# COMMUNITY WORK SKILLS MANUAL

# 2008

## **Contents**

Acknowledgements

Foreword by Bill Pike

A Brief History of the Skills Manual

The Purpose of the Skills Manual

**Introduction to the Layout of This Manual** 

**Contributors** - Information on everyone who has contributed to the Skills Manual 2008

### **Section 1 - Community Development Work**

- 1. Introduction
- 2. Happiness, Green Sustainability and Community Development Work A Starter

#### **Section 2 - Getting To Know Communities**

- 1. Making Contact Within a Geographical Community
- 2. Case study Contacting Marginalised Communities
- 3. Undertaking a Survey of Voluntary and Community Groups
- 4. Asylum Seekers and Refugees; Supporting Integration
- 5. Case study Asylum Seekers and Indigenous Women
- 6. Tips for Working with Refugee Led Groups
- 7. Communities in Transition Model part 1
- 8. Communities in Transition Model part 2
- 9. The Supporting Transitions Initiative
- 10. Supporting Transition Initiative Case Studies
- 11. CDW and Faith Communities Some Consideration
- 12. Are Faith and Community Development in Tension?

### **Section 3 - Identifying Needs**

- 1. Defining the Problem Framing the Solution
- 2. Identifying Communities' Needs



- 3. Case Study Stoneflat Parish Plan
- 4. Working with All Sections of the Community
- 5. Community Jigsaw Technique
- 6. Case Study Community Jigsaw
- 7. Guidance on Participation with Mental Health Service Users and Carers
- 8. Case Study Users Survey Consultation Event
- 9. Case Study Community Partnerships Local Action Plan
- 10. Case Study Researching Healthy Living in Rural Towns and Villages
- 11. Case Study Changing an Area Planning for Real
- 12. Case Study Bank Top Play Area Young People Consultation Project

### **Section 4 - Getting People Together**

- 1. Open Space Technology
- 2. Checklist for Encouraging People to Join a Group
- 3. Recruiting New Group Members
- 4. Networks and Networking
- 5. Setting up a Network
- 6. A Programme to Support Equality, Diversity and Cohesion
- 7. Environmental Regeneration and Social Exclusion
- 8. Conflict Between Communities
- 9. Involving People in Projects to Protect Wildlife
- 10. Case Studies of Involving People in Wildlife Projects
- 11. Case Study Building Successful Community Projects
- 12. Case study Engaging the Community in Neighbourhood Policing
- 13. Case Study "Community Action is a Many Splendored Thing" Case Study of a Community Hub at a Chinese Restaurant

#### **Section 5 - Virtual Communities**

- 1. Introduction to E-Governance and Virtual Communities
- 2. Governance and Virtual Communities
- 3. Techniques for Online Interaction
- 4. Community Engagement Real Time and Virtual Approaches
- 5. Advantages and Disadvantages of E-Participation Methods
- 6. Building Virtual Communities Some Legal and Access Issues
- 7. Building a Virtual Community Some Ideas

#### **Section 6 - Working Together Effectively**

- 1. Setting the Aims and Purpose of a Group
- 2. A Group's Equality Statement
- 3. Working Without Rules
- 4. Identifying Strengths and Weaknesses in a Group
- 5. Assessing Your Group's Strengths
- 6. Problems a Group May Face
- 7. Involving the Non Religious

- 8. Case study Midlothian Community Radio
- 9. Case Study Stoke Pan Whole Foods Purchasing Co-op
- 10. Organising Events Sign Up Sheet
- 11. Making Meetings Work
- 12. How to Hold Productive Community Meetings
- 13. Information is Power Making Information Accessible
- 14. Working Bilingually Background
- 15. Checklist of Good Practice in Running Bilingual Community Events
- 16. Working Bilingually Using Translation Services
- 17. Speakers Corner
- 18. Case Study Interfusion; Portsmouth Youth Diversity Forum
- 19. Case Study the Oasis Music Project

### **Section 7 - Campaigning and Lobbying**

- 1. Dealing With the Media
- 2. A Basic Guide to Good Publicity
- 3. Action Alerts
- 4. Writing a Position Paper
- 5. Contacting a Politician
- 6. Writing Lobbying Letters
- 7. Responding to Elected Members Letters
- 8. Visiting an MEP
- 9. Building Up Profiles on Elected Members
- 10. What is Non-Violent Direct Action (NVDA)
- 11. Case Study Community NVDA Against Genetically Modified (GM) Crops
- 12. Planning NVDA
- 13. Case Study Planning NVDA
- 14. How to Take Effective NVDA
- 15. NVDA Training
- 16. Case Study Value of Advocacy in Advice Work
- 17. Case Study The Siting of a New Academy

### **Section 8 - Learning**

- 1. Community Learning and Action for Sustainable Living
- 2. Planning for Sustainability How to Raise the Issue of Climate Chaos with Groups
- 3. Training Audit for Community Partnerships
- 4. Mentoring of an Organisation
- 5. Case study of Organisational Mentoring
- 6. Learning and Qualifications Framework
- 7. Details of Community Development Work Courses
- 8. Using the Framework Health
- 9. Using the Framework Sustainable Development
- 10. Using the framework Sustainable Communities



- 11. Levels of Qualifications and Learning
- 12. Identifying Individual Learning Needs
- 13. Learning From Experience What's it Worth
- 14. Case Study Credit Where Credit's Due

