



**Borders**  
Community Action

# Borders Community Action Training Programme

**April 2025 - March 2026**

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

- **Funding and Fundraising**
- **Evaluation – introduction to the basics**
- **Let's talk about the Menopause at Work**
- **Planning for Sustainability**
- **Financial Management for Non-Financial People series**
  - **Understanding charity annual accounts**
  - **Reserves and full costings**
  - **Financial controls, management accounts and budgeting**
  - **Taxes and Gift Aid**
- **Digital Skills Series**
  - **Perfect Presentations**
  - **An Introduction to Canva**
  - **Effective AI in communications**

**Our training programme is free to Borders Community Action member organisations.**

**Borders Community Action Membership is free and easy to join, go to <https://borderstsi.org.uk/membership/> to find out more.**

**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.**

# Funding and Fundraising

## **Duns - Book here**

**Session 1 - Thurs 10 April 25: 10.00-13.00 (09.30 arrival)**

**Session 2 - Thurs 24 April 25: 10.00-13.00 (09.30 arrival)**

## **St Boswells - Book here**

**Session 1 - Tues 27 May 25: 10.00-13.00 (09.30 arrival)**

**Session 2 - Tues 3 June 25: 10.00-13.00 (09.30 arrival)**

## **About the Session**

This training will be delivered over two sessions. Using a mix of case studies, presentations and discussions, you'll learn about:

- understanding the Scottish funding landscape and how arts and heritage fit into it
- what your organisation needs to have in place to start from a position of strength, rather than need
- how fundraising works and why people give – three models
- the main sources of funding, including Trusts and Foundations, statutory sources, individual giving, legacies, events and corporate giving
- identifying what part of your work should be aimed at what source of funding
- researching funders and sources of support
- beyond the thank you – how to develop relationships with your funders and supporter

## **By the end of the course, you'll be able to:**

- identify what your organisation needs to have in place before you can start to fundraise effectively
- determine what sources of funding you can approach and identify which ones might be best matched to your organisational needs
- outline the elements needed to make your case to funders
- understand what a range of funders look for when giving support
- feel more confident in approaching a range of sources of support

## **Trainer**

This programme is delivered by Pam Judson. Armed with over 25 years' industry experience, Pam works with management committees, volunteers and staff across the voluntary sector to strengthen their fundraising capacity. This includes providing guidance and training in strategic planning, governance for fundraising, proposal writing and research, as well as developing membership and friends' schemes and individual giving programmes.

# Evaluation – Introduction to the Basics

**Tues 13 May 25: 10.00-16.00**

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

**Thurs 12 June 25: 10.00-16.00**

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

Evaluation Support Scotland (ESS) is providing an Introduction to the Basics of Evaluation course for the 35 projects funded through Round 4 of the Communities Mental Health and Wellbeing Fund.

This online course will help funded projects learn how to effectively evaluate and report on the impact of their work.

BCA actively encourages funded projects to report back to BCA on their work so that BCA can, in turn, share this useful evidence with the Scottish Government.

The course is structured in 2 half-day workshops:

- Workshop 1: Outcomes, Indicators and Methods (10.00-13.00)
- Workshop 2: Analysis and Reporting (13.30-16.00)

Participants should attend both workshops. There is a 30 min lunchbreak in-between the sessions.

The workshops are also open to projects/organisations that did not receive funding (although priority will be given to CMHWB funded projects).

This training will also help the organisation to apply some or all of the ESS principles that evaluation should:

- Be about what matters
- Fit the way you do your work
- Involve the people you support
- Be used by you
- Be communicated well

ESS helps charities demonstrate the difference they make. They are Scotland's only charity dedicated to supporting organisations with their evaluation and learning. For more info, go to [evaluationsupportscotland.org.uk](https://evaluationsupportscotland.org.uk).

# Let's Talk About the Menopause at Work

**Wed 7 May 25: 14.30-16.00**

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

## About the session

Join us for an engaging and informative session with Ruth Devlin, founder of [Let's Talk Menopause](#), as she facilitates an open discussion on menopause in the workplace.

