



C&H HSCF Newsletter Wellbeing & prevention Newsletter

Consisting of news articles from 2010-05-05 to 2010-05-10

Local Notices

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Help ensure we agree a usable evaluation system
Feedback from Prevention Board - evaluation case studies needed
Market development feedback Many local orgs dont get past PQQ stage in tendering

Local News

Full local election results here - Jules Pipe remains Mayor - Labour retain majority

Funding Opportunities and Tenders

£1000 for young entrepreneurs 16-30
London Health Awards win upto £1000 plus film of your work
People Millions closes 14th May (still time ,...just..to apply)- up to £50,000
Up to £7,500 for youth , literacy, numeracy or vulnerable people -c/d 28th May
up to £5k for NEET young people

Jobs and Volunteering

Mental Health Act Administration Manager
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Art Co-ordinator p/t
Communications Co-ordinator - 8 Months Maternity Cover
Evening Receptionist
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Community ESOL Advice Co-ordinator
Community ESOL Advice Co-ordinator

Courses and Training

Funding Apps, Core Message & Marketing
Leadership in a New Era

Publications and Websites

HSCF & BEMWGs rough guide to tendering
Working with local councillors

Local Notices

Hear Tim Shields at the Drug & Alcohol Meeting on Friday

Tim Shields is coming to speak about the DAAT Board (Drug & Alcohol Action Team) on Friday - please email hscf@hcv.org.uk for more details

Help ensure we agree a usable evaluation system

The need to ensure we are measuring the impact of our activity and that there is a way of measuring if this saves money is imperative now. Please let us know what evaluation systems you have used or tried to use - including the good points and difficulties to feed into discussions at the Prevention Board.

Feedback from Prevention Board - evaluation case studies needed

Please click [here](#) for full feedback

Main suggested action points [here](#)

Issues that need further VCS discussion/ Action

Related to agenda item 3: Feedback from Business Transformation Board

The CEN should discuss with Nicola Baker whether there will be CVS representation on the new smaller working groups. There is probably likely to be a move to do this with all of the Transformation boards and could dilute the impact of CVS influence.

Related to agenda item 5 Development of metric & 8 PPF milestones

As part of the PPF milestones the local authority will need to demonstrate how activities will make savings, the drive towards accessing this type of impact will need to be demonstrated by our sector. As mentioned before this will be a costly venture for the third sector both in terms of human and financial resources. I think it would be useful to include this issue in future special interest groups to get feedback from the sector and examples that would demonstrate good practise. If any groups have worked with or are thinking of using Social Return on Investment (SROI) maybe it would be good to compare notes. Maybe there might be groups that want to come together to try out SROI. This might be a good way to share the cost and other resources for setting up SROI. Also it maybe be worth asking Lucy de Lascassa from New Philanthropy Capital (NPC) to come in to do a presentation on SROI as they have already completed

trails on SROI and are looking to make a measuring tool available later this year. David Woodhead will be meeting with the Health Economist who worked on the DH POPP report to exploring wellbeing outcomes. It would be good to explore the possibility of CVS involvement in the meeting to be set up by David. David has requested information or examples of activities that measure wellbeing outcomes Kevin Halden would also like comments or examples of services that achieve on PPF milestones objectives by Friday 14th May (Please email hscf@hcv.org.uk for a copy of the document)

Market development feedback Many local orgs dont get past PQQ stage in tendering

[Click here for full feedback](#)

Action for VCS

A concern was raised that VCS services tend to think they know about tendering, yet feedback from procurement is that the majority of PQQs received from local VCS services do not pass the first stage and show a lack of understanding of the process. Therefore, we need to work harder at ensuring VCS services know how to complete the forms and understand of bidding process.



Local News

[Full local election results here - Jules Pipe remains Mayor - Labour retain majority](#)

Click here for full results

Funding Opportunities and Tenders

£1000 for young entrepreneurs 16-30

The Shell LiveWire Grand Ideas Awards is now accepting applications. Each month, up to four awards of £1,000 are given to young entrepreneurs aged 16 - 30 that have innovative and unusual business ideas. Businesses need to be in their first 12 months of trading. The deadline for applications is the last day of each month.

