



DEPARTMENT FOR SOCIAL DEVELOPMENT



LOTTERY FUNDED



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Communitychange



SUPPORT
FOR
COMMUNITY
GROUPS

design & illustration: SPRING GRAPHICS





ABOUT COMMUNITY CHANGE

Community Change is a regional community development support agency offering direct one to one support, training and advice to community groups and organisations throughout Northern Ireland.

Community Change has been in existence for over 26 years but in different guises. It started its life as the Community Education Forum in 1978 and emerged into the Forum for Community Work Education in 1981.

In 2000 after much debate and input from members the organisation became Community Change. The overall purpose of Community Change is to contribute to the development of a sustainable community infrastructure by building skills and capacity within the sector, support members through the changing face of the sector, develop social capital and promote good practice and governance.

SUPPORT FOR COMMUNITY GROUPS

We provide training, facilitation and support to community organisations on:

- **Management Committee Skills and Development**
- **Partnership and Collaborative working**
- **Planning and Development**
- **Financial Management**
- **Community Involvement**
- **Good Practice**

We work with established community groups, networks and those just starting out providing direct one to one support in groups own premises or in a neutral meeting place through Northern Ireland.

Community Change develops the skills of participants by building first their own experiences and expertise, informing them of others examples and promoting generation of new ideas, concepts and ways of working if applicable.

Our programmes and support sessions are tailor made and designed in response to the unique interests and needs of the groups who contact us, and the time they have available.

As a Community Development support organisation all our work is engrained in a commitment to equity, equality and diversity supporting community development and contributing to peace building throughout Northern Ireland.

Any charge for our services depends on your group's ability to pay and is negotiable. In a majority of times our services are free.





MANAGEMENT COMMITTEE SKILLS AND DEVELOPMENT

We support new and existing voluntary management committees in:

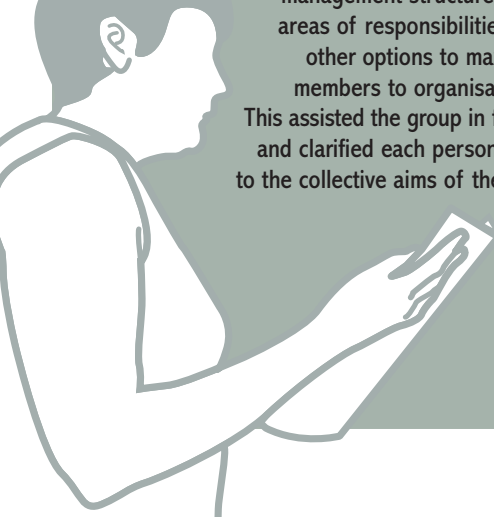
- Working more effectively as a committee
- Identifying training and development needs
- Putting in place the best organisational structure for your group
- Clarifying roles and responsibilities
- Managing change and finding new solutions
- Getting your newly elected committee organised
- Exploring systems and procedures meets the needs of the group.
- Promote good practice in running the group and managing staff.
- Assist with exploring change in member groups or sector generally

EXAMPLES:

Compass Advocacy Network

The management committee of Compass asked for assistance in facilitating a discussion within committee to review and evaluate current management structures, practice and areas of responsibilities, and explore other options to maximise input of members to organisation's running.

This assisted the group in future planning and clarified each persons role working to the collective aims of the organisation.



PLANNING AND DEVELOPMENT

We provide support and training in:

- Planning and developing your work
- Preparing short-term action plans
- Producing longer-term development or strategic plans
- Organisational development
- Continuous improvement and working more effectively
- Addressing future sustainability
- Developing ideas for income generation and local fundraising activities
- Developing new, creative project ideas
- Effectively promoting your work

EXAMPLES:

Our staff have been supporting the **Rathlin Community Development Association (RCDA)** in developing actions and strategies to ensure the future development of the Island and its inhabitants. Working in the unique environment of Rathlin Island has been a wonderful and challenging experience for both parties.

Upper Springfield Development Trust – Community Change worked with the team of **Training for Life** to review their work and assist in identifying strategic and operational issues facing the project. The team found the event gave them space to reflect and come up with new strategy.

