



Suttoncentre
for the voluntary sector



Your SCVS Membership



SCVS provides a wide range of support and development services to the voluntary and community sector in Sutton. We offer free membership to all voluntary/ community organisations working in the borough.

- ♥ The majority of our services are **free of charge**.
- ii Every member organisation is able to access **up to 14 hours of free one-to-one support** each financial year.



Services Free of Charge to all SCVS Members

- Regular e-bulletins
- Quarterly newsletter
- Website
- Regular forums/networks
- Representation
- Consultation
- Brief telephone advice & signposting
- Subsidised training
- Support for safeguarding
- Crisis support
- Support for consortia development, joint working & collaboration
- Support for service development in response to local need/tenders



One to One Services Offered to Members

All the services below are available free of charge to all members for up to 14 hours per year. Thereafter you can purchase these services – please contact us for a quote.

Governance support

Getting governance right is the key to a sustainable organisation. SCVS has been supporting voluntary sector boards for a number of years and can offer the following services:

- Board away days
- Business/strategic planning
- Choosing the right legal structure
- Organisational health check
- Resolving board conflicts/problems
- Registering as a charity
- Setting up an organisation
- Tailored board training
- Trustee recruitment and development
- Trustee role descriptions
- Trustee roles and responsibilities
- Trustee skills audit and action plan

Securing a sustainable income & fundraising

In an increasingly competitive environment generating income is becoming a much more complex and time consuming challenge. SCVS staff can help by:

- Evidencing need for your bid
- Developing a fundraising strategy
- Reviewing and selecting the right sources of income
- Reviewing draft applications
- Setting and demonstrating outcomes
- Undertaking funding searches
- Project Planning & Development
- Writing joint working agreements
- Writing your funding bid/proposal

Commissioning and tendering advice and helping you find partners for your proposal is offered free of charge to all our members and remember to take part in our networks.

Developing your workforce

For most voluntary organisations staff is their greatest expense and their greatest asset. SCVS can help you make the most of your staff through the following services:

- Help with recruitment (e.g. advertising, managing the shortlisting and interviewing processes)
- Referral to specialist support

All members receive regular e-bulletins with HR updates and details of the latest training courses (training information is also available on our website).

Demonstrating your impact & quality

Confused by the difference between inputs, outputs, outcomes and impact? Demonstrating what difference your services make and measuring your effectiveness has never been more important. SCVS can help with:

- Providing tools and resources to measure your impact
- Developing a monitoring and evaluation framework
- Producing evaluation reports
- Achieving appropriate quality marks
- Organisational health check
- PQASSO mentoring



Writing and implementing your policies and procedures

Governance and sustainable fundraising start with good policies and procedures. The SCVS services available are:

- Assistance in developing new policies and procedures
- Best practice guidance
- Reviewing your policies and procedures, providing feedback

Our free resources also include policy updates, and model policies.



Financial management

Setting up and managing your finances can be time-consuming and getting this wrong can cost your organisation dearly. SCVS has a long track record of providing financial services to voluntary organisations:

- Complying with Charity Commission requirements
- Support to computerise your accounts (including selection of software)
- Support to develop 1-3 year budgets for your organisation or funding bids

- Advice about end of year accounts
- Advice and support to keep proper books and records
- Support to set up financial policies and procedures
- Advice about setting up your accounts

Communications

- Website review
- Setting up social media
- Website copywriting
- Communications & Marketing Review



Chargeable Services

SCVS offers the following services for which charges are made to members and non-members.

Training

SCVS offers subsidised training courses on a full range of subjects ranging from fundraising to marketing, to book keeping and budgeting through to safeguarding and governance.

Details in our e-bulletins and on our website.

▶ www.suttoncvs.org.uk

End of Year Accounts and Independent Examinations

SCVS has significant experience and expertise producing end of year accounts and carrying out independent examinations for charities and small organisations.

To discuss, contact Laura Corney.

▶ Laura@suttoncvs.org.uk

Admin Services

A range of admin services can be provided for charities and small organisations including photocopying, advertising vacancies and managing your recruitment process.

For details and prices please contact Jackie Parr.

▶ Jackie@suttoncvs.org.uk

CPS Payroll services

CPS Payroll has over 20 years' experience of providing payroll services to the voluntary sector and hundreds of happy clients – we cater for all voluntary organisations (however small) and tailor the service to meet your needs and budget.

For further information please contact Karen Adorjan.

▶ Karen@suttoncvs.org.uk

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