

Hello and welcome to our latest News Bulletin.

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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](#)

University of Northampton presentation feedback for students

We have an event coming up on 10 October. We are looking for employers to be part of a panel providing feedback on student presentations. Our students will be delivering short presentations related to the labour market information within their chosen sector (all business related courses). We are seeking employers to join our panel (which consists of the lecturer and an Employability Advisor) to provide feedback on the students presentation skills. The panels are taking place from 9am-12 noon and 1-4pm. Any time you, or one of your colleagues, would be able to offer would be much appreciated.

Date	Time	Event	Location	Details
10.10.18	9am-12 1-4pm	Presentation Panel	Tbc	Part of a panel providing feedback on student presentations in the Business and Law Faculty
13.11.18	11am-2.30pm	Employability Fair	Learning Hub -UON	Fair for Employers to raise brand awareness and promote graduate, placement and part time job opportunities
21.11.18	10am-4pm	Employer Mock Interview Day	Tbc	Half hour mock interviews for students with feedback
4.02.19	11am - 12.30pm	Employer CV Clinics for Year 1 – Accounting & Finance	Tbc	Part of Changing Futures Week – Details to be confirmed
5.02.19	9am-12noon	Employer CV Clinics for Year 1 – Accounting & Finance	Tbc	Part of Changing Futures Week – Details to be confirmed
6.02.19	9am-10.30am	Employer CV Clinics for Year 1 – Accounting & Finance	Tbc	Part of Changing Futures Week – Details to be confirmed
Week commencing 4.3.19	Tbc	Networking lunches	Tbc	Details to be confirmed

For Further details contact:

Shelley Scripps

Employer Engagement Co-ordinator

Changemaker Hub

M: +44 (0)7592 104443

T: +44 (0)1604 892727



DEPARTMENT
FOR A DAY

Department for a Day (D4D) Opportunities

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.

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.

We have the following opportunity available:

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

Tuesday 16 October 2018, Department for Work and Pensions, Stourbridge Jobcentre

An opportunity to be part of a DWP stakeholder event, where you can find out more about where the Jobcentre is after one year of being a Universal Credit Full Service Delivery Site. Part of the day includes talks from employers who have worked with the centre on specific projects, how work coaches support customers and there will be a market stall area which will include representatives from Fraud, Universal Credit Service Centres and Disability Confident scheme.

Register now: <https://www.eventbrite.co.uk/e/department-for-a-day-d4d-workshop-dwp-stourbridge-tickets-50220838881?ref=estw>

Password to get your ticket: D4DSWPSTOUR

If tickets unavailable because we've sold out, please email us: claretasker@coal.gov.uk

If you do obtain a ticket but can no longer attend, please email us so someone else can have the opportunity to attend".

Mock Interviews at Eden Girls' School

Where **Eden Girls' School Coventry**

What **Mock interview day**

When **Friday 2nd November**

I'm looking for a number of enthusiastic volunteers from across the Civil Service who would be willing to offer mock interviews to year 11 girls at Eden Girls' School, Coventry on Friday November 2nd. The event is scheduled to run from 10:30am until 3pm however the exact start time is yet to be confirmed.

The majority of these young ladies would never have had the opportunity to attend a job interview before and the school wishes to ensure that they're all as well prepared as they can be for when they move on to their next destination. Each young lady will be asked to apply for one of twenty fictitious vacancies by sending their CV and covering letter to the head of year who will make them available to me prior to the event. Each volunteer will be allocated one of the twenty vacancies on the morning of the event and will be given a brief description of the organisation, a copy of the job advert, 5 CVs and corresponding cover letters to review prior to the first interview.

No prior interview experience is necessary, just a willingness to give these amazing young ladies their first taste of an interview. There will be a full briefing prior to the first interview and all the necessary paperwork including a list of interview questions and feedback forms will be provided.

Eden Girls' School is a faith-based (Islamic) secondary school for girls which opened in Coventry in September 2014. The school recently had its first OFSTED inspection and were delighted to have achieved outstanding in all areas.

