

# Borders Community Action Training & Events Programme

**September 2023 - March 2024**

Our training courses and networking events are developed to respond to the needs of third sector organisations, including social enterprises, community groups and volunteers.

Our courses are delivered by trainers with in-depth knowledge of the third sector.

Our sessions are **free for members**, non-members please contact [info@borderscommunityaction.org.uk](mailto:info@borderscommunityaction.org.uk)



# Programme at a glance

Meaningful Community Engagement



Introduction to Equality Duty



Introduction to Food Hygiene



Emergency First Aid at Work



Setting up a New Organisation



Data Protection for Trustees and Senior Staff



Managing and Supporting Volunteers



Charity Treasurer Workshop



The Saltire Awards Scheme & Signing up



Supporting Young Volunteers



The Volunteer Friendly Award Information Session



## Other events

Various dates      Talk Thursdays & Networking - Supporting Communities



Various dates      Volunteering in the Borders - Cake and Conversation



**Most of our training programme is free to Borders Community Action member organisations.**

**Pay as you feel means your contribution towards the cost of training is appreciated.**

**Non-members please enquire prior to booking: [info@borderscommunityaction.org.uk](mailto:info@borderscommunityaction.org.uk)**

**Places are limited, booking is essential.**

**Updated details and booking links can be found on our website:**

**[www.borderstsi.org.uk](http://www.borderstsi.org.uk) or call 0300 1247522**

**If you cannot access online, please ring the above number to book your place on any of the training or events.**

# Meaningful Community Engagement

**Tue 03 Oct 23**    **Jedburgh - Development Trust - [Book Here](#)**  
**Tue 14 Nov 23**    **Mason's Lodge, 2 Market Place, Eyemouth,**  
**6:30pm - 8pm**    **TD14 5HE. - [Book Here](#)**

## About the workshop

Place Making or Community Led Planning is a process where people come together to identify and take action on issues that are important to them. This course is a practical approach to helping communities in Berwickshire organise and identify opportunities they want to explore or improvements they want to make. At the heart of all community development is meaningful engagement with the people who live, work or visit the place.

## Outcome

A realistic plan for engaging with the people in your community and listening to their needs and aspirations.

## Trainer

Anne McNeill is a Trustee of A Heart for Duns and facilitates the Berwickshire Alliance. She grew up in Duns and returned to live in the area after a career as a consultant working internationally on business and economic development.



# Introduction to Equality Duty

**Thur 05 Oct 23** Online - [Book Here](#)

**10am-1pm**

**Mon 09 oct 23** Venue to be confirmed - Register interest [here](#)

**11am-2pm**

## About the workshop

This workshop will be delivered by the Scottish Health and Social Care Partnership's Equality and Human Rights Lead and has been designed to introduce organisations and people to the role they have in supporting the Scottish Borders Health and Social Care Partnership undertake robust equality and human rights impact assessments.

## You will be introduced to:

- 1.The Equality Duty
- 2.The Scottish Specific Public Sector Equality Duties
- 3.The Scottish Borders Health and Social Care Partnership's Equality Outcomes and Mainstreaming Framework
- 4.The purpose of undertaking an Equality and Human Rights Impact Assessment

This will be followed by the opportunity to put learning into practice as we undertake an equality and human rights impact assessment using a real life case study and the documentation designed to capture the views of people affected by the policy or practice being reviewed or assessed.

Facilitated by:

Wendy Henderson

Independent Sector Lead, Partners for Integration



# Introduction to Food Hygiene

**Thu 09 Nov 23**  
**Thu 15 Nov 23**  
**Thu 23 Nov 23**  
**10am-12noon**

**Reston Village Hall - [Book Here](#)**

**Fountainhall Village Hall - [Book Here](#)**

**Venue to be confirmed - Register interest [Here](#)**

## About the session

Good food hygiene is essential to make sure that the food you serve is safe to eat. It helps prevent food poisoning. This course is aimed at community groups, organisations and volunteers delivering projects that involve the provision of food. This session will help participants to develop knowledge and practices of working that will help you ensure good food hygiene is right from the start.