For more information visit the Shell LiveWire website [here](#).

Source SYFAB

London Health Awards win upto £1000 plus film of your work

Awards The London Health Commission Awards are a biennial event to recognise the achievements of London's community groups and SMEs in improving health and well-being in the capital.

Many factors play a part in health and well-being. For communities, coming together to take action on an issue that affects them can benefit those involved and the wider community.

London's small and medium enterprises are at the heart of London's economic success. They are leading the way through innovative and flexible practices that help keep their staff healthy and making their businesses thrive through increased productivity, efficiency and staff morale.

For both community groups and SMEs, the action taken does not have to be complicated, expensive or time-consuming. It is practical, small-scale action that works that we want to hear about and showcase through these awards.

Additionally, there is an award to recognise achievements in the Well London programme. The Mayor of London is also lending his support with the Mayor's Active Lifestyle Award, to be awarded to one of the shortlisted organisations - further details will be available shortly.

Find out about the 2008 winners - short videos about the projects are available.

[Click here to go to the website](#)

People Millions closes 14th May (still time ...just..to apply)- up to £50,000

[click here for website](#)

Up to £7,500 for youth , literacy, numeracy or vulnerable people -c/d 28th May

Man Group plc Charitable Trust Community Programme Purpose

To support projects focusing on disadvantaged youth, literacy and numeracy or vulnerable

populations. Please read the guidelines for further information.

Areas

Greenwich, Hackney, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets

Income Threshold

Less than £250,000

Closing dates

Friday 28th May 2010

Forms

Expression of Interest

Guidelines

Notes

Website here

up to £5k for NEET young people

Russell Investments Charitable Fund Purpose

To support groups focusing on young people and education, employment and training.

Please see the guidelines for further information.

Areas

All Boroughs

Income Threshold

Less than £150,000

Closing dates

5pm Friday 2nd July 2010

Forms

Application

Guidelines

Notes

Source Capital Community Foundation

Jobs and Volunteering

Mental Health Act Administration Manager

Job Reference: 363-CORP-3093 Job Title: Mental Health Act Administration Manager Area of Work: Corporate Employer: East London NHS Foundation Trust Department: Mental Health Act Administration Location: TBC Salary: £30, 566 to £40, 406 inc. HCA Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Agenda for change Pay Band: 6 Working pattern: 37.5 hours per week Closing Date: 17/05/2010 Interview Date: 04/06/2010 Add this vacancy to my job basket

Description East London NHS Foundation Trust is a mental health trust which provides services to the City of London, the London Boroughs of Hackney, Tower Hamlets and Newham. The Trust also provides forensic services to the London Boroughs of Barking and Dagenham, Havering, Redbridge and Waltham Forest, and provides some specialist mental health services to North London, Hertfordshire and Essex.

We provide a range of community, outpatient and inpatient services for children and young people, adults and older people.

The Trust's Headquarters are located in Tower Hamlets. We operate from 47 community sites, four main inpatient sites and have 660 inpatient beds. The Trust has an income of £184.7 million and most of this comes from our local Primary Care Trusts.

The Trust is linked with the University of London, City University and South Bank University.

A vacancy has arisen for the post of Mental Health Act Administration Manager.

Reporting to the Trust's Associate Director of Mental Health Law, the post holder will manage the Mental Health Act Administration department in the Tower Hamlets as part of the Corporate Mental Health Act Administration Service and provide specialist advice to all staff as required.

The post-holder will also implement policy in relation to the Mental Health Act and associated legislation and manage the delivery of Mental Health Act Administration as part of any local Service Level Agreements.

The role involves liaison with many disciplines and individuals, so good communication and organisational skills are key, as is the ability to multi-task, prioritise and work well as part of a team in a busy office.

Training and development opportunities will be available to the successful candidate through a system of personal development and regular supervision.

