



Oxfordshire Community and Voluntary Action

Directory of Support Services for Voluntary and Community Groups in Oxfordshire

3rd Edition August 2011

Welcome to the Directory of Support Services, this directory lists organisations that provide the various forms of support, information and advice to voluntary and community groups in Oxfordshire.

We hope you find it useful. If you have any corrections or suggestions for improvement, please let us know.

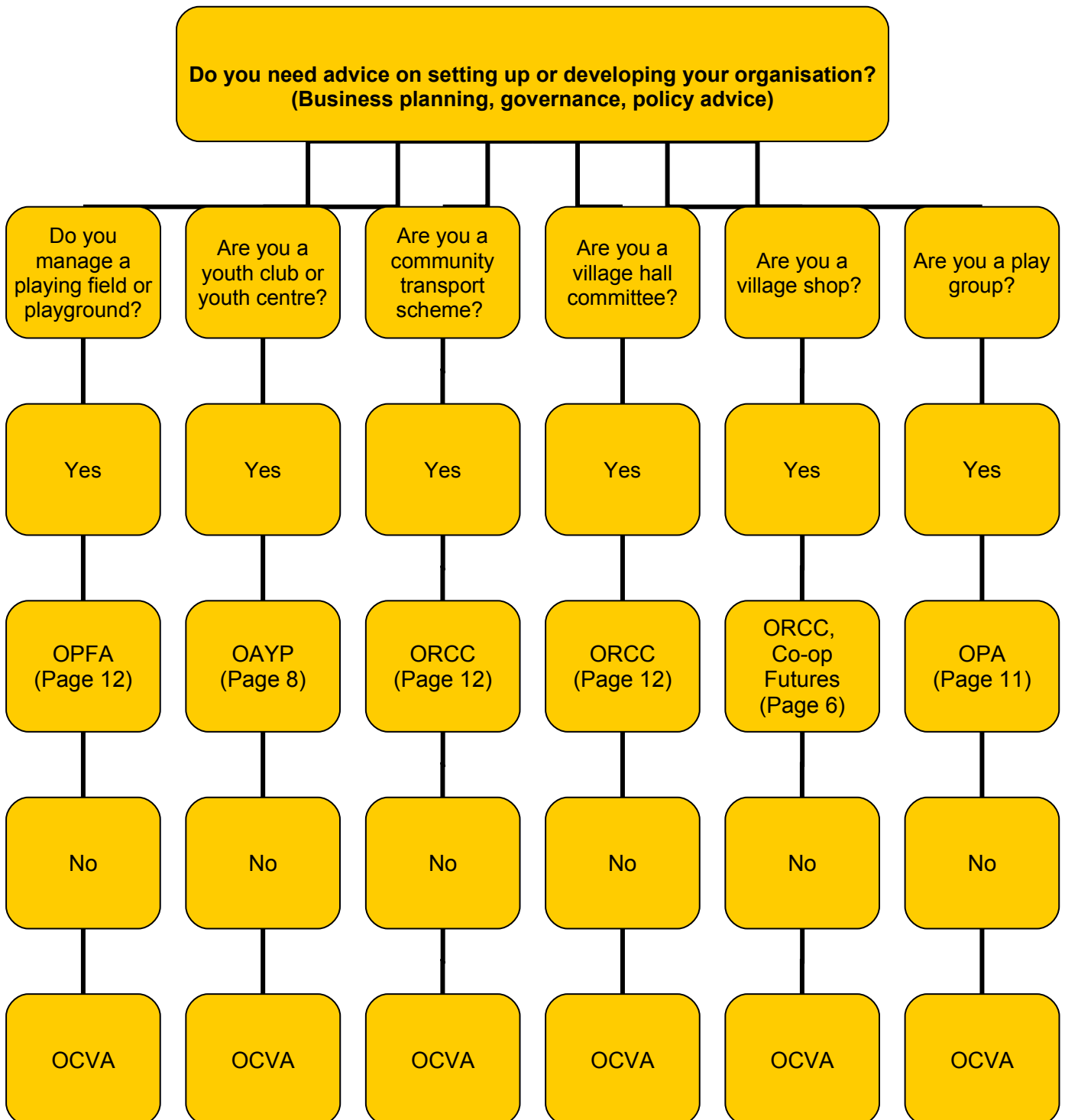
If you would like your organisation to be included in this directory for future editions, please contact us.

Compiled by OCVA on behalf of the Oxfordshire Stronger Communities Alliance (OSCA)