### **Section 9 - Developing Organisations**

- 1. Talk to the Hand The Face Ain't Listening
- 2. Different Organisational Structures
- 3. Community Groups Legal Status and Structures
- 4. Groups and Some of the Legal Obligations They Face
- 5. Why Organisational Policies are Important
- 6. Employment Law and Good Practice in Employment
- 7. A Programme of Community Development Based on Woodlands
- 8. All Ability Access
- 9. Delivering Projects Safely
- 10. Guidance on Insurance Requirements For Community Woodlands
- 11. Greening Your Office
- 12. Food for Community Groups
- 13. Case Study Café Project
- 14. Project Management
- 15. Case Study Project Management

### **Section 10 - Partnership Working**

- 1. Developing Partnerships
- 2. Case Study of Building Cross Border Partnerships
- 3. Step by Step Guide to Developing a Sustainable Environmental Regeneration Project
- 4. Faith Groups and Community Development
- 5. Working With Faith Communities Personal Awareness
- 6. Working With Faith Communities Practical Skills
- 7. Effective Working Between Communities, Public Authorities and Partnerships Evaluation H
- 8. Effective Working Between Communities, Public Authorities and Partnerships Verification Matrix
- 9. Creating a Cohesive and Sustainable Community for a Major Development Area
- 10. Community Newsletter Project
- 11. Ward Mapping

#### **Section 11 - Evaluation**

- 1. Measuring What is Important The Impact on Peoples Lives
- 2. Evaluating Community Development: Using a Focus on Outcomes
- Reflecting on Practice Theories of Change as a Tool for Planning and Evaluation
- 4. Reflecting on Practice Using Theories of Change
- 5. Reflecting on Practice Evaluation Framework Example
- 6. Reflecting on Practice Developing a Project Evaluation Framework
- 7. Reflecting on Practice Visual Ways of Thinking About Outcomes and Goals
- 8. Different Approaches to Evaluation Action Research

- 9. Setting Out Your Evaluation Strategy
- 10. An Evaluation Plan
- 11. Useful Templates
- 12. Writing an Evaluation Report
- 13. Useful References
- 14. Evaluation and Monitoring Techniques
- 15. Soft Outcomes What They Are and How to Collect Them
- 16. Using Video for Monitoring and Evaluation
- 17. Stories and Individual Case Studies as an Evaluation Tool
- 18. Designing a Template for Collecting Stories
- 19. Case Study Sally's Story

### **Section 12 - Organising Events and Activities**

- 1. Ideas for Physical Improvements to an Area
- 2. Cleaner, Safer, Greener Approach to Safer Communities.
- 3. Case Study Todmorden Railway Station
- 4. Planning a Community Garden
- 5. Play Activities Projects Flowchart
- 6. Checklist for Planning an Intergenerational Event
- 7. Facilitators Roles in the Workshops
- 8. Ideas for Workshops Activities at an Intergenerational Event
- 9. How to Run a Green Conference
- 10. Tips on Organising a Conference to Encourage Interfaith Dialogue on Environmental Issues
- 11. Case Study Interfaith Environment Conference

#### **Section 13 - Resources**

- 1. Action Planning on Sustainability
- 2. Resources People, Money, Things
- 3. Case Study Village Halls Sustainability Project
- 4. Greening Your Driving Checklist
- 5. Vehicle Fuel Checklist
- 6. Greener Childcare Baby Checklist
- 7. Greener Childcare Tips On Toys
- 8. Open Source Software
- 9. Resource List From FCDL EAC Packs

### **Section 14 - Funding**

- 1. Dirty Money or Clean and Green? Ethical Fundraising
- 2. Tips for Writing Funding Applications
- 3. Current Funding Opportunities
- 4. Before Fundraising
- 5. Preparing the Bid
- 6. Key Issues and Skills in Preparing Funding Proposals
- 7. Developing a Business Plan



- 8. Funding Action Plan
- 9. A Matrix of Funding Sources
- 10. Responding to a Funding Cut

### **Resource List**

# **Foreword**

By Bill Pike

Having progressed from a change of career into youth work, which led to community action and then, over twenty-five years striving to enable change through the application of community development principles, it was both challenging and intriguing to be asked to write a few words for the revised Community Work Skills Manual.

So, have things changed? Are the issues different? Have we moved on? Does the Skills Manual need to provide tools vastly different from those devised when three community workers set out in 1987 to assemble a handy reference tool (a collection of techniques to aid community workers and activists)?

Technology has definitely made a significant difference, particularly in relation to access to information and communications, but have the structures of our communities, from the challenges of urban inner city estates to being poor trapped in rural isolation, changed?

Language has definitely changed, with the move from citizens and clients to consumers and customers, but has that changed the rights and needs of residents to be involved in decisions and services affecting their lives?

The need for effective local voices is as great now as it was when the manual was first developed. The Government's rhetoric suggests a desire for more effective local voices in all aspects of community life. Therefore the revised Skills Manual comes at an opportune time.

The challenge we have is to seize the moment for community development work practicioners in both the community and voluntary sector and the statutory sector. To seek every opportunity to raise awareness of the Manual and how it can be used by service providers, to improve their opening of the gateways to community involvement and to customers for constructive engagement via those gateways and to direct challenge when necessary.

## Bill Pike

Bill was involed in the first ever Skills Manual in 1987. He has been involved in community development since 1974, training at Westhill College in Birmingham.

# A Brief History of the Skills Manual

Bill Pike mentioned in the foreword, how three community workers sat down over 30 years ago to produce the first manual which was published in 1987.

The Association of Community Workers (ACW) decided that as the manual had been so successful that it should be updated, and as a member of the council at that time I agreed to take on this task and an edition was produced in 1994 with the support of a voluntary sector company in Nottingham BESTCO who provided the typing and lay out services.

