating basic marketing materials

Arm yourself with step-by-step actions you can use again and again, to share your organisation with the world!

Price: **£90** charity/voluntary sector, **£120** private/public sector

February

How to Find the Right Volunteers More Easily

Tuesday 4 February 2020, 10am - 4pm

Find the ideal people to fill your volunteering roles. In this session you'll learn strategies for developing a consistently effective volunteer recruitment and selection process.

Volunteers often have different motivations and different circumstances from paid employees, and an effective volunteer recruitment process should reflect this. If you are responsible for the recruitment and selection of volunteers, join our highly experienced Volunteer Hub co-ordinator, to pick up essential information, such as:

- what motivates people to volunteer and what could attract them to your organisation
- how to put together a robust recruitment campaign, using both traditional and more modern approaches, including social media
- the principles of effective marketing and how they apply to volunteer recruitment
- how to ensure fair selection criteria, interview procedures and assessments
- how to deal with common issues

Learn to solve many of the common problems associated with volunteer recruitment in just one day!

Price: **£90** charity/voluntary sector,
£120 private/public sector

All of the training sessions in this brochure are also available in an accessible format online at www.lcvs.org.uk where the font size can be increased for easy reading.

Start-up Workshop

Thursday 6 February 2020, 10am – 1pm

Is there a need in your community that nobody is addressing? Could it be time to do it yourself? This training session is for anyone thinking about starting a community project or organisation but yet to take the leap. If you're based in Liverpool, it's free!

We will provide you with huge amounts of need-to-know information, which will support both fundraising and service delivery, should you decide to put your plan into action. We'll also help you to get really clear about the viability of your idea and the optimal next steps.

The session covers:

- proving the need for your organisation – how to research and gather evidence that there actually is an issue that needs to be addressed, so that you can design an effective project that's attractive to supporters, investors and funders
- drafting a project outline - an important document that can be used as the basis for a proposal, pitching your idea to funders and other supporters
- choosing the right legal structure – an area that can be a bit of a minefield without some clear guidance
- a few sources of start-up funding – we'll let you know what's available at the moment, for projects like yours

Meet and work with our team right from the start of your journey, to make sure you're heading in the right direction.

Price: **free** to Liverpool-based organisations and residents,
£25 to those based outside Liverpool



'Exactly the support I've been looking for, for over a year... they really listened and gave the right advice for where I am and what I need. From here I have been offered support to implement that advice. Couldn't be happier.'

Introduction to Fundraising

Thursday 13 February 2020, 10am – 4pm

Essential information for everyone new to fundraising, or those who want to refresh their knowledge of the income sources available. This is one of our most popular fundraising sessions, so please book early to avoid disappointment.

In recent years, many voluntary sector organisations have faced an increasing struggle to secure vital resources. So it has never been more important for staff, board members, and volunteers to be aware of the income generation opportunities that are out there. The more your entire team knows about fundraising, the more alert they will be to spotting, and enabling you to take advantage of, opportunities.

This workshop uses a mixture of training, group work and practical exercises, to provide participants with:

- a good knowledge of the range of funding available to the community and voluntary sector
- ability to evaluate funding opportunities in relation to the needs and profile of their organisation
- understanding of the steps that need to be taken, to successfully access funding
- ability to improve their organisation's chances of increasing and diversifying its income

When it comes to fundraising, the more you know, the better your chances. Equip your team with the skills to help you find and raise funds.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Finance Skills

Wednesday 19 February 2020, 10am – 4pm

Whether you are from a finance background or not, if you are responsible for the financial administration of your organisation, join the head of the LCVS Community Accountancy Team for a comprehensive introduction to finance skills. Build your knowledge base and confidence across a broad range of areas and ask questions in a supportive environment.

We understand the unique challenges faced by those in voluntary sector finance roles. We know that many people are learning as they go. This session will arm you with the knowledge to approach your role with renewed confidence.

In addition to an increased knowledge of the specific requirements and legalities, you will receive a practical introduction to record keeping, production of accounts for internal and external purposes and the budgeting techniques required for organisational use, as well as in preparation of funding bids. You will also have the opportunity to talk to other people in finance roles, as well as your trainer - an experienced accountant who specialises in the sector.

During this session you will learn about:

- what records need to be kept
- maintaining simple books of account
- producing accounts using figures and information from the books and records
- complying with relevant legislation and different legal formats of accounts
- independent examination or audit – reasons and processes
- ‘thorny’ issues, such as grants vs contracts, capital vs revenue, reserves, and funds – getting it right!
- practical tools and techniques for producing budgets and cash flow forecasts

Gain a complete overview of all areas relating to the internal finance function of your organisation. Pick up practical tips and techniques that you can apply, whatever your level of experience.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Local Funders Masterclass

Tuesday 25 February 2020, 10am – 4pm

This training day covers a range of small, medium and large funders who have a particular focus on funding voluntary sector organisations located and operating in Liverpool and/or Merseyside.

We'll provide you with all the information you need to prepare applications to The Hemby Trust, Rathbone Trusts, PH Holt, John Moores Foundation and Steve Morgan Foundation. We'll cover the key criteria, the ins-and-outs of the application processes and the steps to take, in order to prepare a great application.

In particular, this session covers:

- designing and developing your project ideas
- understanding different grant making processes and how to maximise your chances of receiving a grant
- aligning your project ideas/organisational needs to funder criteria
- how to evidence need and develop project outcomes
- exploring methods to develop your project budget
- techniques for writing high quality funding applications

If you're based in Liverpool or Merseyside, get the knowledge and skills to understand grant requirements, and make strong cases for your projects, to key local funders.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: **£90** charity/voluntary sector, **£120** private/public sector

How to Find, Induct and Support New Trustees

Thursday 27 February 2020, 10am – 1pm

Equip yourself with the skills to identify the ideal trustees for your organisation, appoint them properly and help them to hit the ground running, so that they can govern effectively.

Trustees are ultimately responsible for the financial health of your organisation, for supporting staff and volunteers and for making sure the organisation achieves its overall purpose, so finding and keeping the right trustees is absolutely critical.

