

BAVO

TRAINING E-BULLETIN



Bridgend Association of Voluntary Organisations



Cymdeithas Mudiadau Gwirfoddol Sir Penybont

October 2018

Don't forget to book for our [BAVO autumn training courses](#)! We can help you refresh your knowledge and awareness of your roles and responsibilities as a committee member, find out how to raise funds on the Internet, learn about basic accounting skills for community, discover how to get the most from social media and understand a basic introduction to recruiting, selecting and managing volunteers.

Remember... BAVO members get concessionary prices!

Your roles and responsibilities as a committee member: legally a Trustee

Location: Trinity Methodist & United Reform Church – John Street, Porthcawl, CF36 3DT

Date: Wednesday 24 October 2018

Time: 5 – 9pm

Cost: BAVO members: £25

Non members: £35 / Non voluntary sector: £50

Did you know what you were taking on when you joined your group's committee?

BAVO's course explores and explains what is expected of committee members (sometimes called Board Members, Directors, Trustees) in voluntary, community and charitable organisations, however large or small the organisation may be.

You may find that you have legal liabilities that you weren't aware of (e.g. if your group is not incorporated you have liability for its debts and it would be unwise to take on paid staff).

By the end of this short and interactive course you will understand:

- what roles and responsibilities you have;
- how to limit potential risks;
- the principles of good governance;
- the roles of specific officers.

[Read more here and download booking form >>>](#)



Find out how to raise funds on the Internet at BAVO's FREE workshop

Location: BAVO - 112/113 Commercial Street, Maesteg, CF34 9DL

Date: Monday 5 November 2018

Time: 2 - 3.30pm

Cost: FREE OF CHARGE

Tending to your roots: Top tips to help charitable groups succeed at online fundraising (free course)

Does your organisation want to become more sustainable and open up new income streams?

Do you want to develop an engaged, larger supporter base?

Do you need to raise unrestricted funding to help cover core running costs?

Lauren Swain, [Localgiving's](#) Wales Development Manager, will be at BAVO to speak about how small charities and community groups achieve these goals. The workshop will focus on how to optimise online fundraising in an easy and cost effective way to help groups like yours fundraise effectively online.

This session is tailored to the needs of small charities and community groups that want to give their online fundraising a boost. Additionally, you will have the opportunity to hear about Localgiving's development programme in Wales, which offers a year of free help, free training and £200 match funding per group.

For more information on what Localgiving giving offers click here: join.localgiving.org/wales or contact Lauren via lauren@localgiving.org

[BOOK YOUR FREE PLACE NOW by downloading booking form >>>](#)

For further details call BAVO, T: 01656 810400 or E: bavo@bavo.org.uk



Mental Health First Aid (Wales)

Location: BAVO - 112/113 Commercial Street, Maesteg, CF34 9DL

Date: Wednesday and Thursday, 14 - 15 November 2018

Time: 9.30am - 3pm

Cost: BAVO members: £65

Cost: Non members: £90 / Non voluntary sector: £130

PLEASE NOTE: LUNCH NOT PROVIDED

Our two day training course is for anyone (including the public, employers, managers, frontline staff and volunteers, prison and custody staff, NHS staff, Jobcentre Plus staff) and improves your understanding of mental health.

Members of the general public often do not know how to respond. In a mental health crisis situation, the helper's actions may determine how quickly the person with the problem gets help and/or recovers.

There are many reasons why people might want to train in Mental Health First Aid – MHFA (Wales):

- Mental health problems are common;
- There is a stigma associated with mental health problems;
- Many people are not well informed;
- Help is not always on hand;
- People may lack the insight to realise they need help or that help is available.

In MHFA (Wales), you will learn an approach to help to be calm and confident and to respond in an appropriate way to give the best help.

This course helps participants to recognise the signs and symptoms of someone with mental health problems; respond to various mental health crises and engage with, support and signpost people to appropriate professional help.