This edition was itself revised, with the articles updated and new areas of community work added in, and a manual was published in 2001 jointly between ACW and the CWTCo (a West Yorkshire based Community Work Training Company). This had been set up by the West Yorkshire Community Work Training Group who had obtained a lottery grant to develop resources for community workers, part of which they used to layout and publish this version of the manual.

In 2005 both ACW and the CWTCo closed down through lack of resources and the activities of ACW were taken up by two of the community development national bodies. CDX (The Community development Exchange) took over the bi-monthly Talking Points and FCDL (The Federation for Community Development Learning) agreed to take over the skills manual. FCDL continued to sell the 2001 manual and when stocks of the printed manual ran out they funded its transference to a CD rom format.

FCDL are involved in a large scale project on Sustainable Development known as Every Action Counts and put forward the creation of a new skills manual as part of its contribution to this programme and this was agreed with DEFRA. Every Action Counts has covered the lay out and design costs of 2008 manual and thus it has a green theme.

With this edition I am bowing out as the manual's editor and I hope that someone else will come forward in a few years to start the next version, it only takes a year out of your life! It has been an amazing and quite humbling experience to work with so many people willing to give up their time to write and rewrite their articles so that others can learn from their experiences. It is a tribute to those involved in community development that the manuals have been produced for over 30 years with no one being paid for the content. This time several people offered to write as they had found it so useful to them in supporting their community development work, which provided all the motivation I needed to keep it going!

Dr. Val Harris

# The Purpose of the Skills Manual

The skills manuals have always been written by practicing community development workers to share their tried and tested ideas with others coming into this field of activity, whether as unpaid activists, paid community development workers or people wanting to work effectively with communities using a community development approach.

One of the real changes over the time since the first skills manual was produced has been the demise in generic community workers employed by local authorities to work in neighbourhoods, picking up on the issues of the different communities within these geographical areas and working with different groups and communities to seek solutions.

Today many local authorities continue to divest themselves of community workers, or rename them, and most workers have a specific brief, Community Cohesion Worker, Community Regeneration Officer, or Community Mobiliser. Other local authorities have begun to employ community development workers to assist with their modernising local government work.

The heath authorities are now one of the larger employers of community development workers, with their various health based posts, such as Community Health Trainers, BME community health workers, or with a specific health focus such as Diabetes community health worker.

The national lottery, often in conjunction with Charitable Trusts, continues to fund community development workers in small, locally based community projects and centres.

Many of the government's initiatives and policies require community development approaches to be taken by other professions, such as those from the built environment involved in creating sustainable communities.

The contributors to this manual and the topic of their articles reflect the wide range of people now involved in community development or taking a community development work approach to their work.

Hopefully you will find good ideas in here to support and develop your own community development practice.

# Introduction to the Layout of this Manual

The inevitable eclectic mix of articles, techniques and case studies that have been offered doesn't easily lead to a straightforward set of categories. Some contributions could certainly fit into more than one section!

I have grouped articles around the general process of community development, which starts off with identifying needs and then getting people together, to take collective action, but later on the order becomes less obvious as there are equally valid reasons for different orderings.

At the beginning of each section there is a section summary which introduces you to the themes and articles in that section, and offers cross-references to other relevant articles in this manual.

As the 2001 manual is still available on CD we have not chosen to repeat any of the articles in that manual as most were still relevant; where they were dated we have had them rewritten, for example some of the legal aspects of organisational structures and employing people. In each of the section summaries there are suggestions for relevant sections from the 2001 skills manual that you can refer to.

FCDL have a huge range of other materials to support community development work and learning and these are mentioned in the relevant section summaries. A full list of all FCDL publications is in the resource section.

The constraints of space placed upon contributors means that most of them have much more to share than they could write about, several of them refer you to their web sites, some to toolkits they have produced from which we have extracted short sections. There are many references and web sites offered to follow up the topic in more details. Where there are contact details then the contributors have agreed to be contacted and so please do follow up ideas and topics that interest you – all in the interests of good networking and sharing of good practice.

Using this manual – as with all previous manuals we have waived any rights to copyright, so you are welcome to copy useful sheets and share them with your groups and colleagues. We ask in return that you keep the headers and footers on so that the authors get the credit for their contributions and that their work is not ripped off.

## Contributors

### Information about contributors and their contact details

### Α

**Alan Robinson** is a solicitor with his own legal practice which was originally set up to deal entirely with voluntary sector organisations and social enterprises. He can advise on structures and governance, on leases of premises, and on employment issues. He can be contacted on info@crosskeyslaw.com or 01724 710910.

**Dr Andrew McDonald** has over 20 years experience in the field of community development and most recently has co-published articles on social capital. Amongst other things he is an independent consultant and 'capacity builder.' He is a Lifelong Learning Officer with Midlothian Unison and adviser to Black Diamond FM. andy.mcdonald@midlothian.gov.uk

**Angus McCabe** is a Senior Research Fellow at the Institute of Applied Social Studies, University of Birmingham and an independent trainer. His background is in community development in both urban and rural settings. Recent publications include 'Learning to Change Neighbourhoods' an evaluation of the Communities and Local Government Guide Neighbourhoods Programme of resident-to-resident learning. a.j.mccabe@bham.ac.uk

Anne Collis is Director of Social Interface, a company set up to work towards making Wales a fairer place for everyone. We specialise in making information available to ordinary people, and helping them to get involved in debates and decisions about social policy and the provision of social support services. Social Interface particularly enjoys working with people who find it hard to get their voices heard or who cannot see the point of getting involved. We look forward to the day when our company is no longer needed. anne@socialinterface.co.uk or 01248 361483

**Ann Hindley** has a background as a community development worker in the voluntary and community sectors and has worked independently for fifteen years carrying out community research and consultancy, specialising largely in rural work, working with faith related issues and with groups running community buildings. She carries out research, feasibility studies, business and strategic planning and development work, work with voluntary, community and statutory bodies and has recently completed a PhD exploring women's role in rural community practice.