Contrary to popular belief, not every organisation needs a solicitor, an accountant and a HR specialist on the board! Most would be better served by clearly identifying the skills and experience that their particular organisation needs at this time, both to meet legal requirements and to optimise success, then applying creative methods to recruiting people with those skills.

Delivered by an experienced governance specialist, this workshop is an exploration into the key aspects of trustee/director recruitment and retention. It will teach you what to look for, where to look and how to ensure that the people you recruit are the people you really need. It will also help you to support new trustees well, from day one.

You will leave this training:

- knowing how to really identify the trustees that your organisation needs
- equipped with the knowledge of where to find them
- with a clear understanding of the process to follow, to help appoint and induct new trustees
- with a system for supporting your trustees on an ongoing basis

Get advice, processes and top tips to confidently recruit and support the board members you really need.

Price: **£55** charity/voluntary sector, **£80** private/public sector

Find out more about the range of services available from us here at LCVS, and the work we do to support, encourage and develop charitable activity and community business in the city, by watching the LCVS film.

www.lcvs.org.uk/videos



'LCVS helped us to get The Back Kitchen Cafe off the ground. We wouldn't be here without them.'

John Finnigan,
Liverpool Homeless
Football Club



March

Henry Smith Funding Masterclass

Wednesday 4 March 2020, 10am – 4pm

This training day takes participants through the process of applying to the Henry Smith Charity, with a particular focus on the charity's two flagship funding programmes, Improving Lives and Strengthening Communities.

Since 1628, the Henry Smith Charity has worked to combat disadvantage and meet both the challenges and opportunities facing people in need throughout the country. One of the largest independent grant makers in the UK, the charity distributes around £30 million each year, the majority of which is through two programmes:

1.Improving Lives offers grants of between £20,000-£60,000 per year, over a maximum of 3 years, to cover project and running costs for small and medium sized organisations in the UK, who have an annual income between £50,000 - £2m (or in exceptional circumstance up to £5m)

2.Strengthening Communities offers grants of between £20,000-£60,000 per year for a maximum of 3 years, covering project and running costs for smaller organisations, with an annual income between £20,000-£500,000, based within and benefitting the most deprived areas (defined as the bottom 10%, as per the Indices of Multiple Deprivation 2019)

Specifically, this session will give you:

- an overview of Henry Smith grant programmes
- clarity around the staged application process
- an understanding of how to design and develop your project ideas
- ability to tackle the application questions and make the best possible case for your project
- ability to evidence need and develop project outcomes
- methods you could use to develop your project budget
- techniques for writing high quality funding applications, particularly to Improving Lives or Strengthening Communities

Essential information for anyone who has been involved in writing applications to small or medium charitable trusts and now wants to submit a bid to the Henry Smith Charity

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: **£90** charity/voluntary sector, **£120** private/public sector



'Friendly, approachable, patient and open to answering questions. I found this helpful and a great introduction to Henry Smith.'

Creating Good Marketing Content

Tuesday 17 March 2020, 10am – 4pm

You have the opportunity to share your mission, your successes and your stories with the world, via social media, email and the web. The possibilities are endless, so where do you start? How can you be efficient and effective? In this one day session we'll share a foolproof process you can use to create great marketing content for every platform.

Find out what you can and should decide up-front, to make day-to-day content creation easier and less time consuming, such as:

- key messages
- audience
- what platforms to focus on
- the voice of your organisation
- important dates in your content creation calendar

You won't have time to work through all of the above on the day but you will leave with a list of actions to take, that will result in the creation of a content strategy.

In addition, you'll get a content creation toolkit, outlining simple tasks you can work through, whatever your level of experience. The toolkit covers a range of things, such as how to:

- generate regular ideas
- structure a news story/press release
- save time by making one story work across multiple platforms
- turn a news story into a marketing campaign
- monitor what's popular with your audience and what isn't

Whatever role you're in, whatever stage your organisation is at, if you're facing the task of writing about what you do, this training will help you.

Price: £90 charity/voluntary sector, £120 private/public sector

National Lottery Community Fund: Reaching Communities Masterclass

Thursday 19 March 2020, 10am – 4pm

Reaching Communities is arguably the most important voluntary sector grants programme operating today. Competition for funding from the Lottery has never been greater. Learn how to use your development time wisely and tailor your submission to make your bid stand out from the crowd.

This training is delivered by the LCVS funding advisor John McCormack. In 2018 John worked with numerous groups, helping to secure over £1.7million in Reaching Communities funding. During the session he will take you through the steps required to plan and prepare a strong submission, taking into account BLF's updated process that was introduced in April 2017.

In particular, you will learn:

- the language of the Lottery, the various application submission options and how to package and present your project
- to make the best use of the information you have collected, to design and develop your proposal
- how to evidence need and define project outcomes
- to understand key considerations in the development of your budget
- techniques for producing a high quality funding application

Get advice, processes and top tips to confidently recruit and support the board members you really need.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

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Price: £90 charity/voluntary sector, £120 private/public sector

Health and Safety in the Workplace Award, level 2

Wednesday 25 March 2020, 10am – 5pm

This qualification is designed to provide learners with knowledge of the basic health and safety practices essential in the workplace. This is an introductory training session – level 1 award is not required.

If you are required, within your role, to have a basic knowledge of workplace health and safety, this training day is for you. It is also ideal for people entering the workplace for the first time and anyone who wishes to progress in their organisation.

The qualification provides learners with:

- an understanding of the responsibilities of employers and employees
- the benefits of good health and safety
- steps required to undertake a risk assessment
- information on how to reduce accidents, near misses and ill-health
- typical hazards and controls in a workplace, common causes of accidents, near misses and ill-health
- emergency procedures and the importance of recording accidents, near misses and ill-health

Understand the role of health and safety in the workplace and your responsibility in relation to the safety of yourself and others.

Price: **£90** charity/voluntary sector, **£120** private/public sector



Community Consultation and Engagement: why and how to do it well

Thursday 26 March 2020, 10am – 4pm

You know there is a need and demand for your services but can you evidence this? If not, it could severely impact your ability to find funding. Learn to review the ways that you consult and engage with your service users and wider community on an ongoing basis. Ensure that your project is designed to meet their changing needs, and you can prove it.