Please see the Person Specification for all post-holder requirements and for more information about the post itself, contact Guy Davis – Associate Director of Mental



Health Law or Johanna Turner – Clinical Nurse Specialist in Mental Health Law on 020 7655 4046 or e-mail guy.davis@eastlondon.nhs.uk or johanna.turner@eastlondon.nhs.uk.

*PLEASE NOTE – IF YOU ARE SHORTLISTED FOR THIS POST YOU WILL BE CONTACTED BY THE HUMAN RESOURCES DEPARTMENT VIA E-MAIL, PLEASE ENSURE THEREFORE THAT YOU CHECK YOUR E-MAIL ACCOUNT REGULARLY. ALL SUCCESSIVE CORRESPONDENCE WILL ALSO BE SENT VIA E-MAIL.

IF YOU DO NOT HEAR FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE, PLEASE CONSIDER THAT YOU HAVE NOT BEEN SHORTLISTED ON THIS OCCASION.*

We reserve the right to bring forward the closing date should we have an overwhelming response to this advert.

As part of our commitment to improving working lives, we have a range of innovative work-life balance policies and applications are welcome from people interested in working flexibly. Single Living accommodation may be available. Committed to equal opportunities we welcome applications from people who reflect the diversity of our service users including those with mental health problems.

For further information about our Trust please click on the link to East London NHS Foundation Trust website.

In line with the jobcentreplus two ticks symbol, all applicants who have declared that they have a disability and who meet the essential criteria for a post will be shortlisted.

All posts that involve regularly caring for, supervising, training or being in sole charge of children and/or vulnerable adults will be subject to an enhanced CRB check.

Jump to Apply Now

More information You can view more information about this employer and this vacancy by clicking on any of the Job Pack Documents or Further Links below. Clicking a link will open a pop-up window containing the relevant details. You may view, print or download the details from there.

Documents Job Description (220 KB)Person Specification (247 KB)CRB Policy & Procedure (249 KB)Policy Statement on the Recruitment of Ex-Offenders (176 KB)Recruitment Information on Foundation Trust (181 KB)Routes 2 Employment - Positive Statement (178 KB) Further Links This is East London NHS Foundation Trust Home PageTrust Brochure Contact details If you would like to talk to somebody about this vacancy then please contact:

Contact NameGuy DavisEmail Addressguy.davis@eastlondon.nhs.ukTelephone020 7655 4046

CRB Check This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made



to the Criminal Records Bureau to check for any previous criminal convictions.

Apply now

Shoreditch Maternity Centre Manager

Job Reference: 293-40267 Job Title: Shoreditch Maternity Centre Manager Area of Work: Maternity Employer: Homerton University Hospital NHS Trust Department: 293 RINIT Group Practice Location: London Salary: £25,415-£33,041 pa. inc, pro-rata Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Agenda for change Pay Band: 5 Working pattern: 22.5 Hours/Week Closing Date: 11/05/2010 Add this vacancy to my job basket

Description The Homerton is an innovative Foundation Trust providing a wide range of services to the local community of Hackney and specialist services on a national level. Located in the multicultural east end of London we are situated close to the heart of the capital.

The Homerton is the closest hospital to the London 2012 Olympic and Paralympic Games Park and is the designated hospital for the Park. The Hospital has easy access to the M11 and Stratford International railway station, with major improvements to transport planned in the lead up to the Games.

Shoreditch Maternity Centre Manager
Band 5 pro rata to £25,415 - £33,041 pa. inc
22.5 hours per week

This is a new post for a new maternity initiative that is funded by City & Hackney NHS. The Shoreditch Maternity Centre is a joint venture between The Shoreditch Trust (a local regeneration agency), who own the building and Homerton Hospital maternity service who, renting this building, will provide 'one stop shop' care for the all the pregnant women of Shoreditch. The Shoreditch area includes some of the most deprived women of Hackney who are at risk of a poor outcome to their pregnancies.

This post will be very important. The post holder will help set up the service, co-ordinate activity, liaise with the other users of the Building (The Shoreditch Spa) as well as Homerton Hospital and thereby ensure the smooth running of the Centre. Midwives and Maternity Support Workers will be based there and other agencies may use the group room facilities by arrangement.