Email: info@ocva.org.uk
Phone: 01865 251946

Services and Organisations

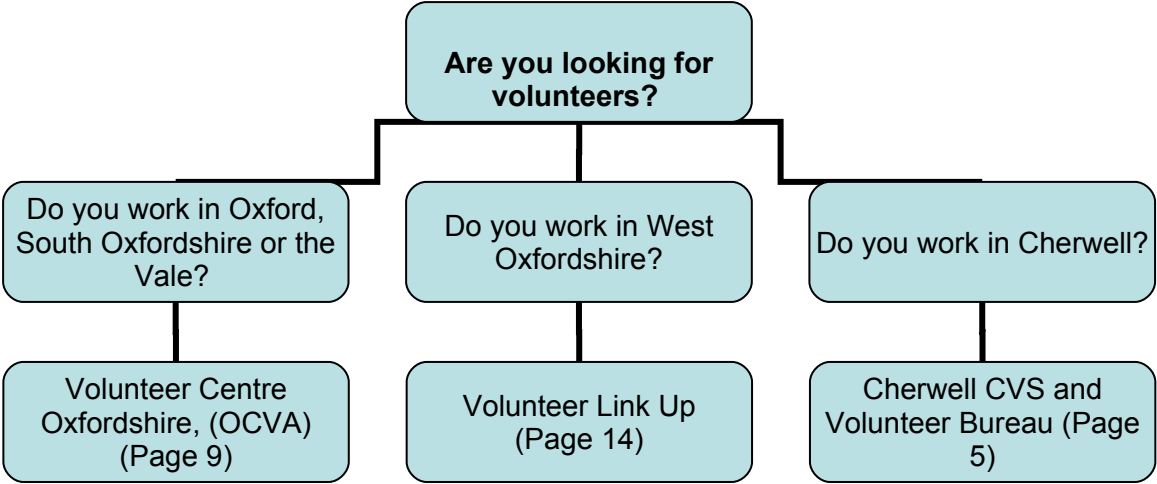
Use the charts below to find organisations offering the service and support that you need.

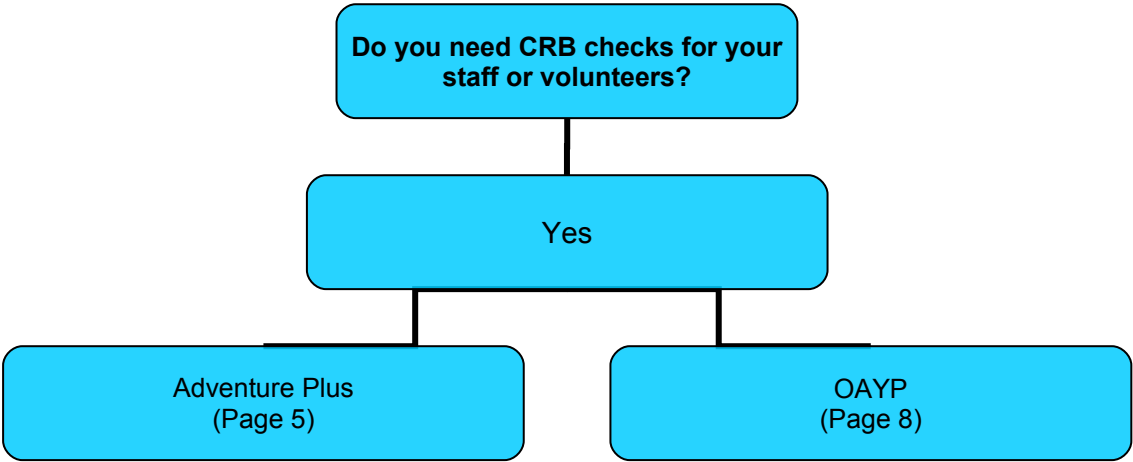


Are you looking for funding?

Yes

See www.ocva.org.uk/funding/guides for a Guide to Funding Opportunities in Oxfordshire.
Join OCVA to receive a free monthly funding newsletter.
Make an appointment with the OCVA development team for funding advice and access to funding databases. (more information on page 9)





ALPHABETICAL LIST OF SUPPORT ORGANISATIONS

Adventure Plus (A+)

Unit B, Hill Grove Farm, Dry Lane, Witney, Oxon OX29 0NA
Telephone 01993 703308
Fax 01993 708433
Email: margaret@adventureplus.org.uk
Website: www.adventureplus.org.uk

Registered Charity Number 1081059
Company No 3976979

Who can use our services

Local and national organisations or groups seeking outdoor adventure activities.

Services

Adventure Plus is a Christian charity providing holidays for young people and children; training in most outdoor activities; opportunities for gap years through an exciting and enriching programme; and mobile facilities to enable training or activities for groups anywhere in the country or further afield. Management training and adventure expeditions also available. CRB checks for staff and volunteers. Adventure Plus is also an Umbrella Body for CRB checks - get in touch if you would like us to do your CRB checks for your organisation.

Cost for CRB checks are

Volunteers will be charged an administration charge of £16.50 only per application.
Paid workers will be charged the CRB fee of £36 plus the £16.50 administrative charge.

Staff contacts

Margaret Armitage - Administrator

Cherwell Community and Voluntary Service (Cherwell CVS) and Volunteer Bureau

Horsefair Surgery, South Bar House, South Bar, Banbury, OX16 9AD.

Telephone 01295 266090
01295 279515 (Transport)
Fax 01295 279515
Email cherwellcvs@talktalkbusiness.net
Core Opening Hours: CVS and Volunteer Bureau: Tues and Thurs, 10am - 5pm
(Interviews by appointment).

Volunteer Bureau Transport: Mon-Fri, 10am-12noon (At least three working days notice required to arrange transport. There is a charge for this service)

Registered Charity Number 1126609
Company No 06727748

Who can use our services

Cherwell residents, charitable and voluntary organisations.