Many funders these days ask for ‘evidence of need through consultation’ and want to know that you truly engage users when designing your services. In fact, lack of evidence pertaining to these areas is one of the main reasons funders give for rejecting applications.

The most effective projects begin with gathering evidence of need, particularly from those they are seeking to help. The most successful projects continually involve service users in a cycle of design, planning, implementation and review, which feeds into every stage of delivery. By implementing this ongoing cycle:

- you foster a sense of ownership and trust amongst stakeholders
- you're able to adapt your services to meet the changing needs of the community you serve
- you become more attractive to potential funders
- everybody wins

This session offers a practical approach to carrying out community consultation/involving service users. You'll also receive the tools you need to:

- ensure your services meet local needs
- ensure accountability to service users
- encourage more participation, which leads to higher demand
- continually review and update projects to improve service delivery
- make more effective use of your time and resources
- prove to funders that your projects are worth supporting

Get key tools you could begin implementing right away, to foster better relationships with your service users, your community and funders.

Price: **£90** charity/voluntary sector, **£120** private/public sector

April

Building Better Volunteer Relationships

Tuesday 7 April 2020, 10am – 4pm

Already working with volunteers? Learn how to develop and improve your relationship with them, by providing them with the supervision and support they need to thrive. Leave with an action plan and clear steps you can take to help you keep great volunteers on your team for longer.

This training day will teach you to get the best from your volunteers, by putting structures in place that support you to manage effectively. You'll develop ways to make volunteering for your organisation a more rewarding experience, so that people want to stay and to give their all while they're there.

At the end of the workshop you will:

- appreciate the differences between support and supervision
- understand how volunteer motivations change over time and how to reflect this in the support and supervision you provide
- have learned techniques you can implement right away to provide good support and supervision
- have a clear understanding of how to develop and nurture your volunteers
- be equipped with different ways of providing recognition to your volunteers

Benefit from our Volunteer Hub co-ordinator's years of experience.

Equip yourself with an action plan and clear steps to take, to build better relationships with your volunteers and improve retention.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Tudor Trust Funding Masterclass

Wednesday 8 April 2020, 10am – 1pm

Only one-in-ten applications get through stage one of the application process to the Tudor Trust. This half day masterclass takes you through the process of compiling your stage one application to give your project the best possible chance of success.

The Tudor Trust supports a wide range of organisations that create positive changes in people lives, as well as in the communities they serve. The trust is particularly interested in supporting work that meets the many different needs of people at the margins of society, in a wide variety of ways. It also works with organisations that have a real understanding of the challenges facing the communities they support, and a clear sense of the difference they seek to make through their work.

Specifically, this session will give you an understanding of:

- the grant making process and its different stages
- what the Tudor Trust looks for in organisations and their projects
- how to design and develop your project ideas
- how to tackle the application questions (particularly stage one) and make the best possible case for your project
- how to evidence need and develop project outcomes

You will also have opportunity to:

- explore methods to develop your project budget
- assess your readiness for Tudor Trust funding

This session is aimed at those who have already been involved in writing applications to small/medium trusts and foundations and now wish to apply to the Tudor Trust.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the training.

Price: **£55** charity/voluntary sector, **£80** private/public sector

Safeguarding: Awareness

Wednesday 15 April 2020, 10am – 4pm

If you work with vulnerable adults or children, join us to gain a vital working knowledge of safeguarding in action. Ensure that your organisation is able to work responsibly and safely, without putting staff in vulnerable positions.

What is safeguarding?

In this context, safeguarding means understanding the various types of abuse and neglect and being able to identify the signs, knowing what steps to take if you suspect abuse is happening and knowing what to do if a child or adult discloses abuse.

About this training

Delivered by experienced practitioners from Liverpool Social Care Partnership CIC, this training is designed to provide delegates with a basic awareness of safeguarding and the actions they should take if they have cause for concern.

By the end of the session participants will be able to:

- understand safeguarding in the context of the legal framework and local systems for safeguarding vulnerable people
- define adult and child abuse
- understand the different categories of abuse and how to recognise them
- recognise some signs, indicators and symptoms of abuse
- discuss why abuse is sometimes not reported
- examine the do's and don'ts of responding to disclosures
- understand their responsibilities relating to reporting
- demonstrate an increased awareness of what action to take if there is cause for concern
- understand the issues around recording and sharing information
- clarify the importance of operating within an arena of safety and adhering to relevant safeguarding policies and procedures
- know where they can access additional support and information

Protect yourself, your service users and your organisation by gaining a good knowledge of safeguarding in action.

Please note: this course does not cover information about writing a policy. For training that relates to writing a safeguarding policy, please refer to page 30.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Generating Income through Trading Activity

Thursday 30 April 2020, 10am – 4pm

Would you like to expand your range of income streams through trading? Want to know how to do it, or how to do it better, and the important points to consider before you start? This course will provide you with information and tools that could open up a whole new funding stream.

Competition and economic pressures are making grants and donations increasingly hard to come by, so it can be hugely beneficial to have an alternative funding method, with the ability to reduce your dependence on traditional streams.

Trading income has the ability to provide unrestricted funding and become a sustainable source of income that expands the way an organisation meets its social/charitable objectives. It can also provide income to supplement those activities that will never attract funding.

What is there to learn?

Before you begin trading, trustees and key staff will need to learn new entrepreneurial skills and this could bring about a change in culture. All voluntary organisations, but particularly charities, require robust business planning and due diligence by trustees and key employees to successfully start and sustain trading activity.

Handled inexpertly, trading could negatively impact your organisation's finances and reputation. Handled well, it provides a real opportunity to increase your income, reach and impact.

This full day course looks at:

- the benefits of trading as a charity/voluntary organisation.
- the issues to consider when trading as a charity
- how to generate trading ideas
- carrying out market research
- developing a business case
- financing the idea through development/feasibility grants and social investment

Don't allow yourself to feel restricted to traditional income streams. Learn how trading could enable you to increase your reach.