You must therefore be experienced enough to be able to work autonomously and innovatively. You will be based at the Centre, with occasional travel to the Homerton University hospital. You will have excellent organisational and communication skills and will liaise directly with the Consultant Midwife for midwifery led care.

For further information please contact:
Philippa Cox, Consultant Midwife on 020 8510 7046 or



email: philippa.cox@homerton.nhs.uk

We advise candidates to read all of the attached documentation prior to submitting an application.

Your supporting statement is used to determine your suitability for the post and should be used to demonstrate your relevant skills.

Once you have submitted an application it is essential that you check your email on a regular basis for updates and shortlisting information.

The Trust welcomes applications from candidates wishing to job share with or without job share partners.

Committed to Equal Opportunities.

Overseas candidates wishing to apply, who would require immigration sponsorship, can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UKBA website.

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit: UK Border Agency website.

Art Co-ordinator p/t

Job Reference: 293-10532 Job Title: Art Co-ordinator Area of Work: Mary Seacole Nursing Home Employer: Homerton University Hospital NHS Trust Department: 293 Mary Seacole Location: London Salary: Band 3 Job Type: Permanent Staff Group: Additional Clinical Services Pay Scheme: Agenda for change Pay Band: 3 Working pattern: 7.5 Hours/Week Closing Date: 11/05/2010 Add this vacancy to my job basket

Description The Homerton is an innovative Foundation Trust providing a wide range of services to the local community of Hackney and specialist services on a national level. Located in the multicultural east end of London we are situated close to the heart of the capital.

The Homerton is the closest hospital to the London 2012 Olympic and Paralympic Games Park and is the designated hospital for the Park. The Hospital has easy access to the M11 and Stratford International railway station, with major improvements to transport planned in the lead up to the Games.

Come and be part of our Unique Nursing Team

Art Co-ordinator

7.5 hours per week

Band 3 £19,646 - £22,613 pa.inc pro rata

Mary Seacole Nursing Home provides high quality integrated services for clients with long-term care, respite and continuing care at home needs within an NHS managed setting. We are looking for committed Art Therapist to join our unique team. We have an activities programme at the home and the successful applicant will be required to commit to providing this activity on a weekly basis on a Friday only.

Ideally you would have experience of working with older adults in a nursing home or similar setting providing creative activities relevant to the requirements and capabilities of the service users.

If you are interested, why not come in for an informal visit or contact Roy Tecson (Matron) for more information on 0207 301 3180/3193.

We advise candidates to read all of the attached documentation prior to submitting an application.

Your supporting statement is used to determine your suitability for the post and should be used to demonstrate your relevant skills.

Once you have submitted an application it is essential that you check your email on a regular basis for updates and shortlisting information.

The Trust welcomes applications from candidates wishing to job share with or without job share partners.

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Jump to Apply Now

More information You can view more information about this employer and this vacancy by clicking on any of the Job Pack Documents or Further Links below. Clicking a link will open a pop-up window containing the relevant details. You may view, print or download the details from there.

Documents Job Description (24 KB)Person Specification (20 KB)Recruitment_Pack_Why_Homerton (129 KB)Guidance Notes On Submitting An Application (119 KB)Equal Opps document (132 KB)Remploy Leaflet (50 KB) Further Links Homerton WebsiteDetailed travel information for finding the Homerton easily CRB Check This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.

Tier 2 Certificate of Sponsorship (formerly a Work Permit) This job is unlikely to attract a Tier 2 certificate of sponsorship (formerly a work permit). Applications from candidates who require Tier 2 immigration status to work in the UK may not be considered if there are a sufficient number of other suitable candidates. To apply for a Tier 2 certificate of sponsorship, employers need to demonstrate that they are unable to recruit a resident worker before recruiting an individual from overseas. For further information please visit Home Office UK Border Office.