## Outcomes

Participants will:

- A general introduction to food hygiene
- Bacteria
- Causes of food poisoning
- Preventing food poisoning
- Personal hygiene
- Cleaning and disinfection
- Safe handling and storage of food

The course will be delivered by Annie Casey of [Abundant Borders](#), a registered REHIS trainer.



<https://abundantborders.org.uk/>



# Emergency First Aid at Work

**Mon 06 Nov 23** Duns - Berwickshire Housing - [Book Here](#)  
**Tue 14 Nov 23** Galashiels - Fountainhall Village Hall - [Book Here](#)  
**9am-5pm**

This course is suitable for people who work or volunteer in low hazard environments (for example a community venue, office or shop), or where Health and Safety Executive (HSE) guidelines indicate staff should hold a certificate in emergency first aid at work.

It gives learners the skills and confidence to respond to a range of accidents and first aid emergencies they may encounter in the workplace.

Certificates are valid for three years.

Wear loose fitting clothing and bring a packed lunch - hot drinks provided.

First Aid Instructor: Jane Dixon, Inside Out



# Setting up a New Organisation

**Wed 01 Nov 23**

**10:30am-**

**12noon**

**Online workshop - [Book Here](#)**

## **About the workshop**

This workshop will look at what you need to know to set up a new community group or organisation. We will start by considering what you want to achieve, evidence of need, your public benefit, and whether or not you should become a charity. We will then go through the various types of structure applicable to charities and community groups, before finishing with a look at what these mean for your future decision-making and governance.

## **Outcomes**

Participants will:

- a) Understand what to consider before setting up their group.
- b) Be able to make a more informed choice on their organisation's structure.
- c) Understand how decision-making and governance should work.

## **Format**

The workshop will be delivered online by David Green, Director of Green Pepper Consulting. To encourage interaction, attendance will be limited to 12 people. The event will last for 90 minutes, with a short break in the middle.

## **The trainer**

David is a former charity trustee, based in the Scottish Borders, and through Green Pepper Consulting, he provides training and support to the voluntary sector. Previous to working with Borders Community Action, he has worked with both The Bridge and Bavs.



.Green Pepper Consulting  
<https://greenpepperconsulting.co.uk>

# Data Protection for Trustees and Senior Staff

**Thur 16 Nov 23**  
**10:30am-**  
**12noon**

**Online workshop - [Book Here](#)**

## About the workshop

Fines for data breaches can be large, even when your own organisation is the victim of hackers. So, what should trustees and senior staff do to ensure compliance with data protection law? This workshop considers the principles of processing personal data, and in particular, the new principle of accountability. It looks at how you can meet your organisation's responsibilities; and the steps you can take to demonstrate compliance with data protection law.

## Outcomes

Participants will:

- (a) Be aware of the seven principles behind UK data protection law.
- (b) Understand your organisation's responsibilities when processing personal data.
- (c) Know what is needed to demonstrate compliance with the law.

The session is aimed at members of trustee boards and senior staff in small charities, voluntary groups and social enterprises.

## The trainer

David is a former charity trustee, based in the Scottish Borders, and through Green Pepper Consulting, he provides training and support to the voluntary sector. Previous to working with Borders Community Action, he has worked with both The Bridge and Bavs.



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# Managing and Supporting Volunteers

**15th Nov  
1-4pm**

St Boswells, St Boswells Village Hall

**[Book Here](#)**

**21st Nov  
1.30-4.30pm**

St Boswells, St Boswells Village Hall

**[Book Here](#)**

## About the Session

This session will explore the four R's of volunteering; Recruitment, Retention, Reaction, and recognition.

The initial stages when supporting volunteers are crucial as it allows people to see how they are valued based on the content and care given at this period.