Price: **£90** charity/voluntary sector, **£120** private/public sector

May

Emergency First Aid at Work - level 3 award

Wednesday 6 May 2020, 10am – 5pm

This qualification supports learners to become emergency first aiders for their workplace. You can attend this training with no prior training in first aid – level 1 and 2 awards are not required.

If your organisation has undertaken a first-aid needs assessment and identified a need for staff to be trained to this level, this qualification is for you. It meets the legal requirements for training emergency first aiders. It is also a great opportunity for anyone who simply wants to know first aid, so that they can apply it in an emergency situation.

In line with guidance provided by the Health and Safety Executive (HSE), people who take this training are approved to be workplace emergency first aiders for a period of 3 years. After that period, they need to retake the award.

The qualification covers knowledge such as:

- roles and responsibilities of the first aider
- how to assess an incident

The qualification also covers first aid skills such as:

- CPR
- use of an AED
- providing first aid to a casualty who is choking
- dealing with external bleeding and hypovolaemic shock

Equip yourself with the skills to manage an emergency situation and provide the right assistance prior to the arrival of emergency service support.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Start-up Workshop

Tuesday 12 May 2020, 10am – 1pm

See page 8 for training description.

Price: **free** to Liverpool-based organisations and residents, **£25** to those based outside Liverpool

Community and Event Fundraising

Thursday 14 May 2020, 10am – 4pm

Would you like to better engage your community, reach a wider support base and host great events that raise money and awareness for your cause? Join our funding adviser for expert advice on planning and executing an impactful community fundraising programme.

Your local community can be a huge asset to your organisation, when they are properly engaged and mobilised. A great event, pitched just right and properly promoted and managed can be a really enjoyable way of reaching new audiences and raising funds. When it sits within a wider community fundraising programme, it could be the foundation for relationships with new, highly engaged supporters.

This training day is ideal for anyone in a fundraising role who wants to learn how to plan and manage events and other community fundraising activities in a way that maximises their impact. It will help you to develop your community and event fundraising programme, by enabling you to:

- identify potential sources of income from your local communities
- confidently create a community and events fundraising plan
- develop an engaging fundraising pack for supporters
- use event planning tools to streamline the organisation and maximise the success of your events
- effectively engage, develop, and steward volunteers and event participants

Your local community can and should be one of your largest support bases. Learn practical steps you can take to make that happen, and make sure it continues for the long-term.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Engaging with Disabled People

Wednesday 27 May 2020, 10am – 4pm

Are you confident when engaging with disabled people at work? Whether you work with disabled people every day or rarely, it is important to ensure that your workplace is accessible and that you and your team are knowledgeable enough to be truly disability friendly.

From the CEO to your frontline staff and volunteers, this training session is ideal for anyone who wants to understand and be empathic towards disabled people. It is delivered by members of the DAISY Inclusive UK team. Disabled people themselves, they have championed inclusive workplaces for over 15 years and have a thorough understanding of disability issues.

Delivered with a knowledgeable, educational, easy-listening approach, this training day will provide you with:

- confidence when engaging with disabled people in the workplace
- awareness of the needs of disabled people
- key personal skills, empathy, confidence, self-esteem, motivation and increased team cohesion
- the ability to recognise the potential of disabled people and better include them in the workplace
- a greater understanding of the needs of disabled customers
- ability to increase the number of disabled people utilising your services

Discover the mind-sets and unconscious bias that so often surround disability. Leave with an in-depth knowledge of the issues and the confidence to take positive steps within your organisation.

Price: **£90** charity/voluntary sector, **£120** private/public sector

How to Write Quality Bids

Thursday 28 May 2020, 10am – 4pm

Applying to charitable grant funders is becoming ever more competitive each year. This session walks you through the process of getting a project proposal to a stage where you can confidently make a high quality application, to maximise your chance of successes.

If you are planning to apply to a charitable grant funder, join our funding advisor to learn how to put your best foot forward. LCVS has supported many local organisations in bidding to a wide range of charitable and lottery funds, so we are in a great position to share best practice in bid preparation and drafting.

Winning vital funds for your organisation could be dependent on your understanding of what funders are actually looking for. We'll walk you through what to put on your application in relation to:

- finding a funder that's a good fit and matching your charitable objectives with theirs
- project descriptions and activities
- project outcomes and outputs
- budget preparation and scale
- service user involvement
- what makes your project the one that they should back
- consultation with stakeholders of all types
- your organisational capacity/track record
- your governance

Feel as confident as possible next time you submit a funding bid.

Price: **£90** charity/voluntary sector, **£120** private/public sector



'Fantastic support and friendly and inspiring staff who will go the extra mile to make a difference.'

June

Successful Trustees: Getting the Best from a Board

Wednesday 10 June 2020, 10am – 4pm

A detailed examination into the role of trustees, which will equip delegates with knowledge of the legal duties trustees have and how trustee boards can arrange their work to maximise their effectiveness.

Trustees and directors are ultimately accountable for the running of an organisation. Everything runs through them, including strategy, planning, fundraising and accountability.

A well-run board sets the agenda and ensures that an organisation is on-track, supporting staff and volunteers to achieve great things. On the other hand, a poorly running board can lead to paralysis, with staff not supported or accountable, finances not managed and the organisation becoming non-compliant with regulatory standards. This can all lead to high staff turnover, service users leaving, financial problems and possible closure.

This course is perfect for trustees, directors, committee members and the staff that work with them. You will leave this course able to:

- understand the legal duties of a trustee or director
- identify and fill skills gaps on the board
- manage discussion at board level
- set and oversee strategy and delivery
- understand how and when to delegate to staff and what to keep at trustee level
- get trustees working as a team

Get the best from your board! Support your trustees with tools and techniques to help board members work together, oversee projects, hold staff to account and keep the organisation on track.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Arts Council Funding Masterclass

Wednesday 17 June 2020, 10am – 4pm

This session guides you through the funding opportunities provided by the Arts Council, with particular focus on Arts Council National Lottery Project Grants, which offers funding up to £100,000 (and in some cases more).

The Arts Council is a government-funded body, dedicated to promoting the performing, visual and literary arts in England. Since 1994, Arts Council England has been responsible for distributing lottery funding which has helped to transform the building stock of arts organisations and to create lots of additional high quality arts activity.