We will discuss how to navigate and manage menopause in the workplace. This event is designed to provide support, resources, and practical tips for both employees and employers.

Whether you are experiencing menopause or looking to create a more inclusive work environment, this event is for you. Let's break the taboo and have an open conversation about menopause at work. Don't miss out!

This session will help:

- Raise awareness and understanding of menopause
- Equip employees and managers with the knowledge to support colleagues
- Foster an inclusive and supportive work environment

Let's break the stigma and create workplaces where everyone can thrive!

## The facilitator

This session is facilitated by Ruth Devlin, a registered nurse with over 30 years of experience in health and wellbeing. She runs Let's Talk Menopause, provides informative talks, and is trained in Reflexology and Cognitive Behavioural Therapy. Noticing a lack of information for men regarding menopause, Ruth authored a concise, evidence-based guide beneficial for both men and women, available at major retailers like Waterstones and Amazon.



# Planning for Sustainability

**Tue 17 Jun 25:  
10.00-12.00**

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

**Thurs 4 Sept  
25: 10.00-12.00**

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

## **About the workshop**

In an increasingly challenging time for third sector organisations, where more is expected of them and funding is becoming harder to access, managing unpredictability is key to sustainability.

## **Outcomes**

By the end of this session, participants will:

- Have better knowledge of how to use simple tools and processes to plan for the future, set realistic objectives, manage resources, and support funding applications.

## **The trainer:**

This course is delivered by Anne McNeill who is Vice Chair, A Heart for Duns and also the Community Led Planning Lead for Duns. Anne's professional career has focused on working as a Management Consultant and Facilitator, managing the implementation of European Commission Grants and the Neighbourhood Fund for Scottish Borders Council. Anne is an expert in Governance in Public Appointments.





# Digital Skills Series

**Tue 16 Sept 25: 10.00-12.30**

**Perfect presentations - for people who want to build brilliant presentations and deliver them with more confidence**

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

## **About the workshop**

This session is for people who want to build brilliant PowerPoint presentations and deliver them with more confidence.

By the end of the session, you will have a better understanding of:

- What you need to create an excellent PowerPoint presentation
- How to deliver your presentation with confidence.

This practical session will see participants creating a mini presentation of a couple of slides using tools, before then presenting it to the group. We'll use a general, fun theme so that everyone can access/engage with the concept.

## **The trainer:**

This session delivered by Electrify, a strategic, creative communications agency.

Their team uses the extraordinary power of storytelling to inspire action.

They build engaging campaigns that encourage change, finding brilliant ways to reach people's hearts and minds through actively listening to deeply understand the organisations they support.

# Digital Skills Series

**Tues 28 Oct 25: 10.00-12.30**

**Introduction to Canva - for beginners / early stage use**  
**Online workshop - Book here**

## **About the workshop**

This session introduces Canva and is aimed at participants who are familiar with the programme but fairly new to using it.

The session will cover:

- Building a brand kit, including setting up your logos, colours, fonts and iconography so that you can create consistent design
- Using AI to resize content so it can be optimised for different social media channels (eg what you post on X would be different to Instagram)
- Give you an introduction to some of the motion and video tools.

This session includes practical tasks. Participants will require a computer or laptop for this and preferably a pro account (which is free for registered charities, with some exceptions).

## **The trainer:**

This session is delivered by Electrify, a strategic, creative communications agency.

Their team uses the extraordinary power of storytelling to inspire action.

They build engaging campaigns that encourage change, finding brilliant ways to reach people's hearts and minds through actively listening to deeply understand the organisations they support.



# Digital Skills Series

**Tues 25 Nov 25: 10.00-12.30**

**Effective AI in communications**  
**online workshop - Book here**

**Effective AI in communications - an introduction for people who are at the very start of their AI journey**

AI is everywhere, but we're seeing lots of evidence of charities using it badly. It's not about asking ChatGPT to write a strategy or plan, or even a pile of social media posts.

