

## Booking is essential

Places are restricted and will be allocated on a first come, first served basis. Places are restricted to 2 members per community group/organisation.

All courses are free of charge, however a £5 per course refundable booking deposit is required upon registration.

Applicants must be involved in community work within the Borough and be over 16 years of age.

**Please tick the activities you would like to attend:**

- Child Protection
- Social Media Course
- Food Safety in Catering
- Emergency 1st Aid for Appointed Persons
- Effective Committee Meetings
- Understanding Finance
- Community and Volunteer Fundraising
- Evaluation Techniques

Name: \_\_\_\_\_

Group/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Deposit Enclosed:

Cash  Cheque

*Cheques should be made payable to Newtownabbey Borough Council and have the bank guarantee card number written on the reverse.*

Please return completed application forms to:

**Community Development  
Administration  
Development Services  
Mossley Mill  
Newtownabbey  
BT36 5QA**

**028 90340060**

**Email [dleonard@newtownabbey.gov.uk](mailto:dleonard@newtownabbey.gov.uk)**



# Community Capacity Building Programme

September 2011  
to  
March 2012



# Community Capacity Building Programme - September 2011 to March 2012

Course	Date, Time and Venue	Course Content
Child Protection	Thursday 15 September 2011 6-9pm Mossley Mill	This course will cover: What to do if you have concerns about the safety of children and young people, what happens once concerns have been shared. The legislative framework within which we operate to safeguard children, your role in implementing the policy and procedures, your own and others attitudes/ values regarding child abuse and how this can influence actions/ decisions made.
Effective Committee Meetings (how to get results from your monthly meetings)	Wednesday 5 October 2011 6-9pm Mossley Mill	This session aims to give participants a considered understanding of the purpose of committee meetings and how to hold and participate effectively in committee meetings. The session explains the roles of committee members and honorary officers, explores what makes for good and bad committee meetings and the importance of best practice in committees.
Understanding Finances (how to manage money efficiently and effectively as a committee member)	Wednesday 12 October 2011 6-9pm Mossley Mill	This session will develop your knowledge of legal obligations in relation to presenting and managing financial accounts. Explore the principles and rules governing cash accounting, develop appropriate methods of maintaining and presenting accounts and understand receipts and payment accounts.
Chartered Institute of Environmental Health Level II Award in Food Safety in Catering	Tuesday 1 and 8 November 2011 ( <i>Must attend both sessions</i> ) 6-9pm Mossley Mill	To provide community development practitioners with a basic understanding of the principles of food safety and how to apply this knowledge in order to control hazards and prevent illness, injury or any other food related problem. It is a legal requirement to hold this qualification if you are preparing/serving food.
Social Media Course  <b>This course is restricted to one representative per community group</b>	Thursday 10 and 17 November 2011 ( <i>Must attend both sessions</i> ) 6-9pm in Mossley Mill	These will be practical hands-on sessions allowing participants with an interest in social media to learn how to use Facebook and Twitter for business purposes to promote their organisation and events and encourage greater engagement with their local communities.
Emergency 1st Aid for Appointed Persons	Tuesday 17 and 24 January 2012 ( <i>Must attend both sessions</i> ) 6-9pm in Mossley Mill	Upon completion of the course you can be the appointed person for your group/organisation to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.
Community and Volunteer Fundraising (how to set up and run an effective fundraising campaign)	Thursday 2 February 2012 6-9pm Mossley Mill	This session will explain what community/volunteer fundraising is, identify the key target market of individuals and groups for community fundraising and describe the steps required to establish a fundraising group who can identify fundraising methods and techniques that can be used in community fundraising.
Evaluation Tools and Techniques (how to monitor and evaluate your community projects and events)	Thursday 9 February 2012 6-9pm Mossley Mill	This session will explore tools and techniques that can be used to effectively evaluate your community projects and events.