



DEVELOPMENT SUPPORT FOR COMMUNITY GROUPS

A number of development support opportunities are now available for communities/community groups in Annandale and Eskdale as listed below.

We are looking to offer the sessions in individual communities so that we bring the support to you. We would hope that a community group would organise a venue and invite members of other local groups along to make the best use of the support on offer in your community.

If you are interested in any of these sessions being delivered in your community please use the contact details at the bottom of the page to obtain further information.

Running Better Meetings

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- What makes a good meeting
- Role of chairperson
- Role of secretary
- Decision making
- Meeting dynamics

Managing Community Groups

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- Constitutions
- Governance
- Compliance
- Financial governance
- Monitoring
- Evaluating

Community Engagement (1) Principles and Information about the National Standards for Community Engagement

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- Why bother to engage with communities?
- National Standards for Community Engagement – how they came about
- National Standards for Community Engagement – what do they mean

Community Engagement (2) Techniques and how to engage members of your community

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- What the different methods are
- Which method to use

Business Planning

This session will be delivered by Chris Brown, Economic Regeneration.

What will be covered:-

- Developing a Business Plan
- Budgeting
- Market Research
- Marketing Plan
- Business Plan Presentation

Project management (1) Designing a project

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- needs assessment
- community consultation
- engaging partners
- developing a project plan and identifying activities
- costing a project
- developing funding applications

Project management (2) Managing delivery of a project

This session will be delivered by Chris Brown, Economic Regeneration and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- Co-ordination of activities
- Budgeting
- Communication with funding bodies
- Involving volunteers
- Dealing with contractors,
- Setting up a steering group

Project management (3) Monitoring and evaluation

This session will be delivered by Jamie Ferguson, Community Learning and Development and Kate Nutt, Annandale & Eskdale Council for Voluntary Service.

What will be covered:-

- How to monitor your project
- How to evaluate your project

Marketing and press releases

What will be covered:-

- How and when to market your organisation
- How to write a press release
- When to use press releases
- How to liaise with the press

Contacts:

Jamie Ferguson, Principal Community Learning and Development Officer;
Council Offices, High St, Annan DG12 6AQ Tel: 01461 207044
Email: Jamie.Ferguson@dumgal.gov.uk

Kate Nutt, Manager, Annandale and Eskdale Council for Voluntary Services 16
High Street, Lochmaben, DG11 1NH Tel. 01387 810974
E-mail: Kate.Nutt@aecvs.org.uk