PO Box 216, Crowle, Scunthorpe DN17 4YJ. 01724 710819 ann@hindley.gn.apc.org

**Artak Poghosyan** is a Community Development Worker at Basildon Billericay and Wickford Council for Voluntary Service. He works with local residents in the communities of Queens Park, Craylands and Fryerns East to identify and prioritise shared issues and concerns and supports them to develop the skills, knowledge and experience take collective action.

BBWCVS is the main support and development organisation for the voluntary sector in Basildon District offering information, advice, guidance, training capacity building and support services. www.bbwcvs.org.uk/CommunityDevelopment.htm

## В

**Ben Messer** is an associate with Ccommunity Development Foundation (CDF) specialising in participatory approaches to development and change with communities. Ben developed a toolkit in conjunction with the Practice Links team within CDF. Practice Links is CDF's way of bringing current

community development experience and insights into the organisation to influence practice and policy through the sharing of knowledge, practice experience and evidence.

**Bill Pike** has been involved in community development since 1974, training at Westhill College in Birmingham. He worked initially in south London on a project involving young people of Caribbean parentage, then via environmental activities in Borstal Heath Birmingham to community led social welfare provision of Norwich's council estates. Now employed by Durham county council seeking to improve its engagement of residents and the community and voluntary sector in decision-making processes.

Community Development Unit, Durham County Council, The Rivergreen Centre, Aykley Heads, Durham, DH1 5TS. Direct Tel: 0191 370 8749 Fax: 0191 370 8896 Team Number: 0191 370 8789 General Tel: 0191 383 7300 Mobile: 07786 027 161

**Bob Griffiths** is a qualified and experienced community development practitioner, and environmentalist. Presently employed as Cydcoed Project Officer for North Wales, and working on 29 different community woodland projects.

Hendre Cottage, Llanuwchllyn, Y Bala LL23 7UF 01678 540557 bob.griffiths@forestry.gsi.gov.uk.

Cydcoed – Woods for All – is a Forestry Commission Wales grant programme working for communities promoting Welsh forestry for community development through funding and support to help make better use of woods for jobs, economic regeneration, social inclusion, recreation, and conservation. Cydcoed Office Forestry Commission Wales Cantref Court Brecon Road Abergavenny NP7 7AX Phone 01873 850060

### $\mathsf{C}$

**Carol Thornton** worked for Voluntary Action North Lincolnshire, which offers a wide range of services to member organisations – any problem a voluntary organisation comes up against, from starting in the first place to closing down when the work is done, can be sorted out, either in-house or by referral to another organisation. One of the services offered is community research, usually through the Community Assessment and Action method patented by Development Focus which is a rigorous version of participatory appraisal. This is a service which can be offered outside the borders of North Lincolnshire. carol.thornton@vanl.org.uk

**Celia Knight** has worked as a Community Development Worker for Nottingham City Council for three years. She works with community groups and voluntary organisations around community involvement and participation using a community development approach, in particular working with partner agencies and residents on community safety issues. She has a wealth of experience working with community organisations and volunteers in a range of setting for over 30 years. Celia can be contacted on 0115 915 5555 or community@nottinghamcity.gov.uk

The Central Scotland Forest Trust (CSFT) is an environmental charity working with partners to increase the woodland cover in the Central Scotland. It is improving the environment and landscape of an historically degraded area to enhance the lives of those living, working and playing there by improving their environment, community and access to healthy activities. www.csft.co.uk Stephen.Hughes@csft. co.uk

**Christine Blessing** has over 20 years experience writing, developing and delivering training programmes for both the voluntary and community sector. Christine has worked extensively throughout the North of England and has built a reputation for creating a warm, friendly learning environment for course participants / learners and is renowned for presenting information in an easily understandable manner.

She believes that learning can be fun and this is reflected in her own individual style of training. Christine also designs and delivers E-learning courses.

Connecting with Communities: Community Development Workers, Darlington Borough Council. A Community Partnership is a group of like minded people who live and / or work in Darlington's priority areas. The 11 Community Partnerships in Darlington aim to improve the quality of life for residents, whose members meet regularly to identify what improvements their community needs and decide the best way to get the work done. The Community Development Workers help and empower local communities, engaging people and helping them build their capacity by learning new skills. They work within the National Occupational Standards for Community Development Work. The Community Development Workers are: Sue Davison, Joanne Scott, Norman Maltby, Emily Munday, Rosi Thornton, Iris Pichl-Mordue.

The Intergen project workers are Morvyn Sanderson, Gary Arnold and Rosi Thornton, they have the same contact details.