[Read more here and download booking form >>>](#)

Basic accounting skills for community groups

Location: BAVO - 113/113 Commercial Street, Maesteg, CF34 9DL

Date: Tuesday 20 November 2018

Time: 10am - 2pm (registration 9.45am)

Cost: BAVO members: £25

Cost: Non members: £35 / Non voluntary sector: £50

PLEASE NOTE: LUNCH NOT PROVIDED

Our course is especially tailored for people who are responsible for recording the financial information in their voluntary group or organisation.



- Understand the legal requirements for reporting in relation to their organisation;
- Find out how to set up and maintain a simple accounting system;
- Find out how to establish and use a petty cash system;
- Find out how to use the systems to produce basic financial reports and information.

[Read more here and download booking form >>>](#)

How to get the most from social media for your voluntary group

Location: BAVO - 113/113 Commercial Street, Maesteg, CF34 9DL

Date: Wednesday 5 December 2018

Time: 10am - 1pm

Cost: BAVO members: £25

Non members: £35 / Non voluntary sector: £50

This course will show you how to use social media to the best advantage for your voluntary group.

It will include:

- an overview of Facebook, its benefits and how to do the basics e.g. post news with images, upload videos, Facebook Live, scheduling, Facebook groups (secret, closed and open) and switching between your Facebook page and personal account and a practice exercise e.g. writing a post;
- an overview of Twitter, its benefits and how to do the basics e.g. tweet news with images and videos including scheduling news, using the # or @ symbol within a tweet and a practical exercise e.g. writing a tweet containing twitter language;
- an overview of Instagram, its benefits, how to do it and a practical exercise e.g. writing an Instagram message using the # ;
- a look at which of the platforms is best for YOUR group.

[Read more here and download booking form >>>](#)



A basic introduction to recruiting, selecting and managing volunteers

Location: Bridgend YMCA - Angel Street, Bridgend, CF31 4AD

Date: Wednesday 12 December 2018

Time: 10am - 2pm

Cost: BAVO members: £25

Non members: £35 / Non voluntary sector: £50

PLEASE NOTE: LUNCH NOT PROVIDED



BAVO's course is ideal for people who are new to managing volunteers or who would like a refresher. It will help you to be more knowledgeable and confident in your role as a volunteer manager.

By the end of the session participants will:

- be able to identify existing and new volunteering roles for volunteers;
- identify where to recruit volunteers;
- establish an effective selection procedure;
- be able to produce their own simple guide for managing volunteers.

[Read more here and download booking form >>>](#)

BAVO suicide prevention courses

BAVO empowering people to intervene. BAVO has been helping communities across Wales become suicide-safer since 2008. [Our suicide prevention courses](#) are part of a suicide prevention strategy across the Globe.

Our strong history of excellence has continued to contribute towards better preparing our communities to intervene and prevent suicide.

Our philosophy is to ensure that one day we will have a suicide safe community where people at risk are supported; people providing support feel confident and able and the stigma and stereotypes associated with suicide and suicide ideation are eradicated.

[Read more here >>>](#)

For further details contact BAVO, T: 01656 810400 or E: bavo@bavo.org.uk



On-demand training at BAVO!

[BAVO can deliver on-demand training in all these subjects! >>>](#)

Just let us know and as soon as we have six or more names we can arrange the venue, time and date around your needs!

For further details contact BAVO, T: 01656 810400 or E: bavo@bavo.org.uk



For further details about training courses at BAVO visit our training pages at

www.bavo.org.uk



T: 01656 810400 • E: bavo@bavo.org.uk
Facebook – [@BAVOhub](#) • Twitter - [@BAVO_CVC](#)



Help us get better at what we do

If you or your organisation has had contact or services with BAVO, we would like to hear from you by completing our Third Sector Support Wales survey to tell us how we did and whether our services are useful to you or not.



Cefnogi Trydydd
Sector Cymru
Third Sector
Support Wales

BAVO is a member of the [Third Sector Support Wales](#) (TSSW), a network of support organisations for the third sector in Wales, comprising County Voluntary Councils **including BAVO** and Wales Council for Voluntary Action. Our shared goal is to enable third sector and volunteers across Wales to contribute fully to individual and community wellbeing, now and for the future.