Services

Cherwell CVS is an umbrella organisation for the voluntary and community sector in the north of the county. We provide advice and information and act as a link with Cherwell DC and other statutory bodies. The Volunteer Bureau and the Furniture Recycle Store are part of this organisation.

Staff contacts

Moira Cross, Voluntary Sector Co-ordinator
Recruiting and placing volunteers, liaising with voluntary sector and charitable organisations, registration of organisations and volunteering opportunities and raising the profile of volunteering. Tel 01295 266090
cherwellcvs@talktalkbusiness.net

Mary Lindsay, Volunteer Bureau Transport Co-ordinator
Co-ordination of car scheme using volunteer drivers who provide transport for essential journeys for those unable to access public transport or the help of friends and family. Tel 01295 279515

Cherwell District Council

Bodicote House, Bodicote, Banbury OX15 4AA
Telephone 01295 252535
Website www.cherwell.gov.uk
Core Opening Hours Mon – Fri 8.45 am – 5.15pm

Who can use our services

Residents living in Cherwell District Council area; voluntary, community and faith groups providing services to residents of Cherwell District.

Staff contacts

Pauline McCreddie - Community Development Officer
01295 221645, pauline.mccreadie@cherwell-dc.gov.uk

Churches Together in Oxfordshire

c/o Cowley Road Methodist Church Centre, Jeune Street, Oxford, OX4 1BN
Telephone 01865 723801 or 01865 864805
Email bjg1@waitrose.com
Core Opening Hours Thursday am but phone any time

Who can use our services

Faith groups.

Services

CTO is an umbrella organisation giving support to Churches Together groups and Local Ecumenical Partnerships across the county. It tries to give a voice to the churches in Oxfordshire in their relationships with Local Councils and with other faith communities.

Staff contacts

Bede Gerrard - County Ecumenical Officer
01865 723801 or 01865 864805 or bjg1@waitrose.com

Revd Martin Wellings - Chair
martin.wellings@wesleymem.org.uk

Revd Nicholas Woods - Treasurer
nicholas.wood@regentspark.ox.ac.uk

Sue Mills - Secretary
c/o bjg1@waitrose.com

Please note that members of staff are employed for a limited amount of hours per week. They will strive to give a reasonable amount of time to any inquiry, or will direct them to a less limited resource if the problem or inquiry is likely to need more time than they can offer.

Co-operative Futures

City Works, Alfred Street, Gloucester, GL1 4DF
Telephone 0845 4562 506
Email info@futures.coop
Website www.futures.coop

Who can use our services

Pre-start, start-up and existing social enterprises, village shops.

Services

Co-operative Futures is a centre of excellence and a recognised knowledge centre for the development of vibrant sustainable co-operative, mutual and community owned enterprises.

We work with all forms of co-operatives, mutuals and community owned enterprises throughout Oxfordshire.

We provide bespoke advice, training and mentoring to social enterprises in areas such as access to finance, marketing, feasibility studies, legal structures and forms, reviewing your business, networking and being an effective board.

Staff contacts

Jo White - Executive Director

Policy development and research, partnerships and representation
07879 415550, jo.white@futures.coop

Jim Pettipher - Development Director

07919 253059, jim.pettipher@futures.coop

Gray-King & Gray Limited

2 Axtell Close, Kidlington, OX5 1TW

Telephone 07964 561466

Email p.gray@graykingandgray.co.uk
e.gray-king@graykingandgray.co.uk

Website www.graykingandgray.co.uk

Who can use our services

Social enterprises, charities, voluntary organisations and public sector.

Services

An independent agency working innovatively with all forms of social benefit organisations (mainly urban), often concentrating on organisational development, business planning and user based research. It develops tools and methods of support, as well as facilitation and training.

Staff contacts

Rev. Elizabeth Gray-King, Peter Gray

Oxfordshire Association of Local Councils

Benson Lane, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8AX

Telephone 01491 823118

Email info@oalc.org.uk

Website www.oalc.org.uk

Who can use our services

Town and Parish Councils,

Services

Advice and information for town and parish councils, training for councillors and clerks. OALC represent local councils' interest through partnerships with other local and regional agencies in the public, private and voluntary sectors.

Staff contacts

Malcolm Leeding - President

Peter Biggs - Chairman

Christine Lolley - County Secretary

Jan Gosset - Assistant County Secretary

Oxford City Council – Communities and Neighbourhoods Team

St Aldate's Chambers, 109-113 St Aldate's, Oxford OX1 1DS

Telephone 01865 249811

Email kmcentaggart@oxford.gov.uk

Website www.oxford.gov.uk

Who can use our services

- Community Centres can be used by individuals and groups, visit Oxford City Council's website for more information on your local centre
- Community Groups interested in working with the team on the projects in their local area
- Tenants and Leaseholders who would like to become more involved in looking at further ways to improve housing services
- Community and Voluntary Sector Groups who want to find out more about applying to Oxford City Council for grant funding

Services

The Communities and Neighbourhoods team are part of the Housing and Communities Service at Area Committee coordination, Community Development, Neighbourhood Renewal, Community Centre Management and Grants.

