



C&H HSCF Newsletter

Wellbeing & Prevention Newsletter January 11th 201

Consisting of news articles from 2009-12-22 to 2010-01-08

Local Notices

find out latest on funding on twitter - follow us
Free Carer Awareness Training for Professionals
Help get Hackneys Parks used for healthy life by all residents
Thriving Healthy Communities Partnership Board - Do you have comments for our rep to take forward
Could you represent the CEN through the Transformation process ?

Local News

Wayside Community Centre Founder & Chair has book published

Local Events

Find out more about transformation & how you can be involved

Wider News

Charities have key role in helping end recession, says Unite
Acevo wins bid for investigation into NHS anti-competitiveness
End of cheques will increase costs and bureaucracy, says charity chief
Payment cap lifted for community interest companies
Want to blog for civilsociety.co.uk?
Nominations open for Charity Awards 2010
Good causes benefit little from December spending increases, says report

Funding Opportunities and Tenders

Media Trust Community Voices awards
V Match Fund
Small grants for energy debt advice up to £3k for capital or revenue closing date 29th Jan
Invitation to Tender: Consultancy services to develop a specification for a new NAVCA website
Reminder tender Peer education to tackle youth crime c/d 29 Jan
Reminder tender Community Based Repation scheme to tackle youth crime
Comic Relief – funding to assist young victims of domestic and sexual abuse
Grants & / or Support from London South Bank University for small/ medium groups with business plan

Jobs and Volunteering

Support Services Administrator Band 4 ELFT
Central Bookings Team Leader
Evening Library Assistant
Practice Receptionist/Practice Administrator
Individual Giving Fundraiser
Head of Policy
Communications Officer
Communications Executive - hackney Homes
Employment Adviser, RIES (x2)
Administrator
Development Coordinator

Courses and Training

Managing Community Projects Book Now Free 1 day course 28th Jan

Publications and Websites

Highlighting appropriate use of grants in self care support
Community management of swimming pools



The future of campaigning - new guide from NCVO

Consultations and Surveys

London Council funding priorities 2011 - 15

Local Notices

find out latest on funding on twitter - follow us

HSCF have started experimenting with Twitter & will be tweeting funding as we hear of it - please follow us to get news of funding - in short bursts - and meeting reminders. I would be interested to hear what you think of Twitter and its potential to increase feedback from meetings etc -

email views to hscf@hcv.org.uk and or via twitter

Twitter Explained Twitter is a social networking and microblogging service that allows you answer the question, "What are you doing?" by sending short text messages 140 characters in length, called "tweets", to your friends, or "followers."

The short format of the tweet is a defining characteristic of the service, allowing informal collaboration and quick information sharing that provides relief from rising email and IM fatigue. Twittering is also a less gated method of communication: you can share information with people that you wouldn't normally exchange email or IM messages with, opening up your circle of contacts to an ever-growing community of like-minded people.

You can send your messages using the Twitter website directly, as a single SMS alert, or via a third-party application such as Twirl, Snitter, or the Twitterfox add-on for Firefox. (See below for links to Twitter tools and applications.)

Your tweets are displayed on your profile page, on the home page of each of your followers, and in the Twitter public timeline (unless you disable this in your account settings.)

Source: <http://tweeternet.com/>

Free Carer Awareness Training for Professionals

<p align="center">

The Department of Health is funding City and Hackney Carers Centre to provide free Carer Awareness Training for professionals in London.

The session will be interactive and include group work, a video and presentations delivered by City and Hackney Carers Centre plus local carers.

The three and a half hour workshop which will include:



- Carers' roles, rights, needs and issues they may encounter
- Difficulties professionals face in relation to carers and how these might be overcome
- Information about current legislation concerning carers
- The National Strategy for carers: individual budgets and direct payments
- Information about any specialist carer issues (e.g. Mental Health National Service Framework impact on carers; Young Carers issues; Personalisation)
- Teaching professionals how to recognise and identify carers in their own workplace and advising on how to best support them
- Issues of confidentiality
- Information about the support services available to carers

All training will take place at City and Hackney Carers Centre. The Centre has good public transport links and is fully accessible. Any queries should be sent to Aysegul Dirik on the email below or by phoning 020 7923 8755.

To attend, email Aysegul for a booking form. aysegul.dirik@hackneycarers.org.uk or to the address below. Places are limited so early booking is advisable.