13 Horsemarket, Darlington, DL1 5PW, 01325 388527 connectingwithcommunities@darlington.gov.uk www.darlington.gov.uk/connectingwithcommunities

**Criggy Haas** worked for Humber and Wolds Rural Community Council, one of 38 RCC's in England, covering the unitary authority areas of the East Riding of Yorkshire, North Lincolnshire, North East Lincolnshire and Kingston upon Hull. It provides a wide range of initiatives designed to regenerate areas of rural deprivation and to enhance quality of life for rural communities. To address this, the services include affordable housing, transport solutions, training and development, community empowerment, and advice and guidance. www.hwrcc.org.uk info@hwrcc.org.uk 01430 430 904

### $\Box$

**Dave Evans** works as an independent trainer and researcher under the banner of CLE@R (Community Learning and Research). He has worked in community learning for 15 years; in many weird and wonderful contexts; hence his interest in creating happy communities and organisations. Dave's other interests lie in community development work, social policy and management theory into practice. davej\_evans@yahoo. co.uk

**David Burnby** is an independent facilitator and consultant, with over twenty years experience working in the voluntary sector, initially in the field of community enterprise and worker co-operative development. He has been a CVS Chief Officer, and was a Programme Director for Common Purpose for 8 years. David is accredited by the Department of Communities and Local Government as a Neighbourhood Renewal Advisor (NRA), part of a team of specialists commissioned by local Government Offices to offer advice and support to Neighbourhood Renewal pathfinder projects. He advises on community engagement, performance management and partnership development and he provides training in leadership and group development skills. www.davidburnby.co.uk

**Dawne Brown** is a Community Development Worker, who comes from an activist background. Dawne has worked for Newcastle City Councils Community Development Unit for almost ten years as part of the Inner West Area Team. She works mainly in the Scotswood and Benwell areas. Dawne Brown, Unit 5, Cruddas Park Shopping Centre, Newcastle upon Tyne, NE4 7RW
Tel: 0191 2733656 Fax 0191 2733660 dawn.m.brown@newcastle.gov.uk

**Dhara Thompson** is an independent community development worker and trainer, working with a whole range of (dis)organisations in areas such as environmental sustainability, collective working, evaluation and project planning as well as general facilitation of meetings and events. He is keen on creative

techniques for learning and is active in developing learning resources, both informal and accredited learning materials. He has been working with refugee community organisations more recently. A Full Member of Sostenga, a collective of community work practitioners (www.sostenga.net) and an Associate of FCDL. equalitystreet@post.com

**Durham County Council's Community Development Team** was established in 2000 in response to the 'Modernising Local Government' agenda and aims to ensure effective engagement between the Council and the communities it serves. Lee Ling has co-managed community development for the County since late 2005 having worked as a practitioner or manager for Cheshire County Council and previously as a Neighbourhood Worker for Community Projects Foundation (now CDF). Lee Ling is now Community Development Manager. lee.ling@durham.gov.uk; 0191 370 8747.

### F

**Einir Roberts** is a Senior Development Officer with Community Development Cymru (CDC), based in North Wales. CDC is a community sector organisation established by Community Development workers to lead and promote Community Development across Wales. CDC, alongside many other organisations in Wales (and across the world!) works bilingually. The sections on Working Bilingually in this manual draw upon many peoples, many years experience of working bilingually in the field. For further information about CDC, www.cdc.cymru.org or admin@cdc.cymru.org or contact Einir: einir@cdc.cymru.org

### G

**Groundwork Manchester Salford & Trafford** have successfully been engaging residents in environmental projects for over 20 years. The key to this success is our dedication to working with residents as equal partners, supporting them over a period of time so that together we can create innovative, individual projects which meet local needs. Alex Williams, Community Skills Development Officer, Helen Barker, Programme Manager, Angela Hobson, Programme Coordinator, Mark Knight, Landscape Manager, Katy Hughes and Jonathan Long.

Groundwork Manchester, Salford and Trafford, Timber Wharf, 42-50 Worsley Street Castlefield, Manchester, M15 4LD. Tel: 0161 220 1000 Fax: 0161 220 1090 manchester@groundwork.org.uk manchester.groundworknw.org.uk

**Groundwork Northern Ireland**, our focus is to work in areas of disadvantage where the peace process is at it's most fragile - working in partnership with communities to regenerate hearts, minds and places. We work through partnership to bring about social, economic and environmental regeneration. We use local environmental action to engage with and motivate people to improve their quality of life.

Melvyn Waddell, Senior Project Development Officer, Groundwork NI, 63 - 75 Duncairn Gardens, Belfast, BT15 2GB Tel: 028 9074 9494 Fax: 028 9075 2373

Email: melvynwaddell@groundworkni.co.uk Website: www.groundworkni.org

### I

lan Owers has over 30 years' experience of involvement in community development, having worked as volunteer, manager and trustee in a wide range of voluntary, community and faith sector initiatives in South London and Yorkshire. He is currently Chief Executive of the Active Faith Communities Programme (building capacity for community involvement and cohesion among faith communities in West Yorkshire), and is working as an independent consultant in the areas of strategic review, the management of change, and organisational development. He is a member of the Advisory Group of the Governance Hub and a trustee of bassac and the International Federation of Settlements and

Interfusion: Portsmouth Youth Diversity Forum is an independent group directed by an Executive Committee of young people aged 13–19 of all faiths, belief systems or none, working together with their Co-ordinator to seek understanding and dialogue between communities. Our contribution to this publication is typical of the way we function – the young people decided what they wanted to say; the Co-ordinator facilitated and supported the process. Our experiences could benefit others who may be interested in setting up similar projects. Sue Ganter, Co-ordinator, Interfusion: Portsmouth Youth Diversity Forum, 1st Floor, Peninsular House, Wharf Road, Portsmouth, P02 8HB. Interfusion@freenet. co.uk 02392 899675 www.interfusion.org.uk

**Isy Hawthorne-Steele** has worked in the Youth and Community field since 1977 and joined University of Ulster as a lecturer in 1995. She is also a volunteer in her local community and local Church. Isy and her husband Sam are founder members of the GRASP Christian Community Outreach Project which is managed by the local Church of Ireland 'Church of the Holy Name Greenisland'. The GRASP project is one of a number of projects that are aimed at involving the local community in active citizenship programmes and is driven by our mission statement as a WELL church (Worshipping Evangelising Learning Loving). 02890368546 i.hawthorne@ulster.ac.uk

**Jackie Swift** has had over 30 years experience within mental health as a registered Mental Health Practitioner/ Specialist Therapist, working with adults, children and young people. Jackie is involved with running courses on a variety of specialist subjects for both the private and voluntary and community sector and has worked extensively with individuals and families from disadvantages communities.

