



TARGET HR

Human Resource Support Project



Q. Are you a Management Committee member or Manager in the Voluntary Sector?

Q. Are you from a small/medium sized Local Voluntary organisation operating in any of these Boroughs?

*Camden
Lambeth*

*Islington
Southwark*

*Kensington and Chelsea
Wandsworth
Westminster*

Q. Do you have at least one employee or are you about to employ for the first time?

Q. Would you like some one-to-one support to meet your legal obligations as an employer and strengthen human resource practice in your organisation?

Then **Target HR**, a new initiative, funded for five years by the Big Lottery Fund, may be for you! If you want to take advantage then read more below and fill in the **Expression of Interest form attached**.

Developed by the seven boroughs in the Central London CVS Sub-Region, and led by Voluntary Action Camden, **Target HR** aims to provide support to a limited number of organisations each year to improve their human resource policies, procedures, skills and knowledge.

Over the course of a year, participating organisations will be able to:-

- Receive one-to-one support for between six to 12 months from a HR Advisor, who understands the issues within voluntary sector organisations.
- Improve their organisation's policies and procedures and develop knowledge of employment law and management.
- Work through:-
 - **An Audit of their HR practices**
 - **An Action Plan**
 - **A Sustainability Plan**
- Take advantage of training designed to increase knowledge and skills.
- Be signposted to resource materials tailor-made for the voluntary sector, including a resource bank of policies and documents developed as the project progresses.
- Have access to a dedicated website and electronic network in order to develop mutual support with other participating organisations
- Learn how to continue good practice into the future



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through the Big Lottery Fund



CENTRAL LONDON CVS NETWORK

PROJECT MANAGED BY VOLUNTARY ACTION
CAMDEN



Central London CVS Network



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TARGET HR: EXPRESSION OF INTEREST FORM

To be eligible to benefit from this free programme of HR support for up to one year, you must be able to answer “YES” to the questions on the front of this flyer. Your organisation must also be providing services for one or more of the following groups:-

Black and Minority Ethnic
LBGT
Older People
People with Disabilities

People on Low Income
Refugee or Asylum Seekers
Younger People
Other groups considered marginalised

If you would like to participate, please complete the rest of the form, (both sides) and return to the address below having taken a copy for yourself.



I am interested on behalf of my organisation in joining the **Target HR** Programme

Name and title (eg Mr):

Position in Organisation:

Name and Address of Organisation:

.....

.....

Phone, e-mail and website of Organisation (if any)

.....

My Contact details if different from Organisation:

.....

.....

Number of employees in the Organisation:

Main services or activities provided by the Organisation (in brief):

.....

.....

Why and how do you think your organisation would benefit from this programme?

Where do you go for support and advice on human resource issues at the moment?

Is your organisation currently involved in disciplinary, grievance, or other disputes? Please only give an indication of the number and level of any disputes – no details are required.

What support will there be from your Management Committee and line managers to improve HR practice in your organisation ? (We strongly encourage organisations to involve a management committee member in Target HR)

My organisation **is/ is not**, on the mailing list for the Council of Voluntary Service in our Borough.

May VAC approach the Council of Voluntary Service in your Borough to discuss your organisation's eligibility for this project?

YES/NO

We heard about the **Target HR** project through:-

Thank you for providing this information, which will be treated as confidential

If your organisation is in Camden, Islington or Westminster, please return complete forms to the HR advisor for your area, Caroline Jepson cjepson@vac.org.uk

If your organisation is in Kensington and Chelsea, Lambeth, Southwark or Wandsworth, please return complete forms to the the HR advisor for your area, Stefanie Borkum sborkum@vac.org.uk

If you would like to discuss the project, before completing this form, then please contact **Kevin Nunan, Voluntary Action Camden, 293-299 Kentish Town Road, London, NW5 2TJ, Tel: 020 7284 6557 (Typetalk: 18001-020 7284 6557), e-mail:- knunan@vac.org.uk** .

We will acknowledge receipt of your form, but may need to contact you again before confirming whether or when your organisation can join the **Target HR** programme.