<p align="center">

<p align="center">

Help get Hackneys Parks used for healthy life by all residents

Messagev:* { BEHAVIOR: url(#default#VML) } o:* { BEHAVIOR: url(#default#VML) } w:* { BEHAVIOR: url(#default#VML) } .shape { BEHAVIOR: url(#default#VML) } st1:* { BEHAVIOR: url(#default#ieooui) } @font-face { font-family: Wingdings; } @font-face { font-family: Tahoma; } @font-face { font-family: Wingdings 2; } @page Section1 {size: 595.3pt 841.9pt; margin: 72.0pt 90.0pt 72.0pt 90.0pt; } P.MsoNormal { FONT-SIZE: 12pt; MARGIN: 0cm 0cm 0pt; FONT-FAMILY: "Times New Roman" } LI.MsoNormal { FONT-SIZE: 12pt; MARGIN: 0cm 0cm 0pt; FONT-FAMILY: "Times New Roman" } DIV.MsoNormal { FONT-SIZE: 12pt; MARGIN: 0cm 0cm 0pt; FONT-FAMILY: "Times New Roman" } A:link { COLOR: blue; TEXT-DECORATION: underline } SPAN.MsoHyperlink { COLOR: blue; TEXT-DECORATION: underline } A:visited { COLOR: blue; TEXT-DECORATION: underline } SPAN.MsoHyperlinkFollowed { COLOR: blue; TEXT-DECORATION: underline } P { FONT-SIZE: 12pt; MARGIN-LEFT: 0cm; MARGIN-RIGHT: 0cm; FONT-FAMILY: "Times New Roman"; mso-margin-top-alt: auto; mso-margin-bottom-alt: auto } SPAN.EmailStyle19 { COLOR: navy; FONT-FAMILY: Arial; mso-style-type: personal-reply } DIV.Section1 { page: Section1 } Hackney has the largest expanse of green space in inner London. Plus with nine award winning parks with Green Flag status, Hackney really is the place to get fit and active this summer! <p align="left">Parks for Life is a brand new campaign of events and activities which highlights, encourages and educates all Hackney residents on using parks as a venue for a healthy life - both physically and mentally.

What kind of events do you want to be included in Parks for Life? Are there are specific events or activities that you would like to see occur in Hackney's Parks in 2010? Are you aware of any health and wellbeing events that are currently planned that could be brought into one of our parks that we may be able to assist and build through the marketing of the "Parks for Life" Campaign? We want to hear your ideas!! Please contact: <p align="left">

Georgie Mackie

Event Coordinator

Community Services

London Borough of Hackney (020 8356 5378 * Georgina.Mackie@hackney.gov.uk



Thriving Healthy Communities Partnership Board - Do you have comments for our rep to take forward

On January 12th its the first of the quarterly meetings of the thriving healthy communities partnership board (sub board to team hackney) click here for the agenda
For any more information / back ground papers please contact jackie by return email - or if you have comments on the agenda items please let us know so Mary Cannon HSCF elected rep can take them forward.

Could you represent the CEN through the Transformation process ?

We are looking for pragmatic and judicious voluntary or community sector workers to represent the voluntary sector on small council led working groups that will be overseeing the busines transformation (also known as personalisation) on the following boards:
Personalisation Market Development Workforce Development

Click here to download the flyer

Click here to download the letter

or email andrea@hcv.org.uk for the application pack.

Please note selection of reps is via an application form and then interview. The closing date for applications forms is the 1st February and interviews will take place in that week.

Local News

Wayside Community Centre Founder & Chair has book published

Jean John founder and chair of Wayside Community Centre - Chatsworth Road has had a book published you can order it below.

Order Author Book Preview Contact Home

Author Jean John, author of When God Intervenes

Jean is a dedicated member of her local community. Living in London since 1964 after her arrival in England from the Caribbean, she now resides in East London where she is a prominent member of the community. Being involved in community work since 1984 she has volunteered in several organisations not only in her own area but in other boroughs and has won various awards for her voluntary work.

Finding herself in a confused and lonely state in the inner city of London, she decided to go to a standard church convention in Sheffield, never dreaming that she would meet God in a totally new way.

Being more of a closed up 'religious' person, she was deaf to the various testimonies of people who were meeting God in a new and lively way, and was blatantly critical of the whole event.

But God broke in during that day in a surprising and loving encounter which radically changed her perception of things and brought a new vitality and personal intimacy with Him.

In the process He opened the door to a brand new beginning that is still having a wide-ranging impact on her local community, and lead to the breaking of new ground in ministry to those in need - both here in the UK and internationally.

Please visit this site for more information on the Wayside Community Centre.

Local Events

Find out more about transformation & how you can be involved

<p align="center">At the Health & Social Care Forum

<p align="center">on the 18th January 2010 2pm - 4pm

<p align="center">at the City and Hackney Carers Centre

96-102 Springfield House

5 Tyssen Street

London E8 2LZ

<p align="left"> with speakers

<p align="LEFT">Pratima Solanki, Assistant Director - Strategy, Performance and Improvement. Community Services

<p align="LEFT">London Borough of Hackney and Paul Knipe Communications Manager.

We will be sending out a briefing on personalised budgets next week which will also be featured in this newsletter. Please attend this meeting to find out the latest position on personalised budgets, what you can do to prepare and how you can get involved in the planning

<p align="LEFT">If you are attending please let me know by return email or on 0207 923 8361

<p align="LEFT">

Wider News

Charities have key role in helping end recession, says Unite

22nd December 2009

Charities have a key role in leading Britain out of recession in 2010, Unite, the largest union in the country, has said.

Unite, which has 60,000 members in the not for profit sector, welcomed the fact politicians of all political persuasions are promising to raise the status of the sector in the coming year.

Rachael Maskell, Unite national officer, not for profit sector, said: "Political promises must be translated into firm commitments. The not for profit sector has a crucial role in helping design the road map of the new economic age which is now dawning.

"Charities should be at the centre of leading the way forward in 2010, insisting that local and national government put in sufficient resources to back up the strategies.