In this session you will:

- See a couple of good examples of how to use AI to add value to campaigns, either creatively or through deepening understanding. Electrify will demonstrate how they worked with a charity to develop creative content which they could not afford to capture in a photography shoot.
- Learn how to use AI to interrogate data quicker and more precisely.
- Gain an understanding of some of the pitfalls of using AI.

**The trainer:**

This session is delivered by Electrify, a strategic, creative communications agency.

Their team uses the extraordinary power of storytelling to inspire action.

They build engaging campaigns that encourage change, finding brilliant ways to reach people's hearts and minds through actively listening to deeply understand the organisations they support.

# Financial Management for Non-financial People Series:

## (1) Understanding Charity Annual Accounts

**Tue 09 Sept 25: 18:30-20.00**

**Online - Book Here**

### **About our Financial Management for Non-Financial People series**

Managing a not-for-profit organisation's finances can be challenging. Trustees (charities), directors (CICs) are responsible for making sure their organisation is financially robust enough to operate in line with its purposes and meet the needs of beneficiaries. This series of four sessions aims to guide you through some key areas to support your organisation and boost your confidence and knowledge in the most important areas of managing finances.

### **About this workshop:**

This session will cover the requirements for charity accounting, what type of accounts a charity should prepare, what should be included and the level of independent scrutiny required.

### **Participants will learn:**

By the end of the session, participants will have a better understanding of:

- The requirements for charity accounting,
- What type of accounts a charity should prepare
- What should be included and the level of independent scrutiny required.
- Overview of the Charities SORP
- What information and numbers in the accounts mean and what they say about the charity's financial health. (Note this session does not include accounts for CICs)

### **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.



# Financial Management for Non-financial People Series:

## (2) Understanding Reserves and Full Costing

**Tues 23 Sept 25: 18:30-20:00**

**Online - Book Here**

### **About the workshop**

If you want to help your not-for-profit organisation become more financially sustainable, it's important to consider the concept of reserves and full cost recovery. Reserves are the things you hold back to be able to deliver your activities when you need to. We will look at why you might need reserves and how to work out what you need. Full cost recovery means ensuring that all costs (including overheads) for delivering a project are covered by the funding you have.

### **Participants will learn:**

By the end of the session, participants will have a better understanding of:

- How to calculate full cost recovery
- What happens to your reserves if you don't raise enough funding to cover overheads and how to deal with this situation

### **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.



# Financial Management for Non-financial People Series: (3) Financial Controls, Management Accounts & Budgeting

**Tues 07 Oct 25: 18:30-20:00**

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

## **About the workshop**

We need to safeguard our not-for-profit organisation's assets (for example money and equipment). This session will look at simple measures a small organisation can put in place. One important control is regularly reporting the finances, and so we will consider management accounts – what they are and what they should include.

## **Participants will learn:**

By the end of the session, participants will have a better understanding of:

- Budgeting
- How to build a budget and identify trigger points and how this can help your organisation stay financially resilient.

## **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.



# Financial Management for Non-financial People Series: (4) Taxes & Gift Aid

**Tues 21 Oct 25: 18:30-20:00**

**Online - Book Here**

## **About the workshop**

This session is a basic introduction to taxes – corporation tax, VAT and employment taxes for those who want to understand how they may impact their charity or CIC, and when they should seek advice.

## **Participants will learn:**

By the end of the session, participants will have a better understanding of:

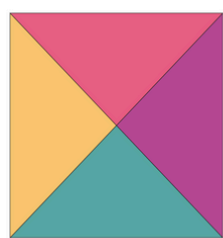
- Better understanding of taxes and VAT
- Gift Aid regime for charities: how to register, what can be claimed and the records to keep.

## **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.



Borders Third Sector Interface Ltd, trading as Borders Community Action.  
Company No. SC758752. Scottish Charity No. SC052612  
Registered address: Newby Court, High Street, Peebles, EH45 8AL.  
Tel. 0300 1247522  
[info@borderscommunityaction.org.uk](mailto:info@borderscommunityaction.org.uk)  
[www.borderstsi.org.uk](http://www.borderstsi.org.uk)



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The Scottish  
Government  
Riaghaltas na h-Alba