During the session our focus will be around:

### Recruitment

- Policies
- Branding, promoting - understanding your audience
- Role description - format - timeline
- Meet and greet (safe space)
- Initial introductions (training and procedures)
- Matching a volunteer to your role - selection and relocation

### Retention

- Ongoing training (organisation and volunteer)
- Understanding each other
- PVG, safe guarding
- Supervision

### Reaction

- Conflict Management
- Risk Prevention
- Continual update of policies and procedures

### Recognise

- Achievements and unique skills set
- Your team
- Awards

### Facilitators:

BCA volunteering team (Stephanie, Charly, Margaret and John) will lead this training with a mix of group activities (written and active), discussion and presentation taken place.

# Charity Treasurer Workshop

**Tue 30 Jan 24**

**1:30pm-3pm**

**Tue 13 Feb 24**

**5:30-8:30pm**

**Online - [Book Here](#)**

**Online - [Book Here](#)**

## About the workshop

Steering a charity's finances can be one of the most challenging roles you'll face in the sector – not least because your aim is to help a charity fulfil its purposes and charity accounting rules are very different from businesses.

This workshop is for anyone interested in becoming a treasurer even, if you are new to charity finance.

## Participants will learn:

- Duties of a trustee and some good governance examples
- Role of a treasurer
- Accounting records how and what
- Financial controls and some common examples in a small charity
- Financial planning and management for sustainability
- Mention of taxes that may need to be considered
- Annual accounting and reporting process – concentrating on Receipts & Payments accounts, trustees report and the independent examination process

## The trainer:

Elaine Alsop has over 25 years experience working closely with charities, community interest companies and other voluntary and community groups, develop and strengthen their financial management.



# The Saltire Awards Scheme - signing up and support

**Tue 27 Feb 24**  
**10-11.15am**

**Online workshop Zoom - [Book Here](#)**

**Wed 28 Feb 24**  
**3.30-4.45pm**

**Online workshop Zoom - [Book Here](#)**

**Tue 05 March 24**  
**10-11.15am**

**Online workshop Zoom - [Book Here](#)**

## About the workshop

The Saltire Awards are the Scottish Government's way of celebrating, recognising and rewarding the commitment, contribution and achievements of young volunteers in Scotland, aged between 12 and 25 through certification of hours completed as well as recognising team and individual contribution.

This workshop is aimed at Voluntary organisations and community members who support young volunteers in the Scottish Borders.

## The session will cover:

- What is the Saltire Awards?
- Volunteering versus work-placement
- The benefits
- The Challenge Stage
- The Summit Stage
- Being a Saltire Administrator
- Individual Account
- Complementing other awards

There will be a chance to ask questions as well as discussion points.

## Facilitators:

Stephanie Logan & Charly Anderson, Volunteering Development Officers from Borders Community Action.



# Supporting Young Volunteers

**All session times will be 9.30am-12noon**

<b>Tue 31 Oct 23</b>	<b>Abbotsford, The Home of Sir Walter Scott - <a href="#">Book</a></b>
<b>Tue 14 Nov 23</b>	<b>Hawick Congregational Church - <a href="#">Book</a></b>
<b>Tue 21 Nov 23</b>	<b>Eyemouth, Masons Hall (Splash) - <a href="#">Book</a></b>
<b>Wed 22 Nov 23</b>	<b>Peebles, Tweeddale Youth Action - <a href="#">Book</a></b>
<b>Tue 05 Dec 23</b>	<b>Duns, Connect Berwickshire Youth Project - <a href="#">Book</a></b>
<b>Wed 06 Dec 23</b>	<b>Kelso, The Planet (Cheviot Youth) - <a href="#">Book</a></b>

## About the workshop

A partnership session between Borders Community Action and Youth Borders for an in-person interactive session on 'Supporting Young Volunteers'.

## The session will cover:

- An introductory discussion on youth work. Looking at the purpose, values, and principals as well as where it takes place and the age range it covers.
- The value of young volunteers
- Recruitment and selection
- Conduct and behaviour.
- Buddy schemes
- Thinking about Safeguarding
- Awards, training, and development.