Forum Omagh for Community Understanding & Support (FOCUS)
Working with the management committee and staff we looked at the impact the **Focus** project had in the area; the Network's key strengths as well as issues of sustainability.





FINANCIAL MANAGEMENT

We provide someone to give direct one to one advice and support to the group in:

- Setting up financial management systems
- Understanding financial statements
- Budgeting
- Solving financial problems
- Understanding PAYE
- Developing business plans
- Improving recording and reporting systems
- Meeting funder's requirements

EXAMPLES:

Lettershadoney and District Development

Association had just received their first big grant and wanted to ensure the financial systems and procedures were in place to manage, and account for, the money properly. Community Change provides one to one support from a person with this expertise to assist the group review and update their systems.

"It was a god send, grounded from a common sense community perspective that didn't make it seem scary and was workable even for a small group like ours".



COMMUNITY INVOLVEMENT

We provide support and training in:

- Increasing user participation
- Developing local involvement
- Influencing local decision-making
- Increasing the participation of volunteers
- Developing facilitation skills

EXAMPLES

The capacity building programme gave our newly formed user group the confidence needed to set up their Forum. They have held their first meeting with members chairing the meeting and addressing and actioning the issues raised.

Cedar Foundation

Ballycastle Development Office recognised the need to look at the needs of young people in the area and to try and establish a coordinated approach. Community Change facilitated three sessions which brought together several agencies and focused the participants on common aims and objectives.





PARTNERSHIP AND COLLABORATIVE WORKING

Partnership and Collaborative working has become an increasing part of Community Change's work.

We can:

- Facilitate planning, discussion and action planning on issues specific to the partnership
- Assist with drawing up and agreeing Terms of Reference or working agreements.
- Define what each partner's role is within the partnership.
- Explore how they will actually work together

EXAMPLES:

Community Change facilitated sessions with **An Munia Tober and /Barnardos** exploring possible collaboration. They produced a plan based on their collective skills, resources and experiences which would help them collectively meet the needs of the Traveller Children. This piece of work resulted in a joint application being submitted to the Big Lottery

South Tyrone Empowerment Programme

There was a need for all the agencies and development workers currently working in the Ballysaggart area to co-ordinate their work and share information. Community Change facilitated a "get together" of the agencies and assisted with creative ideas of how to work more closely together.

GOOD PRACTICE

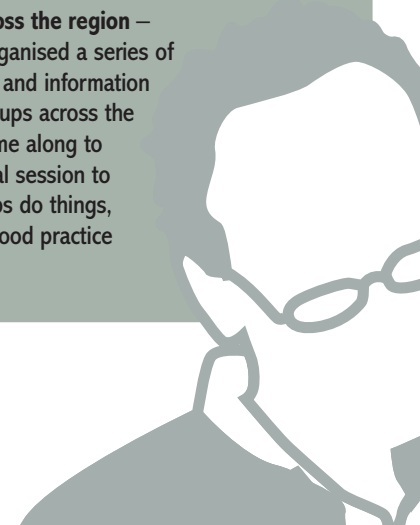
We identify and develop creativity, innovation and good practice in community development work. We do this by organising:

- Creative Thinking/Ideas Generation workshops
- Networking events
- Training days, workshops and seminars on creativity, social capital, equity, equality and issues relevant to members needs.
- Publications such as Facilitator's Resource Guide for work with small community organisations and Financial Management Health Check

EXAMPLES

With the assistance of Community Change **Fermanagh Women's Network** came up a new way of working with their member groups to develop creative ways of networking and sharing information and best practice. They carried the work out over 4 sessions in geographical clusters across County Fermanagh and over 70 women attended the sessions.

Disability groups across the region – Community Change organised a series of good practice sharing and information days for Disability groups across the region. Groups to come along to these relaxed, informal session to learn how other groups do things, share ideas and get good practice tips.





SOCIAL ECONOMY AND INCOME GENERATION

Like everyone within the community sector, our long term sustainability is an important factor to consider and currently Community Change is committed to raising at least 20% of its income.

Community Change does therefore provide all the services mentioned within this brochure at a cost to community groups and organisations who are in receipt of a training budget. Whilst a set rate for a day does exist there is flexibility to negotiate the rate depending on the groups ability to pay.