The team work to support the following services and areas of work:

- Area and Neighbourhood management
- Community Centres
- Community Notice boards
- Grants and External Funding
- Community Projects and Groups
- Regeneration
- Community Engagement
- Tenants Involvement

Staff Contacts

For more information on the team and services, please contact
Kaylee McEntaggart, Community Projects Officer
01865 252791, kmcentaggart@oxford.gov.uk

Oxfordshire Association for Young People (OAYP)

2, The Boundary, Wheatley Road
Garsington, Oxford OX44 9EJ

Telephone 01865 368027
Email admin@oayp.org.uk
Website www.oayp.org.uk

Registered Charity Number 1015127

Who can use our services

Oxfordshire voluntary organisations dealing with children and young people.

Services

OAYP provides professional advice, expertise and support to local communities and groups that would like to provide opportunities for young people within their locality. Affiliated clubs benefits include access to a diverse and exciting training and events programme providing professional club support, education and activities. OAYP also offers CRB checks for staff and volunteers. Admin charge £10 per application plus CRB charge (currently £36) for paid staff only. Offers support to groups wanting to set up youth centres.

Staff contacts

Paul Lawrence, paul.lawrence@oayp.org.uk

Oxfordshire Business Enterprises (OBE)

Bodicote House, Bodicote, Banbury, OX15 4AA
Telephone 01295 227082
Email info@oxonbe.co.uk
Website www.oxonbe.co.uk

Company Number 04914414

Who can use our services

People wishing to start up or expand a small business.

Services

Oxfordshire Business Enterprises core activity is business counselling and mentoring to those wishing to start up or expand a small business. It's a bespoke service entirely for your benefit that starts with a free one-to-one meeting with an advisor. You can discuss anything that concerns you on any aspect of starting and running a new business. Some people use the advisor as a sounding board for their ideas while others want to discuss specific aspects. You might wish to have repeat meetings to develop a relationship with your advisor that will be very supportive and confidence-boosting.

Our mission:

- To give advice on how to start your own business in the Oxfordshire area
- To help people start and run new businesses and to increase their chances of success
- To contribute to the employment creation, new business generation and wealth of the Oxfordshire area.

Free Advice Service

The core service of providing business advice on a one to one basis is free, impartial, confidential and available to anyone. This includes general advice on starting a business as well as specialist advice on topics such as finance, sales, marketing and VAT.

Staff contacts

Lynette Riley, info@oxonbe.co.uk

Oxfordshire Community and Voluntary Action (OCVA) and Volunteer Centre Oxfordshire

The Old Court House, Floyds Row, St Aldates, Oxford, OX1 1SS

Telephone	01865 251946
Fax	01865 204138
Email	admin@ocva.org.uk
Website	www.ocva.org.uk
Core opening hours	09.30 – 16.30 Mon – Fri (Resource centre drop-in and appointments)

Registered Charity Number	1108504
Company Number	5363946

Information points: The Information Points aim to provide local access to useful information sources of funding, working with volunteers, legal requirements, approaches to setting up a community group, and other voluntary sector issues.

Locations are: WRVS Cornhill Centre, Banbury; The Causeway Centre, Oxfordshire Mind, Bicester; Chipping Norton CAB; West Oxfordshire CAB, Witney; Abingdon Library; Faringdon Area Project c/o Brunel House, Volunteer Way, Faringdon; Wantage Independent Advice Centre; Didcot Children's Centre; d:two Centre, Henley;Thame CAB.

To book an appointment call the Development Team on 01865 251946

Who can use our services

Any voluntary or community group in Oxfordshire and residents of Oxfordshire wanting to volunteer.

Services

OCVA is the main umbrella organisation for the voluntary and community sector in Oxfordshire. We provide development advice, information and training, act as advocates and representatives, and build partnerships. Our services are free or may involve a small charge. There are discounts for members.

Staff contacts

Alison Baxter Chief Executive,
alison.baxter@ocva.org.uk
Oxfordshire Partnership, Oxford Strategic Partnership

Development Team

Hilary Burr – Development Team Manager
01865 258911, hilary.burr@ocva.org.uk
Area Covered: Vale of White Horse

Development Workers:
David Bates
01865 258912, david.bates@ocva.org.uk
Area Covered: South and West Oxfordshire,

John Hayes
01865 258919, john.hayes@ocva.org.uk
Area Covered: Cherwell District

Oxford City Area Covered by all three members of Development Team.

Offer
Funding information and advice by appointment; Outreach appointments available in Oxford City, Vale of White Horse, South Oxfordshire, West Oxfordshire and Cherwell District; Lend a Laptop Scheme; project planning help for voluntary and community groups.

Partnerships and Communications Team

Kate Hill - Strategic Partnerships Manager
01865 258914, kate.hill@ocva.org.uk
Oxfordshire Stronger Communities Alliance (OSCA) Oxfordshire Learning Network, Oxfordshire Skills Board

Communications and Promotions Officers

Sarah Beer, sarah.beer@ocva.org.uk, (*Works all weekdays 10am-2pm*) or contact, info@ocva.org.uk, 01865 258915, 07540703366

Offer
Support on creating websites for groups through the OCVA website; a promotional voice through OCVA mailings and Newsletter (Community Concern) as well as a weekly column in the Oxford Times, Voluntary Voice; Support with membership enquiries.