Interested please contact conrad.pfahler@dwp.gsi.gov.uk who can also be contacted on 07557 820190

EU Nationals Network

My name is Ekene Pruce and I am the new European National Network (EUNN) Birmingham Regional Lead currently based at 2 Broadway, Broad Street, Birmingham and I would like to introduce you to the EU Nationals Network (EUNN), the newest formally recognised diversity network within HMRC.

We offer you the opportunity to join our network where you will be kept up to date with the latest developments that may affect our members.

Are you:

- An EU citizen, or a friend or family member of one?
- Do you feel that you have been or might be affected by Brexit?
- Do you have an interest in the impact of Brexit on individual rights and/or diversity and inclusion within the Civil Service?
- A manager who would like to understand the situation better and how to best support your staff?
- Do you need to ask us a question?

If you think you would benefit from updates on:

- Brexit negotiations affecting our members.
- The status of EU citizens in the Civil Service.
- Diversity and Inclusion within HMRC.
- Networking opportunities within HMRC, and cross-government.
- Opportunities to meet and get to know other affected civil servants.

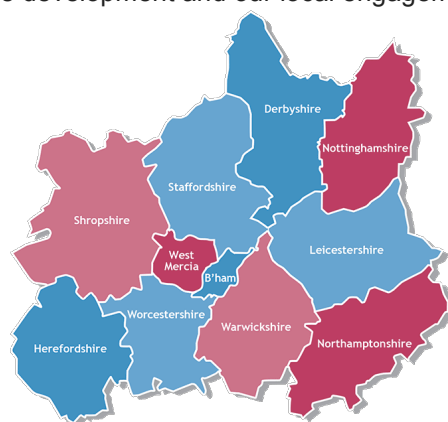
Then the HMRC EU Nationals Network is for you.

Be part of the EUNN and meet colleagues in a similar situation. As a group we will be able to share experiences and escalate concerns through the established communication channels set up within the network.

If you have a questions or suggestions please contact Ekene.pruce@hmrc.gsi.gov.uk

Civil Service Local Midlands – Help map our region

Civil Service Local is currently mapping the government sites across the Midlands, in line with our strategy 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.



We currently have a fantastic working group made up of numerous departments, however we are missing some key information.

Can you help?

Do you work for one of the following departments?

Forestry Commission
Ministry of Justice
Public Health England
ACAS
Home Office
Food Standards Agency
Department for Transport
Department for Business, Energy and Industrial Strategy

Would you like to get involved?

Please contact Ryan Preece (CSLocalMidlands@cabinetoffice.gov.uk).



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](#)



Refugee Action - 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.

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- 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](#).

Grantham Foodbank



If you are that someone who haven't used any of their volunteering days or you are looking for the next volunteering opportunity, well here's your chance!

The **Grantham Foodbank** is looking for enthusiastic volunteers to:

- Assist in their warehouse (organising the donated food items, this to include parcelling/packing food for the vulnerable individuals/families who use their services)
- Give advice on: benefits, taxes, legal issues (DWP, HMRC, LAA)
- Lead project/s on community gardening within the Grantham area
- Donate food items (non – perishables) No out of date items
- Fundraise (adopt the foodbank for a year)

If you are that someone, for further information contact:

Brian Hanbury
Project Co-ordinator
07816872561
[Email the Foodbank](#)

Or Brenda Bond: Bren.Bond@cabinetoffice.gov.uk

Great Barr FoodBank



Photo by [rawpixel](#) on [Unsplash](#)

GREAT BARR FOODBANK: HELPING LOCAL PEOPLE IN CRISIS

Volunteer at the **Great Barr Foodbank** in Birmingham.

The foodbank operates on a Tuesday & Friday from 12 - 2pm

Volunteers are needed to:

- Assist in their warehouse on a Monday (organising the donated food items, this to include parcelling/packing food for the vulnerable individuals/families who use their services)
- Fundraise (adopt the foodbank for a year)
- Give advice on: benefits, taxes, legal issues (DWP, HMRC, LAA)
- Donate food items (non – perishables) No out of date items
- Assist with their Christmas food collection at Tesco's (Walsall) on the 2 December 2018

For further information on how to get volunteering contact:

Hazel Powell: <mailto:info@greatbarr.foodbank.org.uk>

Tel: 0121 357 5399

Or Brenda Bond: Bren.Bond@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

Civil Service Local Vacancies

Communications Assistant

We are looking for a Communications Assistant to join our friendly and dynamic team.