"We need to position the not for profit sector as the prophetic voice and advocate. And as a sector that provides additional, high value services, without taking over the mainstream role that the state has traditionally delivered."

During 2010, Unite will be campaigning to ensure:

proper funding for charities, with sustainable income streams
job security becoming normal practice, replacing the ad hoc nature of short-term contracts
staff receive good quality terms and conditions and a positive working environment, so they can provide the best possible services and care

Acevo wins bid for investigation into NHS anti-competitiveness

Finance | Vibeka Mair | 5 Jan 2010

Topics: Statutory funding |

service delivery
Acevo and the NHS Partners Network have successfully lobbied for an inquiry into a Primary Care Trust's decision to only accept tenders for running its community services from NHS organisations.

The Cooperation and Competition Panel (CCP), which monitors choice, co-operation and competition in the NHS, has agreed to start an investigation into the matter following two strongly-worded letters from Acevo and the NHS Partners Network, a membership organisation representing independent healthcare providers of patient services to NHS. Stephen Bubb, chief executive of Acevo, told the CCP that Great Yarmouth and Waveney Primary Care Trust's stance could have "system-wide implications" for Acevo members and constituted anti-competitive conduct.

Initially the PCT had invited tenders for community services from all providers, but it reversed its decision last November, informing interested parties that it would now only accept bids from NHS organisations.

Bubb (pictured) urged: "It is clear to me that there is much scope for agents across the NHS to misinterpret the secretary of state's statement that "the NHS is our preferred provider", and that it would be beneficial for the CCP to clarify that this statement should not be understood by commissioners to mean that they should act in an

anti-competitive way... or that favours the public sector over any other."

Dr Sushil Jathanna, chief executive of NHS Great Yarmouth and Waveney, said she was upset with Acevo: "We are disappointed that Acevo is taking this matter to the NHS Cooperation and Competition Panel. Our priority has always been to make sure that the services we commission provide the best possible care for our patients, whilst at the same time complying with national policy and guidance.

"We are inviting tenders from fellow NHS organisations, as well as welcoming innovative partnerships with the voluntary and independent sectors. This will encourage competition to help drive up quality and innovation within the NHS and ensure we get value for money. Phase one of the CCP's investigation will be completed early March. Phase two, if required, will be completed by the end of June.

Source Civil Society Finance

End of cheques will increase costs and bureaucracy, says charity chief

By David Ainsworth, Third Sector Online, 6 January 2010

Head of hardship charity RL Glasspool Charity Trust says it makes more than half its grants in this way

Grant-making charities will face increased costs and administration because of the decision by the Payments Council to phase out cheques by the end of 2018, according to an organisation that gives money to people suffering hardship.

The RL Glasspool Charity Trust made about 3,300 small grants totalling £860,000 last year, of which more than half were payments by cheque.

The charity has written to the Payments Council pointing out there are 2,200 similar trusts making payments worth £300m a year to individuals. "Clearly the withdrawal of cheques may well cause charities like ourselves some considerable difficulties" the letter says.

It adds that the charity's trustees "are not happy about the possible weakening of our financial controls and procedures resulting from using two passwords on a computer rather than two signatures on a cheque."

Frances Moore, chief executive of the charity, told Third Sector that no practical payment method existed to replace cheques.

She said that making payments through other methods, such as the electronic payment system Bacs, would require the charity to collect more data and increase its paperwork. This would also increase its fees to the bank and cut the level of grants it could make.

"Writing cheques is fundamental to our charitable work and we cannot currently see any acceptable alternative," she said.

A spokeswoman for the Payments Council said: "Now the decision has been taken to phase out cheques, we're carrying out research to ensure that we're aware of the potential problems that will be caused.

"We will be looking at cases such as this, and making sure there are alternatives in place before 2018."

Source

Payment cap lifted for community interest companies

By David Ainsworth, Third Sector Online, 6 January 2010

CIC regulator responds to consultation by lifting limits on amounts that can be distributed to investors

The Regulator of Community Interest Companies has decided to raise the limits on payments they can make to investors.

CIC regulator Sara Burgess announced today that she would raise the dividend cap to 20 per cent of each share and the loan interest cap to 10 per cent of the value of the loan.

The dividend cap was previously five percentage points above the Bank of England base rate, while the interest cap was four percentage points above the base rate.

A consultation last year showed that most social investors thought the caps were too low.

The total proportion of profits a CIC can distribute will remain unchanged at 35 per cent.

The regulator's response said: "In broad terms, the responses to the regulator's consultation indicated that the maximum dividend rate per share was too low given the level of risk.

"The 1 per cent differential between debt and equity finance may not give adequate incentive to investors to make an equity investment; and the interest and dividend-per-share caps were too complex."

Burgess said she would review the changes in two or three years to find out how effective they were.

John Mulkerrin, co-founder of the CIC Association, a membership group for CICs, said the initial response to the news was positive.

"There's not a lot of money going into CICs in share capital at the moment," he said.

"The new, higher dividend could open up new opportunities to attract investors - something the negativity of the cap prevented before.

"This has been a good piece of work by the regulator."