Volunteer Centre Oxfordshire

Lindsay Watts - Volunteer Centre Manager
01865 258916, vol@ocva.org.uk
Area covered: Oxford, South Oxfordshire, Vale of White Horse

Offer
Volunteer matching service; Advice on volunteering opportunities; Visits by appointment.

Oxfordshire Children and Voluntary Youth Services (OCVYS)

The 1st floor Office, United Reformed Church, Oxford Road, Temple Cowley, Oxford, OX4 2ES
Telephone 01865 774004
Email enquiries@ocvys.org
Website www.ocvys.org
Core opening hours 9.00am – 4.00pm
(Telephone, email and by appointment only)

Registered Charity Number 1116263
Company Number 5768941

Who can use our services

Voluntary and community organisations and projects working with children and young people.

Services

OCVYS is an umbrella organisation supporting organisations for youth and children by providing services of information, advocacy, funding advice, training and capacity building initiatives.

Staff contacts

Anna Day - Director
anna.day@ocvys.org

Alison Crawley – Admin Assistant
alison.crawley@ocvys.org

Oxfordshire Equalities and Human Rights Council (OEHRC)

The Old Court House, Floyds Row, Oxford OX1 1SS

Telephone 01865 791891
Fax 01865 726150
Email info@oxrec.org.uk

Registered Charity Number 1062840

Who can use our services

Individuals, groups and organisations. Black and Ethnic Minorities, and those who feel their human rights are being violated.

Services

Providing and enabling services to all who are victims of any form of discrimination and anyone or group whose human rights have been or are being violated in Oxfordshire.

We specialise in providing free and confidential advice and assistance to cover all strands of equality and human rights, including race, age, disability, sexual orientation, faith and gender.

Our service may range from giving you simple advice to representing you at an Employment Tribunal. If we cannot deal with your case we will refer you to another relevant agency. OEHRC offers support through personal contact, telephone and email.

Staff contacts

Patrick Tolani – Director
patrick@oxrec.org.uk

Oxfordshire Play Association

First Floor Offices, Temple Cowley, United Reformed Church, Oxford Road, Temple Cowley, Oxford, OX4 2ES

Telephone 01865 779474
Email enquiries@oxonplay.org.uk
Website www.oxonplay.org.uk
Registered Charity Number 276706

Who can use our services

Children, (1-15) and young people, (16-25), families and parents, people with a learning and/or physical disability, people with mental health issues, voluntary organisations and community groups, and all members of the community.

Services

OPA's mission is to champion and to support the rights of all Children and Young people to have access to high quality, inclusive play opportunities.

We provide infrastructure services to groups and individuals such as Membership Services, Payroll, Playbox Hire, Advice, Support, Guidance and Website Design/Build services. We also provide a range of Play related accredited training and a range of short courses.

Staff contacts

Martin Gillett - Manager
Martin.gillett@oxonplay.org.uk

Jane Gallagher - Play Development Officer
Jane.gallagher@oxonplay.org.uk

Brid Muldoon - Training Officer
trainingofficer@oxonplay.org.uk

Cherly Barnes - Finance & Administration Officer
enquiries@oxonplay.org.uk

Oxfordshire Playing Fields Association, (in partnership with Oxfordshire Rural Community Council, ORCC)

Jericho Farm, Worton Farm, Witney, OX29 4SZ

Telephone 01865 883488

Fax 01865 883191

Email opfa@oxonrcc.org.uk

Website www.oxonrcc.org.uk

Core Opening Hours OPFA is based at the office of the Oxfordshire Rural Community Council, which is open to the public from 9 am to 5 pm, Monday to Thursday and 9 am to 4 pm on Friday.

Who can use our services

Voluntary and community groups that offer sport, leisure, children's play and recreational activities to people of all ages, including those with disabilities in urban and rural communities

Services

- Site visits to give on-the-spot advice on playing fields and playgrounds, including facilities for toddlers and teenagers.
- Regularly updated information sheets covering a wide range of topics, including fund raising.
- Expert advice on planning, refurbishing and maintaining children's play areas.
- Support and advice on projects such as providing a new sports pavilion or sports ground, with local examples to assist you and local people to contact.
- Practical demonstration of basic maintenance and inspection routines, including risk assessment and safety in the playground.
- A free quarterly newsletter, *The Playing Field*, sent free of charge to the county council and every district, town and parish council in Oxfordshire.

Staff Contacts

Christine Bartle - OPFA & ORCC Administrative Officer
christine.bartle@oxonrcc.org.uk

Nicole O'Donnell - OPFA Community Development Officer
OPFA@oxonrcc.org.uk

Oxfordshire Rural Community Council (ORCC)

Jericho Farm, Worton, Witney OX29 4SZ

Telephone 01865 883488

Fax 01865 883191

Email orcc@oxonrcc.org.uk

Website www.oxonrcc.org.uk

Core Opening Hours 9.00 am - 5.00 pm (Mon-Thurs), 9.00 am - 4.00 pm (Fri)

Registered Charity Number 900560

Company Number 2461552

Who can use our services

Voluntary and community organisations and interested individuals living or working in rural Oxfordshire.