Communications Co-ordinator - 8 Months Maternity Cover

Communications Co-ordinator - 8 Months Maternity Cover Ref NoBC188 Salary £24,220 - 28,010 pa inc dependent on experience/performance Department Barbican Centre Description Open 363 days a year, the Barbican, Europe's leading Arts and Conference Centre, presents an unparalleled variety of performing and visual arts of world class calibre, as well as hosting extensive commercial activity. The Barbican Media Relations department is looking for a Communications Co-ordinator to provide maternity leave cover for approximately 8 months. As part of the Media Relations Team, you will be responsible for managing all corporate PR events, supervising the support of the Media Relations department in all its functions (including the supervision of press cuttings processes, dealing with media requests and maintaining the media contacts database), securing maximum coverage for certain strands of the Barbican Creative Learning programme (such as the family events, storytelling and Barbican Young Orchestra), as well as providing support when needed to the Head of Communications. Evening and weekend attendance at events is an integral part of the post. You will have excellent organisational and communication skills and will be a great team player and a born diplomat. It is essential that you have a good knowledge of the media and substantial press and PR experience. You will also have excellent IT skills, experience of working with databases and will be willing to undertake the administrative duties for the

department. For more information about the Barbican Centre and the vacancy please go to www.barbican.org.uk. Closing date: 21/05/2010, 12pm. Late applications will not be accepted. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process the successful applicant will be required to obtain a Criminal Records Bureau Disclosure. The Barbican is committed to Equal Opportunities and welcomes applications from all sections of the community. Location: Silk Street, London, EC2Y. Contact details: For further details and an application pack please visit www.cityoflondon.gov.uk/jobopportunities or call corporate Recruitment Unit on 020 7332 3978 (24 hour answerphone) quoting the reference number BC188. A minicom service is available on 020 7332 3732. Send us your completed application form, quoting ref: BC188: Email: cru@cityoflondon.gov.uk Post: CRU, PO Box 270, Guildhall, London EC2P 2EJ Fax: 0207 332 3091 Contact email: cru@cityoflondon.gov.uk - Please include your name and address. Closing date: 2010-05-21 Documents: Job Information Pack BC188.pdf How to complete the application form (PDF).pdf Downloadable Word Application Form BC188.doc PACK - CRB Policy.doc PACK - CRB Q & A.doc PACK - Rehabilitation Periods (Information for Applicants).doc Please select the button to apply online. Use the ''Register'' option on the left hand side of the next screen if you have not registered already or log in if you have used this facility before.

Evening Receptionist

Vacancy Details

Job Reference: 524-WS-004 Job Title: Evening Receptionist Area of Work: GP Practice Employer: City & Hackney Teaching PCT NHS Department: GP Surgery Location: London Salary: £8.18ph - 8.85ph depending on experience Job Type: Fixed Term Temporary Staff Group: Administrative & Clerical Pay Scheme: Other Pay Band: Other Working pattern: 20 hours per week Suitable for newly qualified applicant? Yes Closing Date: 17/05/2010 Add this vacancy to my job basket

Description: Are you looking for rewarding work in a major local organisation that really makes a difference? NHS City & Hackney could be the answer.

Join us and you can help improve the health of local people. We are committed to providing high quality services to our 250,000 residents.

Evening receptionist required, initially until 1st October 2010, for maternity cover, to join large friendly practice in Hackney E9.

Must be able to cope with the stimulating environment of this busy surgery and be fully committed to providing a high quality service to our patients.

Experience welcome but not essential.

Salary between £8.18ph and £8.85ph depending on experience.

Option of NHS Superannuation Pension Scheme available.

Hours 20 per week

Monday and Wednesday 1pm-6.30pm.

Tuesday and Friday 2pm-6.30pm.



Application is by practice application form ONLY
from

J. Atkinson
Well St Surgery
28 Shore Road,
London E9 7TA
0208 985 2050
email jacqueline.atkinson@nhs.net

Closing date Monday 17th May 2010

Interviews afternoon of Thursday 20th May 2010

If you have not heard from us by 20th May please assume you have not been shortlisted. The closing date given is a guide only. There may be some occasions where we have to close a vacancy once a sufficient amount of applications have been received. It is therefore advisable that you submit your application as early as possible.

