

your guide to **support** services

for community and voluntary sector groups
in brighton and hove

09

issues how to find more supporters people how to reach people in your
through... money advice on donations how to get people
mentoring services how to plan ahead training and skills talks that
community buildings physical resources help you to make the right choices
n-making using the media effectively information & knowledge compl

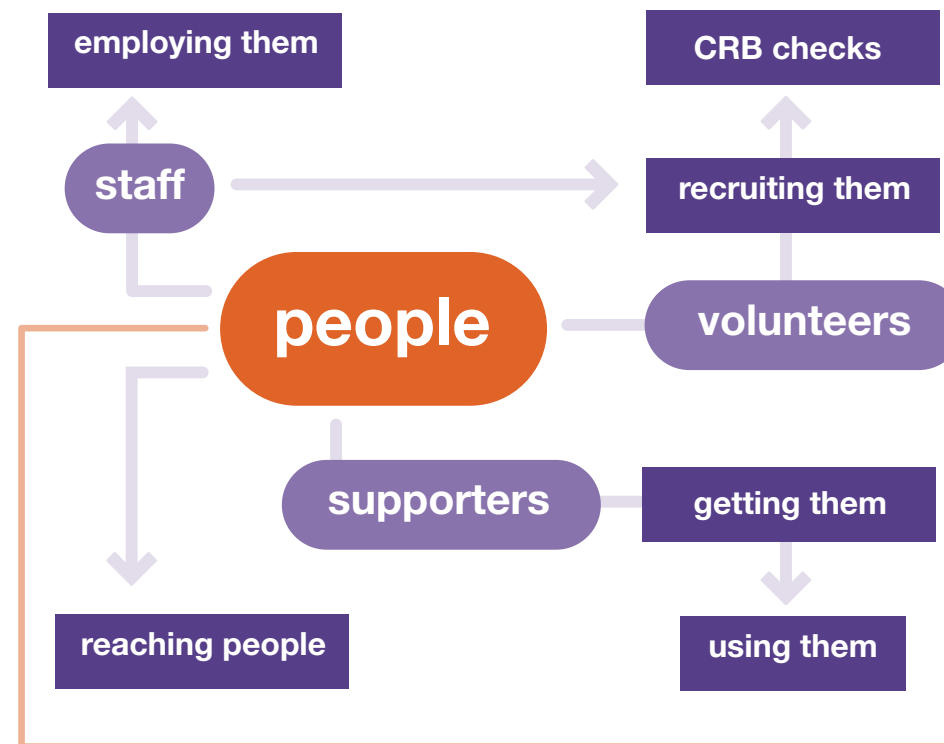
get the most out of what's on offer to the third sector in brighton and hove

5 key areas of support

Brighton and Hove has a thriving 'third sector' (the name used to describe voluntary groups, community groups, charitable and social enterprise organisations) of about 1,600 groups. This is a guide to the wide range of (mostly free) support services available to them.

It includes services under the categories of People, Money, Physical Resources, Training and Skills and Information and Knowledge. An alphabetical listing of the service providers (infrastructure organisations) can be found on pages 8-11.

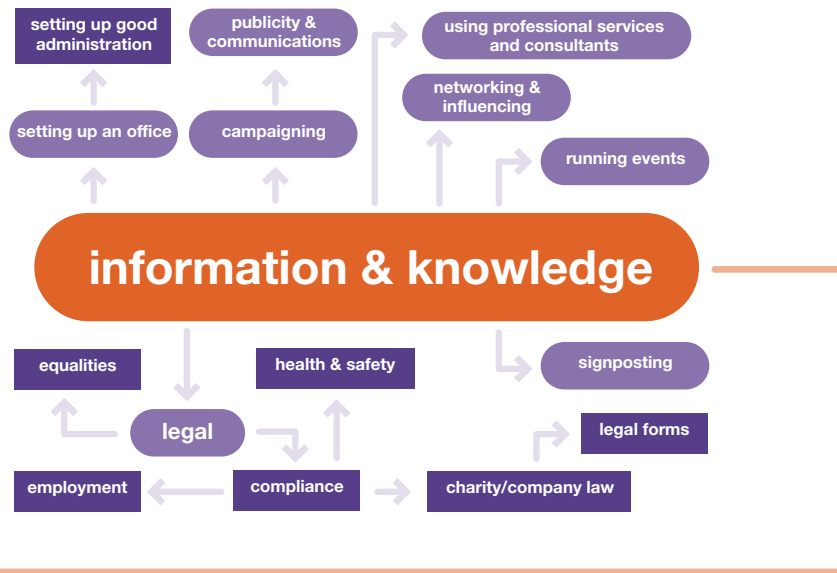
All of these service providers are members of the ChangeUp Consortium, a partnership that improves services, support and the profile of the 'third sector'.