Equity Plus, which specialises in finding investment for social enterprises, said it would now be much easier for CICs to attract outside investment.

"The new caps are not only more generous but are significantly simplified - so far these have been the two big barriers to investors engaging with CICs," a spokesman for the organisation said. "Equity Plus welcomes these changes and believes that CICs will now become a structure of choice for social enterprises."

Want to blog for civilsociety.co.uk?

Civil Society is searching for two new bloggers in a nationwide competition to find fresh voices in the sector.

Junior or senior, fresh-faced or world-weary, Civil Society is giving two readers the chance to have a regular blog on the website to air their thoughts, opinions, musings and off-the-

wall rants.

Bloggers can come from any part of the civil society sector – charities, umbrella bodies, suppliers – and can write about fundraising, finance, governance, IT or anything in-between.

To enter the Civil Society Search for a Blogger competition send blogger@civilsociety.co.uk:

A 70-word biography of yourself
A short description of what kind of blog you would like to write
A 300-word sample blog on any topic that’s got your goat
Civil Society will accept entries until February 17, 2010 and winners will be announced in early March.

Nominations open for Charity Awards 2010

The Charity Awards 2010 is now open for entries.

Now in its 11th year, the Charity Awards recognise excellence in the leadership and management of charities. The Awards, run by Civil Society Media, provide a perfect opportunity for you to propel your charity’s work into the spotlight, to influence policymakers and funders and to boost the morale of your staff and stakeholders. You may enter any type of project or campaign and it will be judged by a distinguished panel of sector leaders against entries from other organisations in your own sector. Returning as chair of the judging panel this year is former Refugee Council chief executive Maeve Sherlock.

The winners will be announced at a star-studded gala presentation dinner at the Grosvenor House Hotel on the evening of Thursday 10 June.

The closing date for nominations is Friday 12 March 2010. Enter here or visit www.charityawards.co.uk for more details.

You can also get updates on the Charity Awards by following us on Twitter.

Good causes benefit little from December spending increases, says report

By Kate Youde, Third Sector Online, 8 January 2010

Centre for Charitable Giving and Philanthropy study says people spend much more on alcohol, but only a little more on giving

Charities fare badly in the seasonal spending binge, according to new research by the Centre for Charitable Giving and Philanthropy.

Cathy Pharoah, co-director of the centre at Cass Business School, and her colleague Tom McKenzie took data covering 46,099 households from the Office for National Statistics’ Expenditure and Food Survey between 2000 and 2007 to analyse charity donations over each calendar year.

The figures show that average weekly household spending on alcohol rose by an average of 40 per cent each December compared with the rest of the year, but the average donation to charity rose by 19 per cent, from £2.03 to £2.41.

Spending on alcohol accounted for 10 per cent of the overall spending increase in December, but donations to charity represented only 0.6 per cent of the increase.

Researchers said they believed the average increase in donations could be accounted for by a 5 per cent rise in the number of people giving, not by individuals making larger donations.

Pharoah said: "We increase our spending to 'eat, drink and be merry'; much more than to support good causes. So there is room for charities to encourage people to switch a little more of their spending towards donations and give the sterling equivalent of a pint of beer to charity during the festive period."

Funding Opportunities and Tenders

Media Trust Community Voices awards

The Media Trust has awards of £500 for projects which are using digital media to help empower disadvantaged communities. They are giving one award away each week until the end of March. For more information, see the Media Trust website. Source SYFAB

V Match Fund

The next closing date for v's Match Fund is 5 February 2010. The programme aims increase investment in youth volunteering from private companies, charitable trusts/ foundations and individuals by doubling the value of their investment. The private sector investment can be cash or gifts in kind and investments range from £10,000 to £250,000.

The funding is for new opportunities for 16-25 year old volunteers, which have clear community benefits and address one of the following:

- * Health and well being
- * Environment
- * Supporting children and young people
- * Community cohesion
- * Poverty
- * Human rights.

You need to demonstrate how you will engage young people who have never volunteered before, including hard-to-reach and under-represented groups.

For more information see the v-inspired website.

Source SYFAB

Small grants for energy debt advice up to £3k for capital or revenue closing date 29th Jan

As well as the Individuals and Families Grant programme, the Trust also operates an Organisational Grant programme. From time to time Trustees agree an allocation of funding for organisational grants, and the criteria for awarding a grant. In the past these have related to raising awareness of the Trust and helping vulnerable customers of EDF Energy apply for a grant from the Trust.

[Click here for details of past and present grant recipients.](#)

Small Grants Programme 2010 Trustees are inviting applications for small grants up to a maximum of £3,000 for capital items/ activities that will assist in the provision of 'energy debt' advice.

[Click here for guidance notes for applying for funding.](#)

[Click here for an application form to apply for funding.](#)

Deadline for receipt of applications: Midday, Friday 29 January 2010.

Source EDFwebsite

Invitation to Tender: Consultancy services to develop a specification for a new NAVCA website

NAVCA wishes to develop a new website and database by the end of 2010. We would like help to produce a specification we can use to invite tenders to construct a new website for NAVCA, preferably integrated with our databases. We want help to understand what we need, and to benefit from the support of someone with considerable experience and knowledge of website and database development.