We will also be hosting Olympic sports in 2012, and as a result, the area is benefiting from significant regeneration and redevelopment in the years leading up to these events.

Come and join us to be part of the positive changes taking place!

Please note that all shortlisted applicants will be contacted by email via NHS Jobs.

Applicants are advised to check their email accounts regularly. If you have not been contacted within 4 weeks of the closing date you should assume you have not been shortlisted.

Jump to Apply Now

More information You can view more information about this employer and this vacancy by clicking on any of the Job Pack Documents or Further Links below. Clicking a link will open a pop-up window containing the relevant details. You may view, print or download the details from there.

Documents Job Description (39 KB) Accommodation leaflet (359 KB) Information for Job Applicants (48 KB) Positively Diverse document (Pdf) (190 KB) Staff Benefits at City & Hackney (402 KB) Further Links City & Hackney Teaching PCT Homepage Contact details If you would like to talk to somebody about this vacancy then please contact:
Contact Name Jacqueline Atkinson Email Address jacqueline.atkinson@nhs.net

Residential Volunteer (free accommodation)

Hilt is a charity supporting adults with learning disabilities in East London to live independently in the community.

We have several vacancies for volunteers to start as soon as possible. You do not need any previous experience.

We are looking for volunteers who:

- can live with & support adults with learning disabilities for 30-35 hours per week, possibly including early mornings, evenings and weekends
- are available for 6-12 months
- speak a good level of conversational English
- enjoy working with people and have good communication skills
- are responsible and reliable

We offer:

- free (shared) accommodation and utility bills paid
- a small weekly living allowance to cover food and travel costs
- induction, training and ongoing support and supervision
- a chance to gain experience and meet new people

We also need part-time volunteers. This is suitable for people who live locally and can spare a few hours each week. You should have good people skills and be dependable.

For further information, check <http://www.hilt.org.uk/>

Please contact Emma on 02070147452 or emma@hilt.org.uk for an application pack. The application process takes about 8-10 weeks so please apply in advance of when you would like to start. This is because we need to do an interview, get references and a criminal record check before any volunteer can start with us.

Hilt Support Ltd is a Charity incorporated as an Industrial & Provident Society under Reference No. 25852R

Salary:£Voluntary

Location:East London

Closing Date:31 October 2010

Community ESOL Advice Co-ordinator

Job title	Community ESOL	Advice
Co-ordinator		
Job reference		
MF0025		
posted		
05/05/2010		
Application closing date		
30/05/2010		
Location		
£31,152 -	£33,306 pro	Salary
		Package
		rata

Job

category/type

Job description

The Learning Trust is a not-for-profit company responsible for Hackney's children's centres, 27,000 pupils in 70 schools and early years and adult education. Our vision is to provide excellent education for every child, young person and adult learner.

Adult

Learning Services runs a range of ESOL classes across the borough of Hackney. We also work closely with other ESOL providers in the borough to improve the referral of learners to appropriate courses. We offer ESOL Advice sessions where local residents wanting to join an English class can have their level assessed and be referred to a class appropriate to their needs.

We have a vacancy for a part-time (21.6 hours) co-ordinator to develop this service further and to improve access to ESOL those who have been most provision particularly for excluded.

We are

looking for a qualified ESOL tutor with substantial experience of assessing and placing ESOL learners. You will have experience of community-based ESOL and of working collaboratively with community organisations.

For an

informal discussion about the work please contact Marta Paluch on 020 8820 7167
marta.paluch@learningtrust.co.uk

download [Click here](#) to

Description and Person Job Specification
 Statement from our CEO, Alan Wood

Closing date: 30th May 2010

Interview date: 9th June 2010

The Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All Learning Trust posts are subject to an enhanced CRB check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Community ESOL Advice Co-ordinator

Job title	Community ESOL	Advice
Co-ordinator		
Job reference		
MF0025		
posted		
05/05/2010		
Application closing date		
30/05/2010		
Location		
		Salary
£31,152 -	£33,306 pro	rata
		Package
		Job
category/type		
Job description		
profit company	The Learning Trust is a not-for-	
children's centres, 27,000	responsible for Hackney's	
early years and adult	pupils in 70 schools and	
is to provide excellent education	education. Our vision	
every child, young person and adult	for	
learner		Adult
Learning Services	runs a range of ESOL	
classes across the borough	of Hackney.	
We also work closely with	other ESOL providers in the	

borough to improve the appropriate
 We offer ESOL Advice residents wanting to join their level assessed and be appropriate to their

referral of learners to courses.
 sessions where local an English class can have referred to a class needs.