All groups work with people in one way or another, so help dealing with people related matters can be very useful.

Organisations listed here provide advice on staff and volunteer recruitment (including help with Criminal Record Bureau checks). They may also provide advice on how to manage other employment issues. They could advise your group on how best to use your existing supporters or on how to find more supporters. These organisations can also advise you on how to reach people in your local community.

- Federation of Disabled People
- Community and Voluntary Sector Forum
- Impetus
- Age Concern Brighton, Hove and Portslade
- Trust for Developing Communities
- The Business Community Partnership
- Impact Initiatives



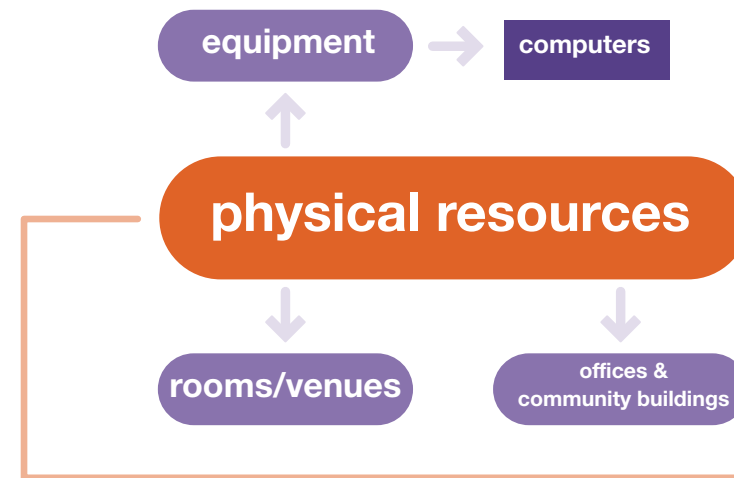
These organisations have a wealth of knowledge between them, from suggesting ways of networking with other groups and individuals, to how to influence local decision-making or to use the media to communicate your message effectively.

New groups face many challenges, and you may need information to help get you started. Well-established groups sometimes need a helping hand. Want to know how to set up an office with good administration? Some of these service providers can help you with this. Want to know how to run events and campaigns? The organisations listed here may offer advice on event organising and publicity.

Perhaps you need information on how to use professional services and consultants? The organisations listed here can advise you. Perhaps you need a service but you are not sure how to get it? The organisations listed here can steer you in the right direction and refer you to someone who does know.

Legal requirements can be confusing both for new groups and for existing groups. The organisations listed here may offer advice on how to meet health and safety requirements or equalities legislation, how to or how to meet the standards set out in charity or company law or help with filling in tricky legal forms. There is a rich seam of knowledge and information in Brighton and Hove, so dig deep and find all you need to know and more.

- Community and Voluntary Sector Forum
- Age Concern Brighton Hove and Portslade
- Black and Minority Ethnic Community Partnership
- The Business Community Partnership
- Federation of Disabled People
- Impact Initiatives
- Impetus
- Novas Scarman
- Resource Centre
- Trust for Developing Communities
- Brighton and Hove City Council
- NHS Brighton and Hove



As you plan ahead for your group’s events and activities, and for the day-to-day running of your group, you will need to think about physical resources: equipment for producing your publicity materials; rooms and venues for meetings; and offices or community buildings for your daily work.

Having the right equipment can make all the difference to the success of your meeting, social or fundraising event. The infrastructure organisations in this category can help you to find the resources you need and provide a wide range of specialist equipment for groups, e.g. a community print room, laptops and projectors for hire, books, play equipment and money-raising games.

- Resource Centre
- Black and Minority Ethnic Community Partnership
- Federation of Disabled People
- SCIP – Sussex Community Internet Project

consultancy services

Many organisations, companies and consultants help the third sector with things like: accounting, training, fundraising, research and evaluation, legal advice or public relations. Some of the service providers listed in this guide might be able to refer you to a consultant or company that can help meet your need. Most services will be charged for.

- Impetus (performance development)
- Working Together Project
- Resource Centre
- The Business Community Partnership

Infrastructure organisations

Organisations are listed alphabetically, from A-Z.

While every effort has been made to get these contact details right, it is likely that over the year some may change; it's worth remembering that the group's website will usually have their most up to date details.

Age Concern Brighton, Hove & Portslade

people information & knowledge

Seeks to improve the quality of life of all older people in the City, by providing support services, identifying unmet need, campaigning and promoting the empowerment of older people and the enjoyment of later life.

01273 720603

annette.goddard@ageconcern-bhp.org.uk
www.ageconcernbrighton-hove.org.uk

Black and Minority Ethnic Community Partnership

information & knowledge physical resources training and skills

BMECP works with diverse BME community organisations providing capacity building support and enabling access to services, community development, research, advice, information, multi-agency partnerships in service delivery, and a multipurpose resource centre.