Between 2018 and 2022, the Arts Council will invest £1.45 billion into UK-based arts organisations, through a range of open funding programmes and a national portfolio of supported projects. In this session you will:

- come to understand the principles and processes required to access Arts Council funding
- learn how to develop and present your project, taking into consideration key priority areas such as artistic quality and public engagement
- earn about evidencing need and developing your project outcomes and impact
- explore methods you could use to develop your project budget
- explore techniques for writing high quality funding applications

If you have already been involved in writing applications to small/medium charitable trusts and now want to develop larger scale, arts focused bids this training is for you.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the training.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Safeguarding: Writing a Policy for Your Organisation

Wednesday 24 June 2020, 10am - 4pm

This training day is designed to help people consider necessary procedure, in order to safeguard vulnerable adults and children in line with current legislation and best practice, then write a safeguarding policy for their organisation.

Amongst other things, the session covers the requirements of the Liverpool Inter Agency Safeguarding Procedures 2018 and reference to the Merseyside Safeguarding Adults Board.

The day will begin with an overview of safeguarding and its importance, as a basis from which to examine policy content, structure and implications, as well as personal and organisational responsibility and liability.

By the end of the session candidates will:

- be informed or refreshed about safeguarding vulnerable people of any age
- understand the context in which safeguarding policy and procedures function
- understand the areas that need to be included in a safeguarding policy
- be able to structure a policy appropriate to their organisation
- have resources, or access to the resources, to support them in creating and introducing, or updating, their policy

Create or update your organisation's safeguarding policy with confidence, with expert guidance.

Price: **£90** charity/voluntary sector, **£120** private/public sector



Successful Partnerships for Sustainable Fundraising

Thursday 25 June 2020, 10am - 4pm

Partnerships between voluntary sector organisations can bring a wealth of capacity, expertise, insight and innovation, enabling non-profits to grow, reach new supporters and do more to achieve their social/charitable objectives. Discover how to find and enter into a partnership agreement for maximum success, avoiding the pitfalls along the way.

Undoubtedly, partnerships between voluntary sector organisations have the potential to transform the sector, increase effectiveness and inspire more people to donate. However, they also come with potential risks. The right questions need to be asked by both parties, in order to create clear, shared and agreed objectives.

This session will help you to decide:

- when you might choose to work with partners, and when you should decide against!
- whether your organisation is ready for the commitment required to work with partners
- how you find the right partners to aid your fundraising
- how to make sure that everyone is clear about what to expect from the partnership
- how to track, monitor and evaluate fundraising partnerships

Perfect for project managers or anyone involved in delivery who wants to increase their organisation's impact and value through partnership working.

Price: **£90** charity/voluntary sector,
£120 private/public sector

'Fantastic amount of information.
Very helpful documents.
Very engaging delivery.'

July

Volunteers and the Law

Tuesday 7 July 2020, 10am – 1pm

How well do you know the formal legal requirements that surround working with volunteers? Recent changes to the law mean that even experienced volunteer managers might benefit from a refresher. This session operates as a simple guide to the need-to-know information and clearly identifies the requirements you must follow when working with volunteers.

If you have policy or procedural responsibility for volunteers, this session could be invaluable. It is also ideal for anyone developing or managing volunteer programmes, whether they are new in post, or want opportunity to study and reflect on current standards.

It provides a better understanding of:

- the legal difference between employees and volunteers
- what safeguarding requirements need to be in place
- the legal requirements that individuals need to meet, in order to volunteer for your organisation
- what should you consider in terms of agreements, contracts and honorary contracts
- how equalities legislation impacts on volunteering
- how new legislation could affect your existing and future volunteers
- how to feel confident about managing volunteers' data, in line with data protection legislation (including GDPR), and ensure that your volunteers understand their responsibilities with regard to this

Learn how best to fulfil your duty of care, reduce risk to your organisation and fully comply with the law, so that you can confidently build better relationships with your volunteers.

Price: **£55** charity/voluntary sector, **£80** private/public sector

Esmee Fairbairn Funding Masterclass

Thursday 16 July 2020, 10am – 4pm

This training day is for established organisations (those with an annual income over £50,000) who wish to understand more about the Esmee Fairbairn Foundation's areas of support and develop funding applications that stand out from the crowd.

In 2017, the Esmee Fairbairn Foundation allocated £40.5 million in funding to a wide range of projects via grants, alongside a £45 million allocation to social investments. The foundation supports organisations whose work is focused on the arts, children and young people, the environment, food or social change. When applying for the fund, you will need to be able to demonstrate that your organisation's annual income is in excess of £50,000; the foundation makes very few awards to start-ups. Therefore, this training is less applicable to smaller organisations.

Join our funding advisor to learn how to put your best foot forward when applying to Esmee Fairbairn. By the end of this one day training you will have:

- understood the key criteria for each of the programmes run by the foundation and have some top tips for developing your project ideas
- learned methods for developing and presenting your project, taking into account key priority areas for the different programmes
- learned about evidencing need and developing project outcomes and impact
- explored methods for developing your project budget
- discussed common reasons why applications are rejected, so that you can avoid the pitfalls
- explored techniques for writing high quality funding applications

If you are considering developing an application to one of the Esmee Fairbairn Foundation programmes, this training is for you.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: **£90** charity/voluntary sector, **£120** private/public sector

August

Garfield Weston Foundation Funding Masterclass

Wednesday 5 August 2020, 10am – 4pm

This session guides participants through the process of applying to the Garfield Weston Foundation, taking into account the specifics of each of the foundation's priority areas. You will pick up lots of tips for effective bid writing that will help you to develop a strong case for your project.

The Garfield Weston Foundation is a family-founded, charitable grant-making foundation, which supports a wide range of causes across the UK; donating over £62 million annually. Almost 2,000 charities across the UK benefit each year from grants made by the foundation. They range from small community and volunteer projects to large national organisations whose work focuses on the arts, education, youth, health, museums and heritage, community, environment, faith, and welfare.

