



Work Programme 2008 – 2011

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WORK PROGRAMME

PRIOR TO YEAR ONE – subject to grant offer

OUTCOME	MONTH – 3	MONTH – 2	MONTH - 1
1			
2			
3	Circulate Job Description & Person Specification for Community Cohesion Development Officer	Conduct selection process	Interview and appoint
4	Circulate Job Description & Person Specification for Representation Network Development Officer	Conduct selection process	Interview and appoint.
5			
6			

WORK PROGRAMME

YEAR ONE

Key 03 = Outcomes 3
 04 = Outcomes 4
 06 = Outcome 6
 G2 = Year 2

OUTCOME	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	
1	Leaflet Design Newsletter Design Website Design One to one group work.	→	Circulate Quarterly issue In use	Governance training event held Research model policies	→	Governance Training event held. Newsletter Research links to other websites with model policies.	User satisfaction survey
2	Commence planning for training events	Book Venues and Trainers	Commence planning for conference to be held in month 11	Governance training event held 02 groups benefit	Book Venue	Governance Training event held 02 groups benefit	
3	Induction for Community Cohesion Development Manager 1 day/ week	Plan baseline research methodology	Research baseline provision & national good practice	Governance training event 03 groups benefit	→	Report produced & circulated to appropriate partners. Governance training event 03 groups benefit	
4	Introduction for Representation Network Development Officer 1.5 days/ week	Plan baseline research methodology	Research VCS representation at key meetings & identify gaps		Work with LA/ Statutory agencies & VCS to identify representatives	Support provided for representatives - ongoing	
5	Research funding streams & select appropriate	Prepare applications	Submit applications	Research NAVCA Standards & others to compare	→	Application results Plan Y2 delivery in accordance with funding streams	
6	Induction for Community Cohesion Development Officer 1 day/ week	Workload at 03		Governance training event 06 groups benefit		Training event 06 groups benefit.	

YEAR ONE (cont.)

OUTCOME	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	
1		Governance training event held Prepare to add to website	Newsletter	Full cost recovery training event held Launch model policies section on website	Re-circulate leaflet Plan work programme in detail for Y2	Newsletter	User satisfaction survey informs planning
2	Book speakers & workshop leaders	Governance training event held 02 groups benefit	Circulate conference publicity	Confirm conference attendance Evaluate training events	Conference event held	Conference evaluation Plan for year 2	
3	Workload moves to 06	Governance training event 03 groups benefit			Conference event held 03 groups benefit		
4			Representatives feedback included in newsletter	Representatives supported		Recruitment for reps in newsletter Feedback from reps in newsletter	
5	Select standards (likely to be NAVCA)	Draw up timetable to undergo standards		Start Standards	Set up meeting with LA & Board of Trustees	Hold meeting with LA & Board re financial future of CVSH	
6	Links created with Adult Education Workload move strum 03	Adult Education provision researched Governance training event 06 groups benefit	Groups referred to Adult Education provision		Conference event held 06 groups benefit		

WORK PROGRAMME

YEAR TWO

OUTCOME	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	
1	Funding surgery One to one group work	Full cost recovery training event held _____→	Newsletter	Governance training event	Fundraising surgery	Newsletter Governance training event	User satisfaction survey
2	BMER representation development _____→		BMER representative s selected & supported	Governance training event 02 groups benefit	PQASSO information publicized to BMER	Governance training event 03 groups benefit	
3	Work with LBH to address Ted Cantle report _____→ Develop & identify 2	groups to work on	Commence planning for conference to be held Y2 month 11 Community	Governance training event 03 groups benefit Cohesion issues	Book conference venue _____→	Governance training event 03 groups benefit	
4	New meeting / rep identified	Representatives supported	Recruitment for reps in Newsletter Feedback in newsletter	New meeting / rep identified	Reps supported	Recruitment for reps in newsletter Feedback in Newsletter	
5	Under go Standards Research funding streams select appropriate	Prepare applications _____→	Submit applications			Applications results. Plan for Y3 delivery in accordance with funding stream. _____→	
6	Main work load at 03 _____→		_____→	Governance training event 06 groups benefit		Governance training event 06 groups benefit	

YEAR TWO (cont)

OUTCOME	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	
1		Governance training event	Newsletter	Fundraising Surgery	Plan work programme in detail for Y3	Newsletter	User satisfaction survey informs planning
						→	
2	Links between BMER groups & Adult Education created	Governance training event 02 groups benefit	BMER groups established for PQASSO	PQASSO Support Evaluate training events	Conference event held 02 group benefit Commence BMER mentors recruitment	Plan for Y3	
						→	
3	Book speakers & workshop leaders	Governance training event 03 groups benefit	Circulate conference publicly	Confirm conference attendance	Conference event held 03 group benefit	Conference evaluation	
4	New meeting / rep identified	Representatives supported	Recruitment for reps in Newsletter Feedback in newsletter	New meeting / rep identified	Reps supported	Recruitment for reps in newsletter Feedback in Newsletter	
5	Undergo Standards				Set up meeting with LA & Board of Trustees	Hold meeting with LA & Board for continued discussion of financial future for CVSH.	
						→	
6		Governance training event 06 groups benefit			Conference event held 06 groups benefit		

WORK PROGRAMME

YEAR THREE

OUTCOME	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	
1	One to one group work	Staff recruitment & retention workshop	Newsletter	Governance training event	Staff recruitment & retention workshop	Newsletter Governance training event	User Satisfaction Survey
2	Support BMER mentor process			Governance training event 03 groups benefit		Governance training event 02 groups benefit	
3	Support 2 groups through to delivery			Governance training event 03 groups benefit		Governance training event 03 groups benefit	
4	New meeting / rep identified	Representatives supported	Recruitment for reps in Newsletter Feedback in newsletter	New meeting / rep identified	Reps supported	Recruitment for reps in newsletter Feedback in Newsletter	
5	Continue Standards Research funding stream	Prepare applications	Submit applications			Applications results. Plan for Y4 delivery in accordance with funding stream	
6			Conference planning for conference to be held in month 11.	Governance training event 06 group benefit	Book conference venue	Governance training event 06 group benefit	

YEAR THREE (cont)

UTCOME	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	
1		Governance training event	Newsletter		Plan work programme in detail for Y4	Newsletter	User satisfaction survey informs planning
2		G T event 02 groups benefit			Conference event held 02 groups benefit		
3		G T event 03 groups benefit			Conference event held 03 groups benefit		
4	New meeting / rep identified	Representatives supported	Recruitment for reps in Newsletter Feedback in newsletter	New meeting / rep identified	Reps supported	Recruitment for reps in newsletter Feedback in Newsletter	
5	Complete, implement & update standards				Set up meeting with LA & Board of Trustees	Hold meeting to continue to Plan future of CVSH	
6	Book speakers & workshop leaders	G T event 06 groups benefit	Circulate conference publicity	Confirm conference attendance	Conference event held 06 groups benefit		