0300 3031171

resourcecentre@bmeccp.org.uk
www.bmeccp.org.uk

The Business Community Partnership

people information & knowledge

An intermediary between businesses and the community, recognising the benefits to each. Support includes partnership development, working directly with the homeless and unemployed, employee volunteers, networking, professional services and the More Than Profit network for social enterprises.

01273 770075

charlie.allsebrook@bhbcpc.org.uk
www.bhbcpc.org.uk

Community and Voluntary Sector Forum

people information & knowledge training and skills

Supports and promotes the development of a thriving third sector in Brighton and Hove. It provides a range of information and networking services for its 500 members to share their knowledge and experience, build partnerships and voice their collective views to influence policy and plans for the benefit of local people.

01273 234000

info@cvsectorforum.org.uk
www.cvsectorforum.org.uk

Federation of Disabled People

people physical resources information & knowledge

The FED promotes independent living for all. Disabled people are involved in how Federation services are designed and delivered to ensure that they support people to achieve choice, freedom, dignity and control over their lives.

01273 208934

bhfederation@bhfederation.org.uk
www.bhfederation.org.uk

Impact Initiatives

money information & knowledge people

Impact Central team provides professional expertise, skills and knowledge to our projects and external organisations. Provides HR (including a CRB checking service), a finance and payroll service including accounts set up (Sage, Excel), and training and advice on existing processes and systems.

01273 821914

info@impact-initiatives.org.uk
www.impact-initiatives.org.uk

Impetus

people information & knowledge money training and skills

Formerly known as Brighton and Hove Community Initiatives, Impetus are a modern local charity and community development organisation running a range of projects including: the Performance Development Service (1-to-1 organisational support for groups), the Volunteer Centre, Neighbourhood Care Scheme, 60+ Action Group, Interact and Aspire.

01273 775888

info@bh-impetus.org
www.bh-impetus.org

Novas Scarman

money

information & knowledge

Provides funding and support to small and emerging community-based initiatives.

01273 234862

mike.holdgate@novasscarman.org
www.novasscarman.org

Resource Centre

physical resources

information & knowledge

money

Provides a community print room, equipment hire and information for groups. Colour copying, low cost printing, wide range of equipment for fundraising events, meetings, socials and children's events, information on setting up and running groups.

01273 606160

info@resourcecentre.org.uk
www.resourcecentre.org.uk

SCIP - Sussex Community Internet Project

training and skills

physical resources

Works with community and voluntary organisations to help understand the ways that the internet and computers can have a positive impact upon the lives of everyone. SCIP provides high quality, affordable, independent IT services to charities and community groups.

01273 234049

admin@scip.org.uk
www.scip.org.uk

Trust for Developing Communities

people

training and skills

information & knowledge

Provides community development training and support to neighbourhood and local groups in Brighton and Hove and the South East region.

01273 262220

jenny.moore@trustdevcom.org.uk
www.trustdevcom.org.uk

Working Together Project

training and skills

money

Dedicated to meeting the workforce development and community capacity building needs of the third sector and the public sector by offering a wide range of creative and partnership based training, learning and education.

01273 234773

enquiries@workingtogetherproject.org.uk
www.workingtogetherproject.org.uk

Brighton and Hove City Council Communities Team

money

Corporate lead on third sector policy and community engagement; co-ordination of city-wide neighbourhood support; support for targeted community interventions; delivery of council's discretionary grant programmes

01273 291114

volsectunit@brighton-hove.gov.uk
www.brighton-hove.gov.uk/index.cfm?request=c1111281

NHS Brighton and Hove

information & knowledge

Aims to ensure that the population of Brighton and Hove live healthily, stay well and have high quality care provided for them when they become unwell. Work is broadly split between: researching the best way to improve people's health; engaging and involving local communities; and commissioning services to meet local needs. Has various funding agreements and contracts with community and voluntary organisations.

01273 295490

enquiries@bhpcpct.nhs.uk
www.brightonandhovepct.nhs.uk

**“Knowledge is of two kinds.
We know a subject ourselves, or we know
where we can find information upon it.”**

Samuel Johnson – poet, novelist and biographer (1709 – 1784)

a handy guide to support services available to the third sector in brighton and hove

produced by the Community and Voluntary Sector Forum
www.cvsectorforum.org.uk
www.supportforgroups.org.uk

design: 7creative
photography: © Roger Bamber
print: Gemini Press

Brighton & Hove Community & Voluntary Sector



staff and volunteer recruitment how to manage employment i
how to get money in fund-raising advice how to raise ca
training for your group, individual staff members and volunteer
equipment / rooms and venues for meetings offices or co
suggesting ways of networking how to influence local decisi