The tender for actually developing a new website will be separately tendered for later in 2010.

Invitation to Tender: Consultancy services to develop a specification for a new NAVCA website (Word, 109KB)

To discuss this tender or to submit a proposal, please contact Barney Mynott. The deadline for proposals is 5pm on Friday 29 January.

Interviews will take place on Tuesday 9 February.

8 January 2010

Reminder tender Peer education to tackle youth crime c/d 29 Jan

ITT for Delivery of a Peer Education Project to tackle Youth Crime

(2.92 MB)

ITT for Delivery of a Peer Education Project to tackle Youth Crime (119 KB)

Submission date for tender:

12 noon 29th January 2010

Any queries relating to this tender document should be submitted by email to:

sonia.khan@hackney.gov.uk or jason.davis@hackney.gov.uk

Go to Team Hackney website [here](#) if links above don't work

Reminder tender Community Based Reparation scheme to tackle youth crime

ITT for Delivery of a Community Based Reparation Scheme to tackle Youth Crime (2.91 MB)

ITT for Delivery of a Community Based Reparation Scheme to tackle Youth Crime (115 KB)

Submission date for tender:

12 noon 29th January 2010

Any queries relating to this tender document should be submitted by email to:
sonia.khan@hackney.gov.uk or jason.davis@hackney.gov.uk
Or go to Team Hackney Website

Comic Relief – funding to assist young victims of domestic and sexual abuse

This programme aims to provide support for young people aged 11-25 who have witnessed or directly experienced domestic and sexual abuse.

The Funders criteria includes:

young people who have grown up in homes where they witness violence and harm
young people directly affected by abuse caused by a family member, by an outsider such as a stranger or family friend

There are two strands to the open programme – 1) Crisis Support & 2) Young Voices.

Comic Relief is especially keen to encourage applications for work with young people from black and minority ethnic communities as well as hard to reach groups of survivors such as young people excluded from school and young people at risk of homelessness.

Next deadlines:

Cycle 2 deadline: 11 January 2010

Cycle 3 deadline: 21 May 2010

Download further information

Source LVCS

Grants & / or Support from London South Bank University for small/ medium groups with business plan

Knowledge Connect 7 January 2010

London South Bank University is currently working with Knowledge Connect to help small and medium enterprises in London (including voluntary and community sector organisations) with four or more employees, to develop business plans or research into markets, quality or IT strategy with the help of a grant for £3,000-£10,000.

For example, they are currently working with a charity offering employment advice and services to people over 50 years old by providing them with a fundraising specialist to work with them to develop a strategic approach to their fundraising activities.

You can request further information or register your interest with John Hampson (e-mail hampsojd@lsbu.ac.uk; telephone: 020 7815 8337)

Jobs and Volunteering

Support Services Administrator Band 4 ELFT

Job Reference: 363-FR-5057 Job Title: Support Services Administrator Band 4 Area of Work: Mental Health Employer: East London NHS Foundation Trust Department: Forensic, Administration Location: Hackney Salary: £17,732 to £21,318 per annum Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Agenda for change Pay Band: 4 Working pattern: Full Time Closing Date: 24/01/2010 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.

Support Services Administrator

As part of a recent review of administration, an excellent opportunity exists for a hard working administrator in a busy mental health forensics setting. Working to the support services team leader, your day-to-day work will be interesting and varied, and you'll need to be able to respond flexibly and quickly. You'll have excellent organisational skills, the ability to think on your feet, along with high quality Microsoft Office skills and confident communication skills.

Please note, all applicants must respond to the document which can be found in the 'Additional Document' section of this advert. The document contains a test that must be completed and returned along with both the NHS job reference and your AR job reference number to alberta.egan@eastlondon.nhs.uk No applicant can be shortlisted without completing this test, which is designed to give the right candidate an opportunity to excel.

The Salary Consists of:

Basic Salary of £17,732 - £21,318 per annum, plus a High Cost Area Supplement which is 20% of the basic salary (subject to a minimum payment of £3,947 and a maximum



payment of £6,080 per annum)

An additional recruitment and retention premium of £725 per annum is also payable for this role

*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 (202 KB)Person Specification (387 KB)Additional Document (27 KB)Administrative and Clerical Services (269 KB)Adult Mental Health Services (514 KB)CRB Policy & Procedure (249 KB)Forensic Services (367 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 NameCharles Kennedy ScottEmail
Addresscharles.kennedyscott@eastlondon.nhs.ukTelephone0208 510 2410



Central Bookings Team Leader

Job Reference: 293-50237 Job Title: Central Bookings Team Leader Area of Work: Outpatient Department Employer: Homerton University Hospital NHS Trust Department: 293 Outpatients Location: London Salary: £24,852 - £32,207 pa. inc Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Agenda for change Pay Band: 5 Working pattern: 37.5 Hours/Week Closing Date: 13/01/2010 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.

Homerton Hospital aims to be the hospital of choice for the people of Hackney and therefore has made improving the patient experience a priority. To ensure an excellent patient experience a new central bookings service has been set up that will manage outpatient appointment bookings dealing directly with the public.

We are looking for an enthusiastic and committed person with excellent communication and customer care skills to lead a team of clerks to deliver an efficient and friendly service for booking appointments.