Despite this range, there is a common theme. To be successful, charities must demonstrate that they are meeting a need effectively - with clear outcomes and benefits, good leadership, sensible business plans, and a commitment to excellence. In addition, CIC's and social enterprises are not eligible for funding from the Garfield Weston Foundation. Applicants must be able to demonstrate registered charity status.

The foundation makes grants based upon the income of an organisation. Project and unrestricted revenue grants can be awarded at a level usually around 10-20% of a charity's income, whilst awards for capital projects are normally awarded at 10% of the capital cost.

On this training day you will learn:

- to understand the principles and processes required to access Garfield Weston funding
- methods you can use to develop and present your project, taking into consideration the foundation's key priority areas
- about evidencing need and developing your project outcomes and impact
- to explore methods for developing your project budget
- to explore techniques for writing high quality funding applications

This session is for you if you have already been involved in writing applications to small/medium charitable trusts and now want to develop revenue bids focused on the Garfield Weston Foundation's key priority areas.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: £90 charity/voluntary sector, £120 private/public sector

Start-up Workshop

Friday 7 August 2020, 10am – 1pm

See page 8 for training description.

Price: free to Liverpool-based organisations and residents, £25 to those based outside Liverpool

Finance Skills

Wednesday 19 August 2020, 10am – 4pm

See page 10 for training description.

Price: £90 charity/voluntary sector, £120 private/public sector

September

Henry Smith Funding Masterclass

Thursday 3 September 2020, 10am – 4pm

See page 14 for training description.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Managing Sickness and Absence

Wednesday 16 September 2020, 10am – 1pm

Managing sickness absence is a core day-to-day activity for most managers and HR practitioners. Many line managers still struggle to manage absence effectively. This training provides key knowledge and skills that will support managers in this difficult task.

This session is for anyone who directly manages staff, or supports those who do. By developing effective absence processes, you will help minimise disruptions to your organisation caused by absences and reduce the cost and lost time within your organisation.

Find out how to:

- successfully manage absence in the workplace
- understand your role and responsibilities
- conduct return to work interviews
- interpret up-to-date legislation
- create an effective sickness absence policy
- reduce staff absence
- deal with persistent offenders

Gain a greater understanding of your role in managing absence, the legislation that you must work to and the tools you can use to minimise absence related disruption to your organisation.

Price: **£55** charity/voluntary sector, **£80** private/public sector

National Lottery Community Fund: Reaching Communities Masterclass

Thursday 17 September 2020, 10am – 4pm

See page 17 for training description.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Proving the Impact of Your Volunteers

Thursday 24 September 2020, 10am – 1pm

Are you confident that you can illustrate the effectiveness of your volunteer programme to funders? When you can demonstrate the impact that your volunteers have on your beneficiaries, your community and the volunteers themselves, it could have an extremely positive impact on your organisation.

In this time of change and funding constraints, it is increasingly important for organisations and groups to demonstrate the value that volunteers bring to the organisation, the people they work with and their community.

Some of the UK's largest funders favour bids that are able to evidence the involvement of local people. If local people volunteer for you and the benefits are clear to see, that could have an impact when applying for funds. It could also make it easier for you to find and recruit volunteers in the future.

By the end of this session you will:

- be able to explain how measuring impact can improve your volunteering programme
- understand what is meant by measuring and monitoring volunteer impact
- know what type of information to measure
- know how to conduct a volunteer impact assessment
- be able to calculate and analyse the economic value of volunteering
- consider how to use the results in order to display value and effectiveness

Learn to evidence the impact of your volunteers, so you can prove to the world what a great job they're doing and make it easier to sustain and increase their involvement.

Price: **£55** charity/voluntary sector, **£80** private/public sector

October

How to Measure and Prove Your Impact

Thursday 1 October 2020, 10am - 4pm

It's no longer enough to rely on good local reputation and links to make sure your group gets funded. With competition for funding on the increase, it is becoming ever more important that your organisation can effectively measure and prove its impact.

There are many ways to measure your impact, and even more tools on sale to do so, but how can you be sure what's relevant, what's necessary and what is actually worth the cost to your organisation? We will demystify this for you, so that you are able to make an informed decision about your next steps in this important area.

This session will provide you with:

- the pros and cons of different impact measurement tools and techniques
- practical guidance on developing your own impact measurement systems for short or multi-year projects
- knowledge of how to cost/fund impact measurement activity
- real examples of systems that have worked to measure impact and lever in further funding
- information about funders willing to support impact measurement activity

Proving the impact of your organisation could be key to its survival. Get the information you need in order to develop a plan to measure and demonstrate what you achieve.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Finance Training for Charity Trustees

Wednesday 7 October 2020, 10am - 1pm

If you are a trustee then you have shared responsibility for the organisation's finances, whether or not you have a finance background. So whether you intend to be involved with finances on a regular basis or not, it is important to know what your legal responsibilities are. This session provides an overview of the key areas; a 'must' for all trustees.

Whether you are involved in day-to-day finances or simply responsible for governance of the finance function, there are skills to learn and pitfalls you must avoid, which this training session is designed to address.

This isn't a technical course and you don't need a background in finance. It is a short introduction designed to provide trustees from all walks of life with opportunity to ask questions, examine accounts prepared by other charities and address issues.

During the session, attendees will:

- gain a deeper understanding of the financial responsibilities of trustees
- be introduced to the legal requirements of maintaining financial records, producing accounts, and scrutiny thereof
- explore the latest developments in charity accounting, taxation legislation, and best practice

Gain increased understanding of your financial responsibilities, so that you can become more effective in discharging your legal obligations.

Price: **£55** charity/voluntary sector, **£80** private/public sector



Corporate Fundraising

Thursday 8 October 2020, 10am – 4pm

Even the smallest of charities can benefit from fundraising in the private sector but, whatever the size of the organisation you're fundraising for, it is imperative that you take the right approach. We'll cover the basic knowledge and tools needed to carry out corporate fundraising, so that you can open your organisation up to a new funding stream, or improve your success rate in this area.

You will develop the knowledge, skills and techniques that enable you to confidently and successfully research, negotiate and manage corporate partnerships, to the benefit of charitable causes. You'll learn how and where to invest resources and what makes your organisation a desirable 'business partner'.