Services

ORCC's aim is to improve the quality of life for those who live or work in rural Oxfordshire and achieve stronger, more sustainable and vibrant rural communities across the county by:

- empowering communities and the people within them to identify the issues that affect their lives and to find their own solutions to them
- facilitating effective rural community action and participation

- influencing policies and programmes at national, regional and local level to take more account of rural community needs and views.

Staff contacts

Please call reception on 01865 883488 to be transferred to the relevant member of staff. For general enquiries email orcc@oxonrcc.org.uk

Linda Watson - Chief Executive

linda.watson@oxonrcc.org.uk

Linda was appointed CEO in 2005. She has many years' experience working in the voluntary sector and with communities, mostly in Oxfordshire.

Meryl Smith - Deputy Chief Executive

meryl.smith@oxonrcc.org.uk

Meryl has worked for ORCC in various roles since 1979. She is responsible for the work of many of ORCC's field staff and for progressing ORCC's partnership working with a variety of key organisations within the County.

Aimée Evans - Community Development Worker

aimee.evans@oxonrcc.org.uk

Aimee works with communities in Cherwell and West Oxfordshire. She is a member of the Rural Inclusion Group.

Anton Nath - Community Development Worker

anton.nath@oxonrcc.org.uk

Anton was appointed CDW in 2003 and works mainly with communities in South Oxfordshire and Vale of White Horse. He also works two evenings a week at a local youth centre.

Anna Kennedy - Rural Housing Enabler

anna.kennedy@oxonrcc.org.uk

Anna works with Parish Councils and the Oxfordshire Rural Housing Partnership in South Oxfordshire and the Vale of White Horse to deliver rural affordable housing

Philip Newbould - Oxfordshire Community Transport and Accessibility Partnership Officer

philip.newbould@oxonrcc.org.uk

Philip leads our Transport and Accessibility work (including Market Towns) as well as working strategically to improve transport and accessibility.

Gwyn Huish - Disability Transport Adviser and Trainer

gwyn.huish@oxonrcc.org.uk

Gwyn gives advice and support to disabled people on all aspects of transport, including advising charity transport groups on licensing, legal issues and purchase and adaptation of vehicles. He also offers four training courses.

Emily Lewis - Community Transport Adviser

emily.lewis@oxonrcc.org.uk

Emily supports and advises nearly 70 community transport schemes and helps parishes to carry out Transport Needs Surveys. She also produces the Oxfordshire Community Transport Directory.

Jane Barker - Village Shops Development Worker

jane.barker@oxonrcc.org.uk

Jane provides retail advice and support for the county's village shops and post offices. She also guides and advises local groups through the process of setting up a community owned shop in their village.

Lynne Newin - Village Halls Adviser

lynne.newin@oxonrcc.org.uk

Lynne provides a comprehensive information and advice service to village and community hall management committees all over Oxfordshire.

Christine Bartle - OPFA & ORCC Administrative Officer

christine.bartle@oxonrcc.org.uk

Christine provides administrative support for ORCC and Oxfordshire Playing Field Association. She also assists in the production of ORCC's publicity materials and OPFA's magazine, *The Playing Field* (Oxfordshire Playing Field Association delivers information and advice to local community organisations who provide and manage outdoor sports, play and recreation spaces.)

Fiona Danks - TOE Administrator

toe@ruralnet.org.uk

Fiona is administrator for the Trust for Oxfordshire's Environment.

Elizabeth Stevens - Administrative Assistant

elizabeth.stevens@oxonrcc.org.uk

Elizabeth provides administrative support to the team and is ORCC's Membership Secretary.

Jayne Bullock - Senior Administrative Officer

jayne.bullock@oxonrcc.org.uk

Jayne is Personal Assistant to the Senior Management Team.

Tom McCulloch - Rural Housing Enabler & Community Development Worker (Climate Change)

tom.mcculloch@oxonrcc.org.uk

Tom works with Parish Councils and the Oxfordshire Rural Housing Partnership in Cherwell and West Oxfordshire to deliver rural affordable housing. He also helps communities across the county develop climate action strategies.

Sue Scott - Market Towns Programme Co-ordinator

sue.scott@oxonrcc.org.uk

Sue works with market town partnerships across the county helping them to implement their plans to make their towns more vibrant. The work is supported by SEEDA's Small Rural Towns Programme funding.

Catharine Arakelian - Community and Business Link Worker

catharine.arakelian@oxonrcc.org.uk

Catharine is developing a project to support people who run businesses from home or who work from home in the rural communities.

South Oxfordshire District Council (SODC)

Community Partnerships Team, Benson Lane, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8AX

Telephone

01491 823136

Email

jayne.bolton@southoxon.gov.uk

Website

www.southoxon.gov.uk

Who can use our services

Residents living in the South Oxfordshire District Council area; voluntary, community and faith groups providing services to South Oxfordshire residents.