You will train and coach staff and lead on key performance indicators around call handling and out-patient waiting time targets.

You will have clerical and administration experience, including experience of data collection and data entry. You will also have experience of team management and experience of working and communicating with the general public.

This post forms part of the new configuration for the Out-patient department and so this is an exciting time to join the Trust where training and development of the new team is a high priority.

For an informal discussion of this post please contact:
Jane Williams, Service Manager on 020 8510 7789.

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.

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 (33 KB)Person Specification (26 KB)Additional Document (95 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.

Evening Library Assistant

Job Reference: 293-20117 Job Title: Evening Library Assistant Area of Work: Newcomb Library Employer: Homerton University Hospital NHS Trust Department: 293 Library Location: London Salary: Band 3 Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Agenda for change Pay Band: 3 Working pattern: 15 Hours/Week Closing Date: 8/01/2010 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.

Evening Library Assistant - Newcomb Library
Band 3 pro rata to £19,137 - £22,104 pa. inc
15 hours per week

ALL CANDIDATES MUST READ THE PERSON SPECIFICATION FOR THIS VACANCY AS THIS CONTAINS QUESTIONS WHICH MUST BE ANSWERED AS PART OF THE SUPPORTING INFORMATION. CANDIDATES WHO DO NOT ANSWER THE QUESTIONS AS DIRECTED WILL NOT BE PUT FORWARD FOR SHORTLISTING.

We are looking for an enthusiastic, hardworking Library Assistant to supervise the Newcomb Library from 16.00 - 19.00 hours, Monday - Friday. The library provides a service to all students and staff based at the Homerton Hospital as well as community staff and students and local general practitioners.

As well as general library assistant duties you will have responsibility for security routines. Experience of libraries is desirable together with excellent interpersonal skills, skills in the use of a variety of IT applications including word processing and spreadsheet, a methodical, conscientious, friendly approach and a willingness to work on one's own.

All applicants should be physically fit and in good health, capable of moving heavily laden book trolleys and equipment and able to shelve.

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.

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 (41 KB)Person Specification (28 KB)Additional Document (86 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 Contact details If you would like to talk to somebody about this vacancy then please contact:

Contact Namelsabel Cantwell, Library Manager .Telephone020 8510 7751

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.

Practice Receptionist/Practice Administrator



Job Reference: 524-TROW Job Title: Practice Receptionist/Practice Administrator Area of Work: Trowbridge Practice Employer: City & Hackney Teaching PCT NHS Department: 18 Merriam Avenue Location: London Salary: Negotiable Job Type: Permanent Staff Group: Administrative & Clerical Pay Scheme: Other Pay Band: Other Closing Date: 15/01/2010 Add this vacancy to my job basket

Description Are you looking for rewarding work in a major local organisation that really makes a difference? City & Hackney Teaching Primary Care Trust 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.

Post 1 Practice Receptionist/Practice Administrator

Post 2 Practice Receptionist

Salary Depends on Experience

Trowbridge Surgery Hackney E9 5NE requires a full time Practice Administrator/Receptionist and a part time practice receptionist to join our team to provide and maintain high standards of patients care as well as administrative tasks. Excellent interpersonal skills and IT literacy are essential for these posts. The successful candidates will enjoy working as part of a dedicated team, with the added satisfaction of working for an organisation committed to the care and wellbeing of others.

The opening hours of the Surgery are between 8.00am -18.30pm weekdays and 9.00am - 12.00pm Saturdays. Hours may be extended further in the future. Hours for the post are negotiable but will include weekend and some evening working. Some flexibility will be required including cover when other members of the team are on holiday. Previous experience in a GP surgery and a working knowledge of EMIS PCS are also desirable. Interested candidates should download an application pack from the website specifying which post they are applying for www.trowbridgesurgery.co.uk

Closing date for applications is 15th January 2010.

Please do not apply on line to NHS Jobs

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.

Hackney has enormous strengths, diversity, contrast, energy and great opportunities; we are in the centre of London, one of the world's most thriving cities!

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 (80 KB) Person Specification (46 KB) Further Links None Available.

Contact details If you would like to talk to somebody about this vacancy then please contact:

Contact Name Vanessa Douglas Email Address vdouglas@nhs.net Telephone 020 8986 7781

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.

Individual Giving Fundraiser

This is an exceptional opportunity to take a lead role in increasing individual giving to the Fawcett Society. In the last financial year, income from individuals stood at £140,000, representing 22% of total organisational income. In 2009/10 we are on track to raise £180k from individual giving, and we have ambitions to grow this further.

For further information about the role, please see the Job Description detailed below.

If you would like to apply for this role, please complete the application form and equal opportunities monitoring form below.

Individual Giving Fundraiser

Role description

pdf (64.22kb)

Application Form

doc (110.59kb)

Equal Opportunities Monitoring Form

doc (53.76kb)#



[View website](#)

Head of Policy

Race on the Agenda (ROTA) is one of Britain's leading social policy think-tanks focusing on issues that affect Black, Asian and minority ethnic (BAME) communities. Originally set up in 1984, ROTA aims to increase the capacity of BAME organisations and strengthen the voice of BAME communities through civic engagement and participation in society.

