

Hello and welcome to our latest News Bulletin.

In this edition:

My Choice My Future Civil Service.....	1
Department for a day.....	2
Mock Interviews at Wood Green Academy	3
Civil Service Local Midlands – Help map our region	3
Ediblelinks Atherstone	4
Network Facilitator Civil Service Local	5
Syrian Resettlement Programme.....	7
P3 - People Potential Possibilities.....	8
Lark in the Park	8
Career Paths Across the Nation	9
Introducing our new Civil Service Local Business Administrator.....	10

You can find out more about Civil Service Local [here](#)

To see what's happening in the Midlands and find the latest opportunities visit our [Blog](#)

Follow us on Twitter [@CSLocalMidlands](#)

My Choice My Future Civil Service

My Choice My Future Civil Service is a unique cross departmental work experience/ employability skills programme. It is targeted at young people identified at risk of becoming NEET (not in employment, education, or training), or who might otherwise be disadvantaged in the labour market. The programme aims to:

- promote the diversity of civil service job roles and work to young people who may not otherwise consider a career with us
- provide a quality, 'hands on' participative work taster/experience; and
- improve work aspirations, confidence and employability skills.

DWP, HMCTS, CPS and Forestry Commission jointly delivered the first programme with nine Birmingham secondary students and was a great success, one young person securing a further 2 week work placement with the CPS. A second programme is planned for autumn 2018 in Worcestershire



Contact Jo Robinson for further information:

jo.robinson@cabinetoffice.gov.uk



DEPARTMENT FOR A DAY

Department for a day ('D4D') is a discovery workshop where attendees visit an office or business unit within a Civil Service department other than their own. The day is hosted and facilitated by an ambassador from that office according to a flexible structure which ensures that the attendee gets the most from the day. Following the successful promotion of the Department for a Day (D4D) project at Civil Service Live and the OneTeam Gov Unconference, the project is now fully live and we have 2 great opportunities available.

The aim of D4D is to allow civil servants to explore and understand different government departments and cultures in the civil service. This will support the vision of a 'Brilliant civil service' by promoting a connected and open network to enable the exchange of best practice and giving civil servants a flavour of what it is like to work in another department.

Benefits of taking part:

- An opportunity for Civil Servants to progress and develop by understanding what other good practices occur in the Civil Service that can be implemented into your own department to improve your way of working.
- Understand the wider Civil Service around that will open up networks for potential collaboration in the future.
- For Civil Servants to analyse where their skills might be more effective to deliver a better service for the general public.
- Supporting transformations and reform activity such as office moves and centralisation work: if people have had the opportunity to experience other departments, they are more likely to feel confident at the prospect of new roles and locations and can pull on support from a wider professional network.

Tuesday 2 October 2018, Department for Work and Pensions, Job Centre: Mansfield, Nottinghamshire

This is a great opportunity to find out how we support customers within the One Service Directorate to find and retain employment. Within our Directorate we have a vast variety of job roles including staff who work with employers, Work Coaches who support customers on a one to one basis to find work, HR experts, Service centre teams who manage payments and telephony, Disability Employment experts and Administration teams the list is endless.

One Service Directorate is a very exciting place to work as every day is completely different, we also have the fantastic opportunity to become a real part of the local community and support a number of outreach services including homeless shelters, Sure Start children's centres, Youth Groups, Local Authority troubled families projects and many more services that support the most vulnerable people in society.

Register now:

<https://www.eventbrite.co.uk/e/d4d-day-at-mansfield-jobcentre-tickets-48730839252>

Password to get your ticket: D4DDWP

Monday 22 October 2018, Ministry of Defence at HQ Surgeon General, DMS Whittington, Staffordshire

An opportunity for civil servants to visit the Defence Medical Services Surgeon (DMS) General (SG) HQ. HQ SG is the strategic headquarters of the DMS based at DMS Whittington (DMS(W)) near Lichfield in Staffordshire. It is involved in a number of defence medical projects, initiatives, campaigns and policy areas. HQ SG includes the positions of the three-star SG, the Director Medical Policy and Operational Capability, and Director Healthcare Delivery and Training; both of which are two-star military posts.