Statutory organisations can employ/commission Community Change to carry out work on areas of expertise as mentioned at the set rate.

Regardless of ability to pay or rate charged we will provide quality, group focused, interactive training and facilitated sessions.

PROMOTING COMMUNITY DEVELOPMENT IN PRACTICE

As a community development organisation committed to the principles of equity, equality and social inclusion, Community Change works towards a fairer and more inclusive society by:

- Involvement in, and establishment of, Community Development forums and meetings promoting the needs of those most marginalised and disadvantaged.
- Responding to relevant policies effecting the community sector and/or members.
- Providing networking events and information on issues, policies, etc., effecting disadvantaged groups and communities.
- Promoting Good practice in social inclusion
- Creatively challenging issues, stereotypes and misconceptions around marginalised and excluded groups and communities.

EXAMPLES

Community Change secured funding to deliver eight practical workshops throughout Northern Ireland exploring issues surrounding the inclusion of **Black Ethnic Minorities**. Participants were from Community groups throughout Northern Ireland and practical solutions to issues faced by the groups were explored.



MEMBERSHIP SERVICES

All members of **Community Change** are entitled to the following;

- Access to free training and networking events organised by **Community Change**
- Free support and advice –1:1 direct support, telephone, e-mail
- Regular member's newssheet
- Free publications – *Facilitators Resource Guide* (Manual and Video)
- Access to our in-house resource library of Community Development training resources
- Networking opportunities and events
- An opportunity to join the board of **Community Change** and participate in the running of the organisation
- Use of the **Community Change** training room which is a neutral venue
- The ability to borrow training resources such as flip chart, overhead projector etc

Currently our membership is free for community groups/ organisations. Statutory agencies are welcome to join **Community Change** as Associate Members for a fee of £50 per year

For further information on all our services contact:



Community Change

Philip House, 123-137 York Street
BELFAST BT15 1AB

t 028 9023 2587

f 028 9031 2216

e info@communitychange-ni.org

w www.communitychange-ni.org

APPLICATION FOR MEMBERSHIP



Organisation
or Group

Contact Name

Address

Postcode

Telephone

Fax

Email

Website

What is the nature of your community development work?

Membership category:

Community/Voluntary

Individual

Associate

Community Change is committed to equity and diversity, supports community development and contributes to peace building.

EQUITY AND DIVERSITY MONITORING FORM
GROUP APPLICANTS



1 Are your users/members

Tick one from below

- More than 70% male
 More than 70% female
 Integrated (more than 30% of whichever is the minority)

2 Are your users/members

Tick one from below

- More than 70% catholic
 More than 70% protestant
 Integrated i.e. more than 30% of the minority community (whichever that is)
 Predominantly from other/another religion/s

3 Are the majority of your users/members disabled

- Yes No

4 Are the majority of your users/members from black/ethnic minority groups

- Yes No

5 What percentage (approximately) of your users/members are unemployed/not in paid employment. *Tick one from below*

- 0 – 25% 26 – 50% 51 – 75% 76 – 100%

6 What age range are your users/members from

Tick one from below

- 25 or under 26-59 60+

7 What percentage (approx) of your users/members are lesbian, gay, bisexual or transgendered. *Tick one from below*

- 0 – 25% 26 – 50% 51 – 75% 76 – 100%

Thank you

EQUITY AND DIVERSITY MONITORING FORM
INDIVIDUAL APPLICANTS



1 Are you?

- Female Male

2 What is your age range?

- 25 or Under 26-59 60+

3 Are you?

- Employed Not Employed

4 Are you a disabled person?

- Yes No

5 Perceived religious affiliation?

Protestant

Catholic

Other (please state)

6 Are you a Carer?

- Yes No

7 Please tick your racial group:

Black African Irish Traveller

Bangladeshi Mixed Ethnic Group

Black Caribbean White

Chinese Pakistani

Indian Other (please state)

8 Are you?

Lesbian or gay (homosexual) Bisexual

Straight (heterosexual) Other

Thank you

Community Change is monitoring its processes to ensure equality of opportunity. Any information given is strictly confidential and is only used for compiling statistics.