To lead in ensuring ROTA is responding to current and future social policy affecting Britain's Black, Asian and minority ethnic (BAME) Third Sector and the communities they represent. To oversee and manage ROTA's policy team. To undertake all duties and responsibilities within the context of ROTA's Equal opportunities policy.

[Download application pack](#)

Salary:£35,035 - £43,154

Location:Southwark

Closing Date:4 February 2010

Communications Officer

This is an exceptional opportunity to take a lead role in raising the profile of the Fawcett Society. You will have responsibility for taking forward marketing, media and PR for the campaign.

This post will suit an individual with ambition to make a very real impact on the Fawcett Society, and to bring Fawcett's message of a better world through women's rights to targeted audiences in the UK.

[Download application pack](#)

Salary:£25,986 - £33,711

Location:City of London

Closing Date:15 January 2010

Communications Executive - hackney Homes

[Hackney Homes](#) :

Communications Executive - Fixed term contract for six months with the possibility of an extension

£35,055 - £37,851 p.a. inc.

HH597

Raising the profile of one of London's largest ALMOs, you'll take on a varied workload that includes producing a staff newsletter, devising external



communications campaigns, dealing with the press, managing design work and helping to organise events. You'll also advise senior colleagues on public and press relations, reputation management and any other issue that affects the way the public sees Hackney Homes.

A well-rounded communications professional with marketing experience that includes web and print editorial work, you'll need creativity, good communication skills and the right team attitude to succeed.

The written applications will be assessed against qualifications, experience and your ability to undertake key tasks.

At the interview stage, you will also be asked to complete a written comprehension test and a short exercise relevant to the job description.

Interview will be held: 10 - 12 February 2010.

Equal Opportunity Statement:

Hackney Homes welcomes applications from all members of the community regardless of their age, disability, gender/transgender, race/ethnicity, religion/belief/cultural groups or sexual orientation.

Closing Date:

Thursday, 28 January 2010
(20 days left)

E-Mail application

Job Description and Person Specification
Communications Executive JD&PS.doc

Chief Exec Letter
Applicants letter - Chief Exec 08.pdf

Download an application form:

PDF format

Word format

For further information, please call Tribal on 0845 313 3147, quoting the relevant reference or to apply, fill in the attached application form and return to Hackneyhomes@tribalresourcing.com

Employment Adviser, RIES (x2)

Employment Adviser, RIES (x2) Employer: REFUGEE COUNCIL Posted: 05 Jan 2010
Reference: L/00293 Location: Spitalfields, East London and Hounslow, West
London Industry: Charities - Advice HR & training - General Contract: Contract
Hours: Full Time Salary: Salaries range from £24,716 - £27,946, depending
on London Weighting. Details below. [Click here to apply](#)

Our Refugee Integration and Employment Service (RIES) helps refugees to integrate into UK society, find work or training, and access key services. We achieve this by working closely with other agencies including Refugee Community Organisations, local authorities, housing providers, Jobcentre Plus and employment agencies, education providers, health services and legal and advice services.

Join us in this area, and you'll provide refugees with expert careers advice. Acting as their first point of contact, it will be up to you to assess their skills through an initial consultation – identifying previous experience, education, aptitudes and aspirations. You'll then develop Individual Action Plans and review these on a regular basis. You'll deliver easily understandable trainings to individuals and groups on a wide range of employment-related topics – including job search, CV development and interview technique. Providing ongoing advice and guidance to service users, you'll also keep up-to-date with local training and employment support provision.

With a track record of delivering frontline job brokerage provision, you'll have specific experience of providing careers advice to disadvantaged groups. During this time, you will have carried out in-depth individual needs assessments and drawn up action plans accordingly. You will also have organised training sessions on employment-related topics. Highly organised and IT literate – with a particular knowledge of Excel, PowerPoint and Outlook – you'll have a good knowledge of training and support initiatives, and of the barriers facing refugees in search of employment. It's all-important that you can communicate effectively with people who may not be familiar with the UK job market, or have English as their first language.

Salaries are as follows:

Spitalfields, East London (x1) £26,258-£27,946 (inc Inner LW)

Hounslow, West London (x1) £24,716-£26,404 (inc Outer LW)

Contract Type: Both are fixed-term posts to 31st March 2011.

Closing date: Monday 25th January 2010

Interviews are provisionally set for the week commencing Monday 8th February 2010.

Administrator

Administrator Employer: BUILDING EXPLORATORY Posted: 05 Jan 2010 Reference:
Administrator Contact: Mr Oliver Redfern Location: London

Qualifs: Undergraduate degree (or equivalent) Contract: Permanent Hours: Full Time
Salary: £20K - £25K + benefits The Building Exploratory



(www.buildingexploratory.org.uk) is a built environment centre with a strong focus on education and community engagement. We aim to create inspirational opportunities to help people make better places and to discover the secrets of their local area, past and present.

We are looking for a highly capable and motivated person to take up this key role in our small team. Covering all aspects of office management and administrative support – from meeting and greeting visitors to the upkeep of databases, from purchase management to day-to-day bookkeeping. The successful candidate will also work closely with the Chief Executive on the co-ordination of board papers, the distribution of marketing materials and the upkeep of our website.

