

# Voluntary *Action* Perthshire

## Information Leaflet

Voluntary *Action* Perthshire provides:

- Business support to the voluntary sector
- Representation at national & local government
- Training & consultancy for voluntary groups
- Support in accessing funding
- Volunteering opportunities
- Support & training for volunteers

## Resources available through Voluntary *Action* Perthshire

- *FunderFinder* (a computer-based program with information on a large number of trusts, businesses, etc. who fund voluntary & charitable organisations) & now *J4B BidTrack*, an online search for sources of funding
- Assistance with funding applications to statutory bodies, trusts, The Big Lottery Fund & other funders
- Assistance with writing business plans & developing projects
- Access to conference / seminar / workshop facilities at The Gateway
- Assistance with organising & running workshops, seminars & conferences

## Access is also available to;

- Assist groups to participate in consultation exercises at whatever level (e.g. local authority, Scottish Executive, Health Board, etc.)
- Assist groups to navigate their way through new / changed legislation, policies & initiatives from the Scottish Government, local authority, Westminster & Europe
- Represent the voluntary sector on various statutory bodies, e.g. Community Planning, NHS initiatives, social inclusion, etc. & assist groups in developing skills & links to increase their participation & partnership opportunities with the statutory sector
- Assist groups to gain maximum benefit from new/changed legislation, policies & initiatives from the various statutory sector bodies

- Provide or arrange for training, e.g. Committee Skills & Running Effective Meetings, Team Building, Presentation Skills, Employment Law, Health & Safety, Partnership Working, Project Management, People Management, Sourcing Funding, Interview Skills & Quality Assurance
- Assist groups to determine which structure best meets their needs, e.g. unincorporated organisation, company limited by guarantee, registered charity, etc. & provide support to set up the agreed structure
- Provide customised training to individual organisations to meet their particular needs
- Support groups through start-up, writing a constitution, goal setting, establishing a Management Committee or Board, defining roles & responsibilities, etc.
- Work with groups to ensure their compliance with legislation which affects the voluntary sector.
- Assist groups in developing policies & procedures, e.g. health & safety, equal opportunities, complaints procedure etc.
- Assist groups in contracting arrangements, e.g. contracts of employment, job descriptions, etc.

For more information about

## **Voluntary *Action* Perthshire**

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