We have a vacancy for a co-ordinator to develop and to improve access to ESOL provision particularly for those who have been most excluded.

part-time (21.6 hours) this service further

looking for a substantial experience of learners.
 collaboratively organisations.

community-based ESOL and of with community

qualified ESOL tutor with assessing and placing ESOL
 You will have experience of working

We are

informal discussion contact Marta Paluch on 020 marta.paluch@learningtrust.co.uk

about the work please 8820 7167

For an

download

Click here

to

Description and Person Statement from

Job Specification
 our CEO, Alan Closing

Wood date:

30th May

2010

9th June Interview date: 2010

he Learning Trust is and promoting the welfare young people. All Learning Trust are subject to an enhanced CRB check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

T committed to safeguarding of children and posts

Courses and Training

Funding Apps, Core Message & Marketing

How to Write Successful Funding Applications

9.00am - 1.00pm | Monday 17 May

Find out how to avoid the common mistakes of funding applications and get it right first time.

Learn how to make sure you meet or exceed the funder's criteria, and show how with a full and clear description of what you're going to do.

What's the big idea? Finding your core message

9.00am - 1.00pm | Monday 24 May

What is the single most important thing that you do? Stripping down everything you do to one Big Idea helps you understand your direction and purpose, start sharing what you know, changing opinions, and encouraging volunteers and donations. Find your own compelling story, your unique selling point and put a clear and credible message at the core of all your information, marketing and advertising.

How to Write More Effective Marketing Material

9.00am - 1.00pm | Friday 28 May Learn how to write more engaging leaflets, posters and adverts to promote your organisation, raise interest, encourage volunteers or attract support from your community. Start thinking more about the people you're targeting, using headlines that get their attention and persuading them to take action with clear and compelling writing.

Who are they for?

Staff, volunteers and members of community and voluntary organisations. The workshops cover essential writing techniques that people of all abilities and skill levels can start applying straight away.

Each workshop is tailored to the specific needs of organisations working in the voluntary and community sector. They give you the chance to work on real-life communication issues you are struggling with right now: advertising, funding applications, press releases, writing a bio on twitter or an email that can't be ignored. All the workshops follow a method that helps you write clearly and persuasively and can change your approach to writing: write more quickly, with more freedom and start putting it to use straight away.

Where are they?

Laycock Professional Development Centre, Laycock Street, N1 1TH - just round the corner from Highbury and Islington underground station. (People have had trouble finding it so you can get some help here.)

How much do they cost?

Each workshop costs £39 per place - with £20 off all additional workshop places (for either additional people or a place on more than one workshop).



To book places, call David Warrington on 020 7993 4588 or email david@noisywriting.com or visit noisywriting.com.

David
David Warrington
Noisy Writing
020 7993 4588
07986 835 205 (mobile)

Leadership in a New Era

Date: 17 June
Location: London

ACEVO is holding this seminar for third sector leaders - it provides a safe space for CEOs to openly share experiences and issues with their peers.

You'll hear from experienced speakers with practical advice and new ideas of leadership practice. See the ACEVO website to book.
Source BASSAC

Publications and Websites

HSCF & BEMWGs rough guide to tendering

Following on from our last briefing on personalisation please click the link to download the 2 page guide to tendering produced with much help from Gillian at HCVS.

Working with local councillors

With the political landscape shifting, now is the perfect time to form new alliances with your local council.

bassac has produced a handy leaflet, ward councillors and communities, aimed at community anchors. It will give you ideas and advice about how to form links with your council, and how you can help your community find their voice in local democracy.