The ideal candidate for this role will have at least two year’s administrative experience, be meticulously organised and highly self motivated. We’ll also be looking for exceptional communication skills, good computer literacy (particularly in an Apple Mac environment), an ability to prioritise a substantial workload and evidence of a positive approach to problem solving.

We offer a competitive package that includes a 37.5 hour working week with a flexible approach, 25 days holiday plus statutory days, contributory pension and the opportunity to be part of a great team which is committed to continuing your development.

For an application form or for further information please contact Oliver Redfern by email mail@buildingexploratory.org.uk or call 020 7729 2011.

The closing date for applications is 25 January 2010. Interviews will be held on Thursday 4 February 2010.

Development Coordinator

Development Coordinator Employer: BIKEWORKS Posted: 08 Jan 2010 Contact: David Miller Qualifs: Undergraduate degree (or equivalent) Contract: Contract Hours: Full Time Salary: Up to £30K + benefits Apply using the following method: apply with CV Bikeworks is a successful social enterprise based in East London recently winner of the award best new social enterprise in the UK 2009.

Bikeworks is now looking to take the next step and grow significantly with plans to replicate its ‘community cycling hub’ model across London in the first instance.

A key individual is sought to support the directors in this process. Highly developed written skills and the ability to put together thorough, well researched proposals (for investment or new initiatives) are a must. As important however are strong interpersonal skills and the ability to build networks and working relationships with key partners. → An entrepreneurial nature, drive, tenacity and the ability to take the lead will be key. This is an exciting opportunity to join a small but growing organisation at a key stage of its development.



You will have a good understanding of the social enterprise sector and ideally some knowledge of social impact assessment tools. You may have a background in fundraising or a broader development role.

As a small organisation work will necessarily involve flexibility and the ability to work in other areas as required.

About Bikeworks:

Bikeworks is a young social enterprise based in East London and began actively trading in March 2007. Bikeworks uses bikes to tackle environmental, social & economic challenges in London. Bikeworks creates local solutions to global issues through the facilitation of sustainable urban transport through cycling. Creation of employment and training opportunities for marginalised individuals is integrated into the heart of the enterprise.

Download: Person specification (37K doc file)

Courses and Training

Managing Community Projects Book Now Free 1 day course 28th Jan

For organisations thinking about initiating or developing one but do not know how to go about it, this course will lead delegates through the stages of setting up and managing a successful community project - from bidding for funding to exit planning.

This Free 1-day course is for voluntary sector organisations or community groups who are already managing community projects, this course will help participants better manage projects.

By attending this course participants will be able to:

- identify changes in an organisation
- understand the ways in which changes and ideas develop into projects
- know when and how to develop a project
- know how to manage a simple workplace project
- recognise key project roles and responsibilities
- know when and how to exit a project

Participants will also have the opportunity to network with organisations that have had experience in community project management.

Contact Jo McGlynn to book Jo.McGlynn@hackney.gov.uk

Publications and Websites

Highlighting appropriate use of grants in self care support

The Department of Health has published a paper 'PCT Grant Making Powers to Commission Long Term Conditions Self Care Support from Third Sector Organisations'; to highlight the role that grants can play in developing and supporting low level community activity. Can be downloaded via Commission for the Compact (which welcomes the guidance).

Source

Community management of swimming pools

The Amateur Swimming Association and the Asset Transfer Unit have produced a guide for communities which are thinking about taking on responsibility for managing their swimming pool. Download 'Guidance for Community Owned and Managed Swimming Pools'; (pdf, 781KB) from <http://www.atu.org.uk/Document.ashx?ID=245>.

Source

The future of campaigning - new guide from NCVO

A new guide considers the trends or drivers that may shape campaigning over the next five years and how voluntary and community organisations might respond.

What will campaigning be like in 5 years' time? is the latest in the Future Focus series, published by the National Council for Voluntary Organisations (NCVO).

The guide identifies and examines six drivers, including the growth of consumer activism, new technology and increased competition, and considers the opportunities and risks each presents. It also considers how attempts to disarm dissent through increased consultation have been countered by a recent increase in non-violent direct action, partly fuelled by the current recession.

The guide includes a checklist of voluntary and community organisations' stakeholders and worksheet pages for analysis and action-planning.

Download the guide The Future Focus series
7 January 2010

Consultations and Surveys

London Council funding priorities 2011 - 15

Ensure the needs of BAME communities are heard London Councils currently awards £28.4 million funding to the voluntary and community sector each year. A significant proportion of this is targeted at BAME communities through frontline BAME organisations and the specialist BAME support organisations that work with them. London Councils are now consulting on their priorities for the period 2011 - 15.

Given the increasing challenges BAME organisations face in terms of fundraising and sustainability, with more strained public finances and the likelihood of significant cuts to this important fund, it is very important that BAME organisations respond to this consultation to ensure:

funding priorities reflect the persistent inequalities faced by BAME communities continued support for BAME organisations through this fund continued support for the voice of BAME communities in London's policy making

Even if you have taken part in a consultation event, we urge you to complete London Councils' questionnaire . The deadline is 29 January 2009.

Source LVSC