Register now:

<https://www.eventbrite.co.uk/e/department-for-a-day-d4d-workshop-mod-tickets-48886374462>

Password to get your ticket: D4DDMSW

Mock Interviews at Wood Green Academy

Career, Enterprise and Work Related Learning activity in a school.

Where: Wood Green Academy, Wood Green Road, Wednesbury, WS10 9QU

When: Thursday 11th October 2018 at 8:30 – 15:00

Mock Interviews will form part of year 11 pupil's work related learning and preparation for their post 16 options, whether that be progression on to an apprenticeship, traineeship or sixth form / college. The interviews are taking place after pupils have been on work experience (during w/c 24th September and w/c 1st October 2018).

Pupils will complete application forms based on their role during work experience or a career they are interested in. These forms will be completed during lessons, prior to the interview day. Interviewers will be given the opportunity to read the application forms of the pupils they are interviewing before the interview takes place.

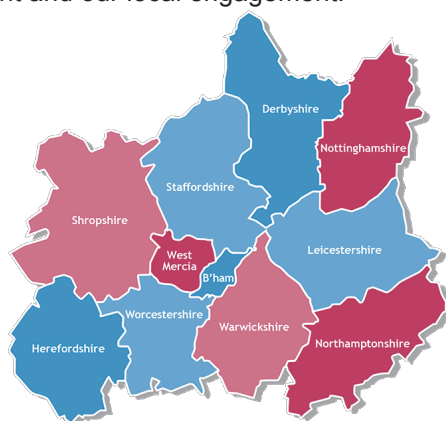
For most pupils this will be the first time they've been presented with an interview situation, therefore it is a fantastic way to introduce them to the process and help them to understand what to expect. Pupils benefit from external people encouraging them to think about their strengths, weaknesses, thoughts for the future in terms of careers and work experience.

No experience of interviewing is required, all volunteers will be briefed in the morning and provided with interview questions and feedback forms.

Email: sally.stone@sipseducation.co.uk or
Telephone: 0121 296 3000 ext 2346

Civil Service Local Midlands – Help map our region

Civil Service Local is currently mapping the government sites across the Midlands. We are hoping this will allow us to better identify our hotspots, cold spots and key engagement areas. This project is key to our service offer, our team's development and our local engagement.



After much research we have found it difficult to identify every site of each department. This is where we need your help. We want to establish a working group; this will consist of one person from each department to assist in developing the site map. Once the team membership is established the time commitment will be minimal, hopefully 2 hours will suffice.

If you are interested in helping to develop the mapping tool, please email ryan.preece@cabinetoffice.gov.uk

Ediblelinks Atherstone



Ediblelinks is an award winning food hub based in Atherstone North Warwickshire. Run by health and wellbeing charity, Nuneaton & Bedworth Healthy Living Network, it provides:

- a food bank service
- food to community groups working with vulnerable sectors of the community
- food and support to community "honesty shops" where customers pay what they can afford for groceries.

Ediblelinks have a range of volunteering opportunities for individuals and teams. These include helping with the day-to-day running of the hub by working in the warehouse, acting as a driver's mate and helping with stock rotation. If you are interested please contact Sonya.Johnson@nhs.net

catch 22

Catch 22 work with children and young people who have gone missing from home or care, or who are at risk of Child Sexual Exploitation (CSE). They deliver bespoke support and interventions to children and young people to build resilience and aspiration, empowering them to take control of their lives and supporting them to stay safe.

For this to work for us from the perspective of our young people and taking into account their vulnerabilities, we could offer the following:

A 2 day training course
6 x weekly half-day sessions (either morning or afternoon) of mentoring support for a young person.

In addition, the volunteer would need to complete the online local Safeguarding Children Board level 1 Safeguarding training in their own time (This takes approximately one hour).

They would also be eligible to attend a full day Safeguarding and Child Sexual Exploitation Awareness course with us, but that would take them beyond the 5 days per annum allowed by the scheme so may involve taking a day's annual leave. However, there would be no charge from Catch22 and the Safeguarding comes with a 3 year accreditation.

For more details please contact [Vanessa Boden](#)

Network Facilitator Civil Service Local



We are looking for a Network Facilitator to join our friendly and dynamic team.

Eligibility: Substantive EO and above.