In particular, the training will help you:

- understand the general principles of corporate fundraising and the corporate environment
- find and research potential business partners
- identify the fundraising mechanisms appropriate to corporate fundraising
- get your project or service information ready
- make an approach: the do's and don'ts of what to include
- develop a 'pitch' that celebrates a win-win situation
- follow up and manage the relationship

Learn to confidently demonstrate your organisation's value to the private sector and form relationships with new potential funders.

Price: **£90** charity/voluntary sector, **£120** private/public sector

National Lottery Heritage Fund Masterclass

Wednesday 21 October 2020, 10am – 4pm

In 2019, Heritage Lottery Fund (HLF) introduced a new, more accessible process to its grant making. This training introduces the new process and provides top tips for securing a grant towards heritage focused projects.

What is a heritage project?

Heritage includes many different things from the past that we value and want to pass on. It can include various sites, historic buildings, artefacts of cultural traditions and oral history.

About Heritage Lottery Fund and this course:

Since 1994 the HLF has used money raised by National Lottery players to help people across the UK explore, enjoy and protect the heritage they care about. HLF is the largest dedicated funder of heritage in the UK and a leading advocate for its value. It has awarded £7.7 billion to over 42,000 projects since 1994. Funding of between £3,000 and up to £5,000,000 is available through a range of focused schemes.

Join the LCVS funding advisor for this session to:

- understand the principles and processes required to access HLF funding
- learn methods to develop and present your project, taking into consideration key HLF priority areas
- learn about evidencing need and developing your project outcomes and impact
- explore methods you might use to develop your project budget
- take part in a Q&A with a member of the funding team from HLF
- explore techniques for writing high quality funding applications

If you have already been involved in writing applications to small/medium charitable trusts and now want to develop applications with a heritage focus, this is the masterclass for you.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building Team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: **£90** charity/voluntary sector, **£120** private/public sector

How to Write Quality Bids

Thursday 22 October 2020, 10am - 4pm

See page 27 for training description.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Managing Disciplinary Issues

Wednesday 28 October 2020, 10am - 1pm

Organisations need to have managers who are able to effectively handle disciplinary issues in the workplace. This training explores the ways to do that, taking into account current legislative requirements.

If you manage staff or are moving into a role where you will be managing staff, this session is for you. It will equip you to feel confident in an area often considered challenging.

You'll learn to:

- understand the disciplinary process
- manage performance issues proactively to minimise the need for formal discipline
- conduct a disciplinary interview effectively
- manage discipline more effectively in their workplace

Build your confidence to consistently and effectively manage discipline in the workplace.

Price: **£55** charity/voluntary sector,
£80 private/public sector



'LCVS staff always take a professional and friendly approach and it is always a pleasure working alongside the team.'

November

Finding Funds to Strengthen Your Organisation

Wednesday 4 November 2020, 10am - 4pm

Funders are often keen to support innovative projects but how do you secure funding for the 'less sexy' stuff, like sustaining and developing your organisation? This one day training introduces a number of funders who help organisations to develop their capacity and provides top tips for submitting successful bids.

In particular, during this session you will:

- identify specific funds that focus upon capacity building as well more general funds that may consider these types of costs
- come to understand how these costs can be built into project proposals
- be able to make the best use of the information you have collected to design and develop a project proposal
- understand key considerations for budget development
- explore techniques for writing high quality funding applications

This training will suit you if you have already been involved in bid writing and are now seeking funds to help support the core functions and capacity building of your organisation.

If you are new to project development and bid writing, we recommend that you attend our Introduction to Fundraising training first. Find that on page 9. If you have missed it, contact our Capacity Building Team to arrange a meeting.

Please note: all of our funder specific masterclasses have been designed using our in-house experience of working with applicants to prepare and submit successful bids to the referenced funder. In the 2018/19 period, this experience enabled us to secure over £5m of funding for community projects. Where content includes specific input from the funder, this will be explicitly referenced in the description of the session.

Price: **£90** charity/voluntary sector, **£120** private/public sector

Start-up Workshop

Tuesday 17 November 2020, 10am – 1pm

See page 8 for training description.

Price: **free** to Liverpool-based organisations and residents, **£25** to those based outside Liverpool

Minute Taking

Thursday 19 November 2020, 10am – 1pm

If you are called upon, or about to be called upon, to take the minutes of a meeting, join us for this short session to learn the optimal method for staying cool, calm and relaxed, while doing a thorough job. There is an optimal way to take minutes and learning it could make your life, or at least your experience of meetings, a lot easier.

Have you ever been asked to take the minutes at a meeting and wondered how best to go about it? If so, you're not alone. Perhaps you've been taking minutes for years and you're still not certain. Maybe everyone in your organisation who takes minutes does it differently, so records are inconsistent, or perhaps you just find it stressful trying to keep up and get everything recorded. None of this is unusual.

This session will ease the burden and clarify a failsafe minute taking method that you'll go to every time.

We'll cover the 'why and how' of taking minutes, including:

- knowing what needs to be included
- ideas on how to take notes at meetings
- knowing what needs to be done after the meeting
- hints and tips to make your life as a minute taker easier

Learn an easy method to give you confidence in your minute taking.

Price: **£55** charity/voluntary sector, **£80** private/public sector

The Role of Trustees and Senior Management in Fundraising

Wednesday 25 November 2020, 10am – 1pm

Fundraising is about much more than just bringing in the money. As one of the most visible aspects of a charity's work, fundraising activity can shape its public image. Trustees and management play a key role in ensuring that their organisation's approach to fundraising is in-keeping with its purpose, values and culture. This session will help you make the most of the opportunities that fundraising presents.

Aimed at trustees, senior management and fundraising managers, the session will enable you to define roles and responsibilities with regard to fundraising, as well as the opportunities that trustee and management involvement creates.

Done well, fundraising activities can embody the values of your charity, set the tone for your public image, strengthen your brand and, ultimately, shape opinion about your organisation. Trustees and senior management have an important role to play in bringing together the different parts of an organisation and making sure that fundraising is integrated with the rest of your activities.