There will be discussion, group work and brainstorming as well as plenty of time for questions. This raining will last 2.5 hours with a break.

## Facilitators:

Stephanie Logan & Charly Anderson, Volunteering Development Officers from Borders Community Action  
Ayliffe Rose Senior Membership Development Officer at Youth Borders



# The Volunteer Friendly Information Session

**Tue 12 Dec**  
**10-11.30am**

**Online workshop Zoom - [Book Here](#)**

**Wed 13 Dec**  
**1-2.30pm**

**Online workshop Zoom - [Book Here](#)**

## About the session

Volunteer Friendly Award is a Scotland quality standard and development tool that is user-friendly, to support, develop, recognise and reward groups/organisations who are good at involving volunteers.

The Scottish Government recognises that volunteering matters and it's all about new experiences, feeling good and making a difference. The evidence base is clear on the benefits of volunteering, in terms of: Physical health benefits, social benefits, mental wellbeing and instrumental benefits.

## The session will cover:

- The benefits
- How to sign up?
- The process
- Time commitment
- Fee or free?
- Areas of assessment
- Evidencing and volunteer involvement

There will be a chance to ask questions as well as discussion points.

## Facilitators:

Stephanie Logan & Charly Anderson, Volunteering Development Officers from Borders Community Action.





# Talk Thursdays

Are you a community group, charity, village hall or social enterprise? Perhaps you just want to talk about setting up a new group?

Borders Community Action can give advice on setting up, as well as advice on governance, legal structures, running your committee, funding, and other areas relating to running a group or organisation.

We are continuing our surgery style scheme to ensure all new inquiries are seen quickly and you are placed with the staff member best placed to give advice or signpost you to other relevant organisations. You are welcome to drop in, but if you book a slot we will arrange a time to meet you.

We will be inviting guests along to some of the sessions for you to talk with, and our team will be on hand for other inquiries. Keep an eye on our website and Facebook page for details, or call the office.

Please see list of dates and locations of our surgeries and events in the next page.



# Talk Thursdays and Networking

## September

SEP  
7



### Talk Thursday - Jedburgh

Hometown Hub

Thursday, 7 September 2023 at 10:00 BST

[Book here](#)

SEP  
11



### Networking Blether

Eyemouth Community Centre

Monday, 11 September 2023 at 10:00 BST

[Book here](#)

SEP  
13



### CENTRAL BORDERS FEDERATION OF VILLAGE HALLS

Fountainhall Village Hall

Wednesday, September 13, 2023 at 7:00 PM BST

[Book here](#)

## October

OCT  
19



### Talk Thursday

Coldstream Community Centre

Thursday, 19 October 2023 at 10:00 BST

[Book here](#)

## November

NOV  
16



### Talk Thursday

Chirnside Community Centre

Thursday, 16 November 2023 at 10:00 GMT

[Book here](#)

# Volunteering in the Borders

**Come along to learn more about volunteering, engage with organisations and volunteers over some cake and a cuppa**

## September

SEP  
20



### Volunteering in the Borders

Galashiels Baptist Church

Wednesday, 20 September 2023 at 10:00 BST

[Book here](#)

SEP  
26



### Volunteering in the Borders

Duns Parish Church

Tuesday, 26 September 2023 at 10:00 BST

[Book here](#)

## October

OCT  
4



### Volunteering in the Borders

Peebles Burgh Hall

Wednesday, 4 October 2023 at 10:00 BST

[Book here](#)

OCT  
18



### Volunteering in the Borders

Burnfoot Community Hub

Wednesday, 18 October 2023 at 10:00 BST

[Book here](#)

## November

NOV  
1



### Volunteering in the Borders

Eymouth Development Trust, Masons Hall

Wednesday, 1 November 2023 at 10:00 GMT

[Book here](#)

Borders Third Sector Interface Ltd, trading as Borders Community Action.

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# Borders

Community Action



**The Scottish  
Government**  
Riaghaltas na h-Alba