The position is on a loan basis. It is available on a full-time or part-time basis with a minimum of 2 days a week. The post will be for a period of 12 months (subject to agreement by Civil Service Local and the applicant's home department). **HOME DEPARTMENTS WILL NEED TO MEET SALARY AND EXPENSES DURING THE LOAN.**

Location: The role can be based in Birmingham or Nottingham to access on-line documentation and liaise with the Civil Service Local Midlands team. Other travel will be involved but this will be mostly in the Midlands.

Network Facilitator role

This role demands flexibility and would suit someone who will use their own initiative. It would be beneficial if you can demonstrate previous experience in a similar role. Further to this, it would be advantageous if you had an existing understanding of what Civil Service Local is all about.

In return, the role offers the chance to enhance networking skills across departments, to learn more about the delivery of public services and contribute to the successful delivery of products and approaches which will benefit civil servants in numerous departments.

Responsibilities/Tasks

- Facilitate cross departmental networks.
- Encourage collaboration and development/delivery of learning activities by networks.
- Collate and distribute papers for network meetings.
- Carry out ad hoc work.

Suitable candidates must be able to demonstrate examples of the following competencies;

Leading and Communicating – leading from the front and communicating with clarity, conviction and enthusiasm.

- Display enthusiasm around goals and activities – adopting a positive approach when interacting with others
- Listen to, understand, respect and accept the value of different views, ideas and ways of working
- Express ideas effectively, both orally and in writing, and with sensitivity and respect for others

Collaborating and partnering – work collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the Civil Service.

- Develop a range of contacts outside own team
- Proactively seek information, resources and support from others outside on team to achieve results
- Readily identify opportunities to share knowledge information and learning

Seeing the Bigger Picture - having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives and the wider public needs.

- Develop understanding of how own and team's work supports achievement of Departmental priorities and delivery to the citizen
- Focus on the overall goal and intent of what they are trying to achieve, not just the task
- Take an active interest in expanding their knowledge of areas related to own role

For more information about the role please email vanessa.boden@cabinetoffice.gov.uk or andrea.james@cabinetoffice.gov.uk

Applications are invited on an Expression of Interest basis using the [EOI Form](#).

Please send applications to Vanessa.Boden@cabinetoffice.gov.uk by close of play on the 28th August 2018.

Interviews will be held on the 6th September 2018 in Birmingham.

Syrian Resettlement Programme

Refugee Action is aiming to increase their volunteering capacity in Birmingham, Burton on Trent, Lichfield and Tamworth.

Syrian Resettlement VPR Scheme- English Practice Volunteer

Do you want to be part of a resettlement programme by helping newly arrived refugees gain self-confidence and improve their English?

Do you want to be part of a team that is working to build a movement for change for refugees and asylum seekers?

What is the role?

Our clients are Syrian refugees who have recently arrived to live in Staffordshire. English language acquisition is vital for their resettlement and integration and therefore we need volunteers to help them practice their English out in their communities and in every day settings.

What is the time commitment?

- You'll need to be available to complete some initial induction and training sessions and then to commit to one half day a week minimum, Monday- Friday, between 9.30 am – 4.30 pm. Some flexibility may be required. Hours are likely to be approximately 1 hour per session with a client. This **does not** include travel time, (up to 2 hours per visit for a round trip), planning time (up to 1 hours per week) and approx. 1 hour per week and writing up an accurate notes of contact meetings.
- Refugee Action volunteers commit to the service for at least 6 months.

Error! Reference source not found.

Do you want to be part of a resettlement programme by helping newly arrived refugees gain self-confidence and improve their English?

Do you want to be part of a team that is working to build a movement for change for refugees and asylum seekers?

What is the role?

Our clients are Syrian refugees who have recently arrived to live in Staffordshire. English language acquisition is vital for their resettlement and integration and therefore we need volunteers to help them practice their English out in their communities and in every day settings.

What is the time commitment?

- You'll need to be available to complete some initial induction and training sessions and then to commit to one half day a week minimum, Monday- Friday, between 9.30 am – 4.30 pm. Some flexibility may be required. Hours are likely to be approximately 1 hour per session with a client. This **does not** include travel time, (up to 2 hours per visit for a round trip), planning time (up to 1 hours per week) and approx. 1 hour per week and writing up an accurate notes of contact meetings.
- Refugee Action volunteers commit to the service for at least 6 months.