This session will help you to clarify:

- responsibilities trustees have with regard to fundraising
- requirements necessary for compliance with fundraising standards and legislation
- the role of trustees in handling complaints with regard to fundraising
- the role trustees have in ensuring your charity is working towards becoming more sustainable
- how to work with your board of trustees to develop a fundraising strategy and methods
- the processes you need to have in place with regard to policies, system, culture and control mechanisms

You'll leave this session able to create an informed fundraising strategy that involves key people at all levels of your organisation, for maximum impact.

Price: **£55** charity/voluntary sector, **£80** private/public sector

Liverpool Volunteer Show

Wednesday 3 June 2020
The Black-E

To celebrate Volunteers' Week 2020, the city's charity and voluntary organisations are coming together.

Join them to learn about the vibrant, important work happening every day, right across Liverpool and to find out how you could get involved.

For further information visit www.lcvs.org.uk/events



Events

Capacity Building Advice Surgeries

Our free, monthly Capacity Building Advice Surgeries are for Liverpool-based individuals, groups and organisations involved in the charity and voluntary sector.

Pick our brains on issues such as governance, consultation, evaluation and impact measurement, business planning, funding, marketing, policies, partnership development and, well, anything else that falls within our expertise.

Sessions are by appointment only. To request an appointment, visit www.lcvs.org.uk and click on 'Help for Organisations', then complete and submit the enquiry form.

Charity Networking

On a regular basis we host networking events, in partnership with Liverpool Chamber and the Institute of Fundraising. These events are specifically aimed at bringing together charity and voluntary sector organisations, allowing colleagues to network and to hear from speakers on a range of relevant topics, at different venues across the city.

As and when these sessions are arranged you will find details and booking instructions on the events page of our website www.lcvs.org.uk.

Liverpool Volunteer Show

Wednesday 3 June 2020

The Black-E

If you would like to recruit new volunteers, find a new volunteer role or simply celebrate the important part that volunteers play in the life of our city, join us for Liverpool's biggest celebration of Volunteer Week 2020.

Meet lots of charitable organisations, listen to expert talks, network and get advice from the LCVS team. Visit www.lcvs.org.uk and sign up to our newsletter, for further information as it is announced.

Proposal Bid and Application Reviews

If your organisation is a Liverpool-based not-for-profit, have your funding proposal reviewed for free by the LCVS Capacity Building Team!

Make an appointment and submit a fully drafted proposal (and budget, if applicable) at least one week before your session and two weeks ahead of the funder's submission deadline. You'll then receive a free review, followed by face-to-face feedback on your application.

Sessions are by appointment only. To request an appointment, visit www.lcvs.org.uk and click on 'Help for Organisations', then complete and submit the enquiry form.

Volunteer Hub Forums

Tuesday 21 January

Tuesday 24 March

Tuesday 23 June

Tuesday 8 September

Thursday 5 November

10am-12.30pm

This forum offers anyone with responsibility for recruiting and managing volunteers opportunity to:

- network, share experiences and share ideas
- address issues relating to volunteers and volunteer management
- gain insights into best practice for supporting and motivating volunteers
- stay abreast of relevant news that could impact the sector
- promote and support diversity within volunteering
- share their own news

In these sessions we discuss, share and learn from one-another, as well as occasionally from outside speakers. Sessions are hosted by Volunteer Hub Co-ordinator Eluned Hughes.

To book, contact Eluned at info@volunteercentreliverpool.org.uk.

Health and Wellbeing Organisations Network

The Health and Wellbeing Organisations Network (H&WN) provides an opportunity for voluntary, community, faith and social enterprise sector organisations, working to improve the health and wellbeing of people living and working in Liverpool, to come together. It is a forum for sharing information and developing collaborative solutions that enhance local services and support. It is also a forum for active discussion.

H&WN acts as a conduit for communication and representation with statutory partners; facilitating a coherent voice in order to influence local strategic and policy developments. Membership is free and open to voluntary sector organisations delivering health and wellbeing services in Liverpool.

If you would like to join, contact Paula Atherton by emailing paula.atherton@lcvs.org.uk or calling **0151 227 5177**.

You will then receive invitations as and when network meetings are announced.



Commissioned Training Sessions

The LCVS team is available to deliver commissioned training sessions, here at 151 Dale Street and in external venues.

We tailor our sessions to your requirements. You can book almost any training detailed within the pages of this brochure to be run exclusively for your team. We can also combine elements of multiple courses, or design bespoke training to meet particular needs.

Development Days

Could you benefit from some meaningful team building activity?

An LCVS development day is an opportunity for your whole team to take a step back from regular activities, gain some clarity on past successes and challenges and then work together, towards a strong future.

Post event, we supply a written report of the day, complete with recommendations.

Feedback on LCVS development days:

'As a small charity we found the workshop extremely beneficial in providing us with the vital advice and information we require to take our project forward. The day gave us the time to reflect on the charity's progress and present development. It has also given us a new impetus in taking our projects forward with greater understanding of how we can best maximize the opportunities we have and build a stronger charity.'

In Their Name

'It is vital as a third sector organisation that our staff grow with us and develop their own skills that are also aligned with the Florrie's planned system of change. The staff and organisation development days delivered by LCVS allow us to do both and are a huge benefit to us.'

The Florrie

LCVS provides the charity and voluntary sector with a lot more, in addition to training and events. We also offer:

- funding, start-up and business planning consultancy and support
- affordable accountancy, bookkeeping and payroll
- volunteer programme development
- bid writing assistance
- small grants programmes
- partnership development support
- support for not-for-profit community businesses
- meeting room hire and conferencing facilities
- hot desking and office space

We're a friendly bunch and our doors are open every weekday. If you need more than one service, or if you're not quite sure what we can help with, get in touch on info@lcvs.org.uk and arrange to visit us.

The team member best suited to your enquiry will get back to you, and we'll get the kettle on.

Did you know?

We publish news and new training and events all year. For details:

- Follow LCVS on Twitter [@LiverpoolCVS](https://twitter.com/LiverpoolCVS)
- Sign up to receive our email newsletter by heading to www.lcvs.org.uk and entering your details