**James Ashdown** is a project worker for Barnardo's CANDL project. CANDL project has been active for almost 20 years with faith communities in East London, working with churches to deliver grassroots projects and providing a range of other services such as individual support, evaluation and training; services he also offers on an independent basis. He also works with the United Reformed Church and their urban churches in London and is going to become a vicar's wife next year! Further examples of his reflections on faith based community work can be found at www.barnardos.org.uk/candl and www. urbanchurches.org.uk jashdown44@googlemail.com

**Jill Robinson** has worked in community based adult learning, community development and regeneration for a number of years in Derby City and North Derbyshire Coalfields, and most recently as a development leader for a New Deal for Communities programme. She is available to work on learning and participation issues and is eager to discuss and help develop the use of Open Space in different settings, especially with people who don't usually get to speak for themselves. You can contact her at jillrobinson99@btinternet.com and on 07931 351152

Jonathan Adams trained as a teacher and Church of England priest, early on I developed an interest in adult education. Step by step over thirty years or so I have come to understand this as training, experiential learning, empowerment. I have explored a number of dead ends and have found some approaches that sometimes work. Having worked for the Church of England and for a regional community-development training agency, I am now co-ordinator of Learners All, a small consultancy on learning for change (especially for community and voluntary organisations and those who would like to work with them). Learners.all@ntlworld.com 0191 525 1881.

**Jo Winterbottom** is a Corporate Policy Officer with Glasgow City Council. A qualified youth and community worker with a wealth of experience in the voluntary sector, Jo supported the ATLAS

Partnership to develop and mainstream good practice to support social and vocational integration of asylum seekers. During 2002-2007 ATLAS was part of the EQUAL European Social Fund (ESF) Community Initiative, which aimed to test and promote new methods of combating labour market discrimination and inequalities. jo.winterbottom@ced.glasgow.gov.uk

**John Huff** is a long-time community organiser. He has written a booklet called "Campaign Organising Made Simple". John lives in Stoke-On-Trent and he can run training sessions for you and advise on European level campaigns also. Most recently John is pioneering a community work project based on a Chinese restaurant. Contact John on:

euro\_bureau@hotmail.com or 01782-266712.

**Judy Yacoub** is a member of the UK Evaluation Society and now works as a freelance consultant. The self-evaluation toolkit that forms the basis of this work was initially developed as a management skills development project with the Community Alliance (Burnley and Padiham) Ltd. as part of their SRB6 capacity building programme. jyacoub@burnleyalliance.org.uk

**Julie Maldoom** co-ordinates the Cardiff Community Development Network based at Voluntary Action Cardiff. Our network is characterised by a go-for-it approach to community development. We tackle relevant issues head-on using creative and innovative techniques. The secret of our success is never to worry about getting things wrong, but to learn by doing with an open mind and honest approach. Contact Julie on julie.m@vacardiff.org.uk

**Julia Morris** is the co-ordinator of the Neighbourhood Nature Project for the Wildlife Trust for Birmingham and Black Country and Walsall's New Deal for Communities. The Wildlife Trust for Birmingham and the Black Country are a wildlife charity working in this urban area to ensure diversity and richness of wildlife and to help people understand, protect and celebrate their environment. morrisjulia@walsall.gov.uk

Julie Pryke a former Community Worker and College lecturer, and recent manager of the FWA Canterbury Advice Centre – Bradford which specialises in offering Welfare Benefits, Disability and Debt and Income Maximisation support to local residents in 3 of the 4 most deprived wards in Bradford. They adopt a holistic approach looking not just at the presenting 'problem' but take a solution-focussed approach looking at wider issues which will help the physical, mental, financial and social well-being of its clients. Julie worked with a colleague to draw the case-study together. Julie now works independently. julie.pryke@yahoo.co.uk

**Juliet Wilson** is Development Officer Scotland for National Playbus Association - the umbrella organization that supports mobile community projects across the UK. She edited 'All Aboard the Green Bus' National Playbus Association's environmental guide for mobile workers. julietw@playbus.org.uk National Playbus Association, Norton Park, 57 Albion Road, EDINBURGH, EH7 5QY Tel: 0131 475 2328 www.playbus.org.uk In a personal capacity she blogs as Crafty Green Poet at craftygreenpoet.blogspot. com

# K

**Kat Healy** is Policy, Research and Evaluation Officer with the Community Foundation for Northern Ireland. The Community Foundation for Northern Ireland is an independent grant-making organisation, which manages a broad portfolio of funds and programmes that aim to tackle social exclusion, poverty and social injustice. The Foundation's Communities in Transition Programme proactively focuses on areas

that experience weak community infrastructure and disadvantage and where community tensions may be inhibiting development. khealy@communityfoundationni.org 02871 371547