Services

The Community Partnerships Team can provide information on:

- The South Oxfordshire Partnership and the South Oxfordshire Community Strategy
- South Oxfordshire's funding support
- Other grant funding sources
- Youth development
- Health development
- Census 2001 for South Oxfordshire
- The Index of Multiple Deprivation 2007 for South Oxfordshire

The Community Partnerships Team can signpost residents and groups to information (within South Oxfordshire District Council) on:

- Planning policy
- Environmental policy
- Housing policy
- Community safety

- Sports development
- Arts development
- Economic & tourism development

Staff contacts

Jayne Bolton – Grants Team Leader, jayne.bolton@southoxon.gov.uk

Vale of White Horse District Council (Community Partnerships Team)

Abbey House, Abingdon, Oxfordshire, OX14 3JE

Telephone 01235 520202 (main switchboard)

Email toby.warren@southandvale.gov.uk

Website www.whitehorsedc.gov.uk

Who can use our services

Residents living in the Vale of White Horse District Council area in South West Oxfordshire; voluntary, community and faith groups providing services to Vale residents.

Services

The Community Partnerships Team can provide information on:

- The Vale Partnership and the Vale Community Strategy
- The Vale's funding support
- Other grant funding sources
- Youth development
- Economic & tourism development
- Health development
- Census 2001 for the Vale
- The Index of Multiple Deprivation 2007 for the Vale

The Community Partnerships Team can signpost residents and groups to information (within the Vale of White Horse District Council) on:

- Planning policy
- Environmental policy
- Housing policy
- Community safety
- Sports development
- Arts development

Staff contacts

Jayne Bolton - Grants Team Leader

jayne.bolton@southoxon.gov.uk

Volunteer Link Up

Methodist Church Centre, 10 Wesley Walk, Witney, Oxfordshire OX28 6ZJ

Telephone 01993 776277

Fax 01993 776277

Email office@vlu.org.uk

Website www.vlu.org.uk

Core opening hours 9.00am – 1.00pm, Mon – Fri

Registered Charity Number 1133530

Company Limited by Guarantee Number 7096574

Who can use our services

West Oxfordshire residents and organisations.

Services

Volunteer Link Up is the nationally accredited volunteer centre for West Oxfordshire. In addition to recruiting volunteers for West Oxfordshire organisations, they run three in-house projects: transporting people who cannot use public transport to medical or other appointments; befriending and

visiting isolated people; and helping elderly or people with their small DIY jobs, decorating and gardening.

Staff contacts

Patricia Chirgwin - Manager

Ruth Lapworth - Deputy Manager and Volunteer Co-ordinator

Liz Williamson - Volunteer Co-ordinator and Office Administrator

Catherine Sager - Office Administrator

All can be reached by email at office@vlu.org.uk or by phone on 01993 776277.

West Oxfordshire District Council (WODC)

Woodgreen, Witney, Oxfordshire OX28 1NB

Telephone 01993 861000

Website www.westoxon.gov.uk

Who can use our services

Residents living in West Oxfordshire District Council area; voluntary, community and faith groups providing services to residents of West Oxfordshire.

Staff contacts

Dene Robson - Community Development Manager

dene.robson@westoxon.gov.uk

Useful National and Regional Support Websites

General Support:

www.acevo.org.uk – ACEVO (Association of Chief Executives of Voluntary Organisations) is the leading voice for chief executives in the voluntary sector. ACEVO supports, develops, connects and represents third sector leaders. It offers services to members including; access to a wide range of publications; free help lines covering areas such as HR, accountancy, and fundraising; they offer discounted special services from management consultancy services to private medical insurance; and discounted or free membership to the IoD, (Institute of Directors), RSA, (Royal Society for the encouragement of Arts, Manufactures and Commerce) and the Commonwealth Club. ACEVO members also have access to events, conferences and publications that are either free or discounted.

www.cabinetoffice.gov.uk – The Cabinet Office sits at the very centre of Government, with an overarching purpose of making the Government work better. It is a useful website to see the latest Government objectives and plans and the latest news on Big Society and the Office for Civil Society. It also provides an extensive resource library on topics such as Big Society, Civil Society, Volunteering and Giving and Funding.

www.cutswatch.org.uk – This is a website created by ACEVO to support charities, voluntary groups, and social enterprises through the spending cuts. It signposts a range of free, practical resources such as guides, events and services which give advice and support.

www.dsc.org.uk – The Directory of Social Change provides information and training for the voluntary sector to enable charities to achieve their mission. It runs courses and publishes charity and voluntary sector books on fundraising, management, organisational and personal development, communication, finance and law. More recently the DSC has published a series of Recession Buster books, including *365 Ways to Cut Costs* and *Managing in a Downturn: Staying Solvent and Surviving Well*.

www.navca.org.uk – NACVA (National Association for Voluntary and Community Action), is the National Voice of Local Support and development organisations in England. NACVA supports local support and development organisations and local voluntary and community organisations and also individuals and corporate companies that want to demonstrate their support for the principles of the local and voluntary community. NAVCA provides its members networking opportunities; specialist advice; support; policy information and training. NACVA is a vital bridge between local groups and

national government and aims to influence national and local government policy to strengthen local voluntary and community action.

www.ncvo-vol.org.uk – NCVO, National Council for Voluntary Organisations, aims to give a shared voice to voluntary sector organisations and help them achieve the highest standard of practice and effectiveness in all areas of their work. NCVO is also a highly effective lobbying organisation and represent its members and points of view to the government, the European Union and other bodies. NCVO offers support through publications including, reports, toolkits, briefing papers and books; training and networking events, working in specific areas such as; policy planning; ICT; membership; publishing; and public service delivery. NCVO also provides direct support to organisations through their consultancy service and their helpdesk.