If you would like further information please contact [Vanessa Boden](#)

P3 - People Potential Possibilities

We have services for homeless people and people who are at risk of homelessness.

P3 is a charity and social enterprise, made up of passionate people, who care about people. We run a variety of services all across the UK that aim to give everyone the chance to be part of the community they live in and feel connected to society. We think that everyone is unique, and with support and confidence can unlock their inner potential, opening up a world of possibilities.



P3 provides many services across the UK in areas including:

- Homeless services
- Young people's homeless service
- Homeless Families Accommodation
- Hospital discharge
- Community rehabilitation
- Leaving care
- Street Outreach
- Criminal Justice
- Children's services
- Supported housing and floating support

Our service models differ depending on the type and size of contract but we have a range of hostels for people come to our services at the lowest point in their lives. We also have a high street presence within our navigator hubs; clients can pop in for advice and support with support around benefits, housing related enquiries, jobs and volunteering.

Our clients have experienced trauma, abuse, stigma and social isolation from communities. They would feel empowered to have volunteers taking time out to spend with them to develop their understanding of any of the Civil Service Agencies that they access support from.

Within the hostels and our Navigator Hubs we have opportunities for your staff to help through workshops or one to one sessions for staff and volunteers or clients. We could offer the minimum of five days a year for each member of your team who would like to be involved in this project.

We would also love to explore the opportunity for some joint partnership working with drop in support particularly around income or housing related benefits.

If you visit our website or facebook page you will get more details about the diversity of services we run.
<http://www.p3charity.org>

If you would like further information please contact [Vanessa Boden](#).

Lark in the Park

Family Fun Day at Richmond Park, Gainsborough, Lincolnshire on Saturday 1st September, 11am-4pm, featuring stalls, activities, games, food etc. The event has free entry for all.

They are looking for volunteers in all roles, including first aid, stewards, site assistants (putting up and taking down marquees etc), information helpers, stall liaison and many other activities. Volunteers can be involved for as little as an hour or can stay all day.



If you are interested please email: heather@voluntarycentreservices.org.uk



Career Paths Across the Nation

Keep a look out for further details of our upcoming event for Civil Servants up to EO grades based in the Midlands.

This new and exciting event, "Career Paths Across the Nation" is designed to inspire staff to be the best they can be.

Delivered by "local" Senior Leaders it will cover such things as –

- their career path - Departments, locations, grades
- overcoming challenges, setbacks & building resilience
- utilising personal networks
- managing change and uncertainty
- successes / achievements, most memorable piece of learning

Career Paths Across the Nation will be based around the vision for a 'Brilliant Civil Service' which encourages departments to be connected and innovative, promoting the Civil Service as a great place to work whilst also giving attendees the opportunity to mix with people from different departments, providing the potential to explore and maximise people connections and their impact.

Further details will be published on our [Blog](#) and on Twitter [@CSLocalMidlands](#) as soon as they have been finalised.

Introducing our new Civil Service Local Business Administrator

We are delighted to introduce our new business administrator **Lorna Gade**, who joined the Civil Service Local Midlands team last month.

Lorna has worked for the Department for Work and Pensions for 12 years. She has worked on Employer direct, Jobseeker direct, Crisis loans, admin team member on an ESA work capability assessment decision making team and recently moved to the PIP enquiry line. She started her 12 month secondment to Civil service local in the middle of last month.

"I am really looking forward to my 12 months with the Cabinet office, getting to see another side to the business and getting to opportunity to meet colleagues from other departments."



Some of our lovely Civil Service Local Team. From Left to right Brenda Bond, Andrea Charity, Ryan Preece, Katie Giles, Lorna Gade and Vanessa Boden

Contact the team:

Katie Giles	Katie.Giles@cabinetoffice.gov.uk
Vanessa Boden	Vanessa.Boden@cabinetoffice.gov.uk
Angela Fisher	Angela.Fisher@cabinetoffice.gov.uk
General enquiries	CSLMidlands@cabinetoffice.gov.uk

Capability Citizens Connect Innovate Inspire