**Kirsty Scullin** is a Project Worker at the LINKES Community Project in the Knightswood area of Glasgow. Kirsty is an experienced community development worker with first hand experience of developing group work initiatives with women from different backgrounds. LINKES is a grass roots community organisation, which has been working since 1998 to provide services to meet the needs of local people. infolinkes@yahoo.co.uk 0141 958 1640

**Laura Harris** is a freelance photographer and designer who belongs to both Sostenga and Mala Partnership. She is based in Manchester. Working from the principle of bringing affordable photography and design to the community and voluntary sectors, Laura can provide integrated photographic and design services. Her design work includes the Learning and Qualifications diagrams included in this manual (Section 8 - Learning) and the website of the England Standards Board (www. englandstandardsboard.org.uk). Contact her by e-mail: laura@malapartnership.co.uk or by phone: 0161 283 8710.

# M

**Mae Shaw** is Lecturer in Community Education at the University of Edinburgh. She has a background in practice in the voluntary sector in London and Edinburgh and writes extensively on the politics of community development. Her publications include Radical Community Work: Perspectives from Practice in Scotland (1997) and Community Work: Policy, Politics and Practice (2004). She is Editor of Concept, the Scottish journal for the field of community education and is a long-standing member of the Editorial Board of the Community Development Journal. mae.shaw@ed.ac.uk

**Mags Bryson** Principal Community Development Officer Safer Communities. I have been involved in community development for over 25 years both as a volunteer and paid employment in the voluntary sector and latterly employed in the public sector for 7 years working within community safety. I have a passion for working with people on the issues that affect their lives and the change that it brings to them and their and our communities. 01422 393182 mags.bryson@calderdale.gov.uk

**Maralyn Smith** has been a youth and community worker for seventeen years working with voluntary and statutory youth services, Connexions Services and community projects. She currently work as an independent trainer and youth and community worker supporting the development, delivery and evaluation of community projects including the use of multimedia approaches to enable community participation and evaluation processes. 07980 810783 or maralyn.smith@mac.com. For information about multimedia work contact: www.viewfindermedia.org.uk

**Marie Cann-Livingstone** is Partnership Development Officer, Community & Culture Department, Nottingham City Council. Marie's post was originally funded by the Single Regeneration Budget but is now funded by Neighbourhood Renewal Funding from One Nottingham, Nottingham's Local Strategic Partnership. She works to the local regeneration Partnership in her area and with other community groups and voluntary organisations using a community development approach. 0115 915 5555 or email marie.cann-livingstone@nottinghamcity.gov.uk for further information.

**Mark Maitland** is the Community Officer at Winchester City Council. Mark has worked with communities in Hampshire for the past 15 years, the last 7 years of which were in the Winchester district. He works with community groups and voluntary organisations to build capacity and increase participation and involvement. The current focus of his work is supporting parish / neighbourhood plans and ensuring the sustainability of a major new community at West of Waterlooville. Tel. 01962 848518 Email mmaitland@winchester.gov.uk

**Dr. Mark Smith** is Chief Executive of Nemisys Enterprises. Nemisys specialises in website design and development with voluntary and community organisations (www.nemisys.uk.com) and has worked with a broad range of disabled people's organisations in the UK and Europe.

**Mark Woodhead** is the Outreach Development Worker for the Active Faith Communities Programme. Mark has worked in community development and regeneration often with faith communities in Yorkshire and elsewhere since 1982. Mark's particular interests include community profiling, evaluation, and encouraging groups to develop a focus on outcomes – the changes that are achieved in the lives of the people we work with .0845 6580388 m.woodhead2@ntlworld.com

**Mary Clear** is a Community Development Officer Safer Communities. I believe passionately in the power of flowers to bring people, agencies, communities and issues together. I have spent a lifetime working in the voluntary sector and never thought I could work for the 'council', it is possible to be creative within a large structure, wise managers and shrinking budgets lead to dynamic partnerships. 01422 393182 mary.clear@calderdale.gov.uk

**Mohamed Seedat** of Faiths United, Tameside (formerly Tameside Interfaith Network) which was officially launched in September 2004. Soon afterwards, network members adopted a vision statement – an aspiration that we have been working to achieve until the present. To be "a network committed to developing fellowship by increasing mutual understanding through dialogue, networking and engaging in joint action." Tel: 0161 339 4985 mohamed.seedat@t3sc.org

# N

**Niamh Carey** works for WWF, the world's largest and most experienced independent conservation organisation working to build a future in which people live in harmony with nature. WWF achieves this by conserving biodiversity, addressing global threats such as climate change and unsustainable consumption and by working with people for sustainable solutions through research, partnerships, education, capacity building, campaigning and lobbying. As part of addressing unsustainable consumption, we are looking at how social learning and action learning can support sustainable behaviour change in communities. The work is supported by Defra's Environment Action Fund until March 2008. We will share our results and what we've learned from working with communities in Surrey and explore the application of this work in other situations in the UK and internationally. 01483 412474 ncarey@wwf.org.uk

## P

**Patsy Corcoran** is the Project Coordinator for REACH, a group advocacy project for people with a learning disability in Stoke-on-Trent and part of Asist (Advocacy Services In Staffordshire). REACH works with people aged 18 and over, supporting them to speak up about their lives and the services they use. Winton House, Stoke Road, Stoke-on-Trent, ST4 2RW. patsyc@asist.co.uk 01782 747872 www.asist.co.uk