Currently NCVO has been looking at Scenario Planning and has developed a guide *Picture This*, which considers a range of alternative future scenarios in order to craft a resilient development strategy. It is full of suggestions and tips to help you run scenario planning workshops that will engage your organisation and build the learning into future strategies. To access this report please click on the following link: <http://bit.ly/IBPAPt>

NCVO has also put together practical information and checklists to ensure that your organisation is well prepared to deal with potential change. This guide is called *Looking Out*. Please click on the following link to find out more: <http://bit.ly/js2ITC>

www.raise-networks.org.uk - RAISE is a support organisation for the voluntary and community sector (VCS) in South East England. Their remit is to work in partnership with policy-makers, stakeholders and funders to increase the potential of the VCS to improve the quality of life within, and opportunities for, the communities they serve. RAISE offers a wide selection of resources to its members including free monthly updates, online grant applications, free online job advertising, reports and publications, free access to funding information, toolkits, and free events and training.

www.volunteering.org.uk – Volunteering England is an independent charity and membership organisation committed to supporting, enabling and celebrating volunteering in England. Volunteering England provides services such as; an Information Service which is a key resource to help people that are working with and/or managing volunteers. They have a directory of national Volunteer Centres, an extensive online resource for employer supported volunteering; they can offer and distribute Grants on behalf of the Department of Health and much more.

Specific Support

www.accountsinbox.co.uk – an all-in-one finance package that offers a straightforward solution to finance department headaches. 'Accounts in a Box' is available for all charities and voluntary groups with an income of less than £250,000 a year.

www.cafoline.org – The Charities Aid Foundation (CAF) has a confidential helpline for charity leaders seriously worried about their financial situation. Call their freephone Financial Crisis Helpline, 0800 980 2000 to request a one-off confidential discussion with one of their experienced managers.

www.charitybuilderuk.com – CBUK is a free, easy to use, online service which provides practical solutions to key administrative tasks: policy and contract writing, governance, volunteering and insurance. Only NAVCA members have access to CBUK currently, so register now and bring an exclusive benefit to your local area.

www.cranfieldtrust.org – The Cranfield Trust has launched HR Net which is a pilot scheme offering a unique free online resource. Registered charities can obtain answers to personnel questions from HR professionals in the commercial sector.

www.ctxchange.org – Charity Technology Exchange (CTX). Through the programme, eligible charities and charitable housing associations can request donated technology products from partners such as Microsoft, Symantec and Cisco.

www.dta.org.uk – The Development Trusts Association (DTA) has produced a simple toolkit to help development trusts, charities and voluntary organisations spot the warning signs of financial problems and encourage them to address these as early as possible.

www.evelynoldfield.co.uk – The Evelyn Oldfield Unit is an independent, membership-based, charitable organisation, with the aim to provide, develop and coordinate specialist aid and support services for established refugee and migrant organisations in order to increase their capacity and potential for meeting the needs of their communities. The Evelyn Oldfield Unit has put together a *Working with Volunteers – a management guide for refugee community organisations*. It provides a brief introduction to the subject of volunteer management and includes sections on recruitment, selection and training as well as exploring some of the issues relating to immigration.

www.fundingcentral.org.uk – Funding Central is a free smart website for all third sector organisations, including community groups, providing access to thousands of funding and finance opportunities, plus a wealth of tools and resources supporting organisations to develop sustainable income strategies appropriate to their needs.

www.knowhownonprofit.org – KnowHowNonProfit is a new website that helps you with any aspect of your work, completely free. It is packed with practical information and resources covering topics as diverse as managing volunteers, commissioning and procurement and setting up a charity shop.

www.lawworks.org.uk – LawWorks is an independent charity and is the working name of the Solicitor's Pro Bono Group. The charity exists to encourage and support solicitors to carry out pro bono work (for free), and runs several projects to encourage solicitors to do this. Solicitors will provide free legal support to individuals, communities and small voluntary organisations that are unable to afford or access legal advice.

www.payroo.com – Free Accredited Payroll – 100% Internet Based. For organisations that have less than 50 employees, Payroo offers a free payroll package over the Internet. The package is accredited by the Inland Revenue (HMRC) and all payroll processes are run over the Internet.

www.rtpi.org.uk – Planning Aid is the charitable arm of the Royal Town Planning Institute, and works with people to help them understand and play a role in the planning of their own area. It provides free, impartial planning advice to individuals and community groups which cannot afford to pay for a consultant. There is also a free Planning Advice Helpline (0870 240 7552)

www.smallcharities.org.uk – The Small Charities Coalition, a voluntary sector matchmaking services enabling small charities to help each other to achieve their aims and objectives by exchanging skills and resources they have, with the ones they don't.

www.thebiggive.org.uk – The Big Give website is designed to help donors of all sizes find and support charitable causes in their field of interest. The Big Give is free to all users and any registered UK Charity may register and post their projects on the site.

Please feel free to get in touch if have any queries, or know of any other useful website that you feel should be added to this directory, additionally if you find any inaccuracies, please let us know, by emailing info@ocva.org.uk, or calling us on 01865 251946.