The survey allows you to click 'BAVO' on question 4 to give your views on our performance specifically. It asks about development, volunteering, partnerships /networks (strategic engagement /influencing) and funding.

By filling this in, we will receive feedback on how we 'measure' up against other providers, what our impact is and how we need to improve. If you could spare just five minutes to answer each question, we would be very grateful.

We would appreciate if you could complete this [short survey here >>>](#)

If you could spare just five minutes to answer each question, we would be very grateful.

Book NOW for our very first Link Up Regional Conference 14 November!

'Planning for the Future'

Baglan Community Church

The Centre, Lodge Drive, Port Talbot, SA12 8UB

To be held during National Trustees Week

Wednesday 14 November 2018 from 12.30 – 4.30pm

Lunch and refreshments are provided and the event is free of charge.

Our half-day conference will explore ways in which increasing diversity on management boards can promote sustainability and resilience.

Link Up Project: Prosiect Lincio Lan 'Strengthening 3rd sector skills'. BAVO is working in partnership with [Swansea CVS](#) and [Neath/Port Talbot CVS](#) to strengthen third sector governance and skills development through a range of interventions, such as recruiting and matching skilled peer mentors from public, private and independent sectors with third sector organisations. [Read more here >>>](#)

There will be workshops looking at young trustees, co-production with people who use services and BME Inclusion. It will also provide the opportunity for networking over lunch and more.

The Charity Commission have said that: "In our experience, boards of trustees are more likely to... command confidence and respect from their client base and wider community if they demonstrate diversity in the widest sense of skills, age, sex, race and background."

We'd love to see you there! Anyone from Swansea, Neath Port Talbot and Bridgend with an interest in how the third sector can successfully plan for the future is welcome.

[Book your FREE place here by 1 November 2018 >>>](#)

For further information contact Angela Davies, Link Up Project Development Officer at BAVO,
T: 01656 810400 / 07710067718 or E: bavo@bavo.org.uk



Shaping Bridgend's Future budget consultation is now live!

Over the past four years Bridgend County Borough Council has reduced its budget by more than £30 million.



**SHAPING
BRIDGEND'S
FUTURE**



Some of the ways this was achieved was by streamlining the senior management structure and reducing staff numbers by over 400, through innovative partnership working with the likes of Awen Cultural Trust, and reducing service provision in some areas such as public conveniences and street cleaning.

However, despite the changes made so far, the council still has to make a further £35 million saving by 2023.

Some of the proposals being considered include increasing council tax, reducing some services such as day centres and leisure facilities and in some instances removing services such as youth clubs and Bridgend Bus Station. They also have some proposals around generating income such as charging more for the use of sports pitches and services such as garden waste collections.

By participating in the budget consultation you can have your say on which services are important to you. Have your say here: www.bridgend.gov.uk/future

This consultation closes 18 November 2018.

FREE BAVO membership for local community, voluntary and not-for-profit groups

Are you a community group or charity, or do you want to start one? Are you a looking for funding?

Do you need more volunteers? Do you want to meet like minded groups?

Do you need help sorting a problem?

We provide FREE support and assistance to all member community and voluntary groups, not- for-profits and social enterprises in our area. We also provide some consultancy services. We are just a telephone call away and can help with just about anything you need:

Starting up and managing a voluntary/community group

Charity/CIO registration • Employment and HR issues

Funding and fundraising support • Networking opportunities

Volunteering and recruitment • Interim and project management

Governance issues and governing documents

Policy development • Marketing and media • Bespoke training Consultancy • Meeting space, photocopying, equipment hire • Planning and bid writing

If you are a voluntary group in Bridgend County Borough, be a member of BAVO by visiting our

Membership page at www.bavo.org.uk



112-113 Commercial Street
Heol y Fasnach • Maesteg CF34 9DL
T / Ff: 01656 810400
E: bavo@bavo.org.uk • www.bavo.org.uk

Company no / Rhif y cwmni: 07691764
Charity registration no / Rhif cofrestru'r elusen: 1146543