**Penny Vincent** has worked in the voluntary and public sectors in North Staffordshire for many years to support community involvement in regeneration and in service design and delivery. She is currently Senior Lecturer in the Creative Communities at Staffordshire University. The Creative Communities Unit (CCU) provides training, consultancy and other services to support creative approaches to participation and regeneration. They also carry out community based research, and are involved in local and regional forums to promote neighbourhood and community learning and development. Penny's areas of research and practice include Participatory Learning and Action, and community involvement in higher education. She has a keen interest in working with women, disabled people and people from minority ethnic communities.

p.e.vincent@staffs.ac.uk 01782 294540 www.staffs.ac.uk/schools/humanities\_and\_soc\_sciences/ccu/index.htm

Penny is also the secretary of Stoke Pan Wholefoods Co-operative community group. www.stokepan.org

**Peter Bryant** For the last seven years he has worked independently in the field of participation. He trains and support people wishing to use a participatory approach in their work. The participatory approaches he uses most often are Participatory Learning and Action (PLA) and Citizens Juries. He has worked in South Africa and throughout the UK with local authorities, NGOs (e.g. Barnardos, Oxfam, Greenpeace, TUC) and other organisations (e.g. Sure Start, CVSs, NAVCA). He is based in the North West and at the moment am working with a group (aged 14 - 85) using the citizens jury approach to discuss the future of rural areas. He recently visited Brussels to support them as they lobbied European politicians. pbinclusion@btinternet.com

**Peter Relton** works as the Senior Service User Development Worker in Bradford District Care Trust and as a Service User Development Worker (SUDW) with the Crisis Resolution/ Home Treatment Team. He was the first SUDW in the country and has been involved in a range of disability and mental health service user groups. Peter.Relton@bdct.nhs.uk

**Pete Staffell** is a Community Development Worker for Milton Keynes Council. He is passionate about the places and people of 'MK', and has been involved in CD work for 5 of his 21 years living in the city. He works with people of all ages and backgrounds, though focuses in particular on young people and young adults. This includes running training for young people (such as in Peer education) or adults (for example, 'Running a music project'), supporting the growth of sustainable, community-based initiatives (such as youth-led music collectives) and supporting existing groups through training, identifying funding opportunities, and advice/guidance. Music often features; it is variously a medium for expression, engagement, for voicing needs and aspirations, and for collaboration and promoting social cohesion. You can also listen to it. 07984413901 peter.staffell@milton-keynes.gov.uk

## R

**Rosemary Moreland** is a Lecturer and APL Co-Ordinator in Community Studies, University of Ulster. She has 20 years experience in the field of community development and community-based education. A founder member of the Community Work Education and Training Network, she contributed significantly to the development of the National Occupational Standards in Community Development Work and is currently a member of the All-Ireland Working Party on Community Development Standards. Dr Rosemary J Moreland Rm 21C04, Dalriada, University Of Ulster, Newtownabbey, BT36 0QB. Tel: 02890 368333 rj.moreland@ulster.ac.uk

# S

**Seeds for Change** is a network of experienced activists that offer support to community campaign groups. We provide workshops in a range of campaigning and co-operative group working skills, all aimed at enabling your campaign to be more successful. We also produce a range of briefings, available for free, on our website www.seedsforchange.org.uk

**Susan Ward-Rice** has been a Community Development Worker for Nottingham City Council for over 7 years. She works with community groups and voluntary organisations around community involvement and participation using a community development approach and also works with partner agencies and residents on community safety issues. She also has a wealth of experience of working with people with learning disabilities and mental health issues and under eights. She also has a wealth of other experience from her extensive voluntary work. Contact: 0115 915 5555 or community@nottinghamcity.gov.uk

**Sue Wilde** has worked in mental health for nearly 15 years. For the last 6 years she has been employed by Bradford District Care Trust as a Service User Development Worker, where she works as part of a multi-disciplinary Community Mental Health Team. She has used mental health services for 14 years and have also been actively involved in Mind in Bradford since 1994 – a local user-led Mind group - where she was Chairperson for 6 years. She is involved in mental health training and service user groups. sue.wilde@bdct.nhs.uk

## T

**Tafazal Mohammad** is the Managing Director of Active Communities Together and is also its lead trainer. He is a professionally qualified youth and community worker and has worked in the field for over 12 years with varied experiences ranging from front-line work to management. He is the author of Speakers Corner - an innovative and empowering tool used in youth groups to enable expression. He is also the co-creator of a theoretical model 'The 4E's Cycle for Inclusion', which provides a clear and coherent methodology on how to engage and empower minority or disengaged groups of people. www. activecommunitiestogether.co.uk 07861 698132 tafazal@ntlworld.com

**Teresa Flower** is an independent community and youth worker, who has worked in a wide range of urban and rural settings over the past 20 years. For the past two years Teresa has also worked with the University of Derby contributing to the work of the Community Regeneration Centre and lecturing on community regeneration and youth work courses. She specializes in training delivery, community research, consultation and evaluation underpinned by community development values and capacity building approaches. teresa.flower2@btinternet.com 07701094585

# V

**Val Harris** has been involved in community development work for most of her life. She is currently involved in community development learning through her involvement with FCDL – the Federation for Community development Learning, and the England Standards Board for training and qualifications. She has edited the last 3 Skills Manuals and written numerous resource packs, how to guides and more reflective articles. Val has also trained trainers in the VCS and works directly with community groups and voluntary organisations on funding, governance and other organisation matters. Val is s a member of Sostenga - www.sostenga.org.uk and a works as part of Mala Partnership - www.malapartnership.co.uk contact: valharris@phonecoop.coop