The position is on a loan basis It is available on a part-time basis with a minimum of 1-2 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: Birmingham

Network Facilitator role

The successful candidate will work closely with the Communications Lead in delivering the Communications Strategy, ensuring a joined up communications process for engaging with Civil Servants across all departments in the Midlands.

Key responsibilities include:

- Source content for and draft regular articles on the CS Local Blog pages
- Contribute relevant and appropriate content on the team Twitter account
- Assist with the compilation of a monthly news bulletin to promote activities and generate participation.
- Maintain the customer contact lists.

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

Delivering at Pace – working to agreed goals and activities and dealing with challenges in a responsive and constructive way

- Work with energy and pace to get the job done
- Take responsibility for the quality of own work and keep manager informed of how the work is progressing
- Assess the effectiveness of internal communication and act on staff feedback to ensure communication is timely, relevant and meets the needs of the business and internal audiences
- Ensure the most appropriate and cost effective channels mix and maximise the potential of digital channels.

Collaborating and Partnering – working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders. Whilst having the confidence to challenge assumptions.

- Actively seek input from a diverse range of people
- Establish relationships with a range of stakeholders to support delivery of business outcomes.
- Manage and coordinate all activity in internal communication plans, including deploying resources and managing risks. Proactively contribute to the work of the whole team
- Seek help when needed in order to complete own work effectively
- Be open to taking on different roles

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

- Communicate in a succinct and engaging manner.
- Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
- Put forward your own views in a clear and constructive manner, choosing an appropriate communication method e.g e-mail, telephone/face to face
- Write clearly in plain, simple language
- Act in a fair and respectful way in dealing with others

Applications are invited on an Expression of Interest basis. Please email [Angela Fisher](#) to obtain a copy of

the form.

If you would like to discuss the role further please call Andrea James on 07825 281895 or contact angela.fisher@cabinetoffice.gov.uk

Applications should be sent to: [Angela Fisher](#) by close of business on the **1 October 2018**

Interviews will be held in **October 2018** in Victoria Square House, Birmingham. Date to be confirmed.

Network Facilitator

We are looking for a Network Facilitator to join our friendly and dynamic team. To apply please contact VanessaBoden@cabinetoffice.gov.uk to obtain the Expression of Interest Form.

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.

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.

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

Applications are invited on an Expression of Interest basis using the EOI template please email Vanessa.Boden@cabinetoffice.gov.uk who will send you a copy. Completed forms to be returned to Vanessa.Boden@cabinetoffice.gov.uk by close of play on the 21st September 2018.

This post was previously advertised in our [August 2018 News Bulletin CS Local \(1\) \(1\)](#) We believe there was an issue downloading the EOI form, the deadline has therefore been extended to 21 September 2018.

Introducing our new Project Lead

We are delighted to introduce our new Project Lead, **Stephen Heggs**, who joined the Civil Service Local Midlands team last month.



Hi my name is Steve Heggs, I have recently joined the Civil Service Local on a twelve month secondment from the Driver and Vehicle Standards Agency (DVSA).

I currently work two days a week for Civil Service Local and the remainder of the week I conduct driving and riding tests from Colwick MPTC.

Prior to joining the DVSA in 2016 I worked as a Senior Project Manager for an international company.

Since joining the Civil Service Local team I have been tasked with the Project **Step up, Step out**, this project aims to provide employability skills training to ex-offenders based within the Midlands, so if you're based in the Midlands and are looking for volunteering opportunities please email me Stephen.heggs@cabinetoffice.gov.uk.

We say a fond farewell to one of our Assistant Coordinators, Katie Giles.

Katie has taken up a post as Fast Stream Cohort Leader. Thank you for all your hard work over the past two years Katie. We will miss you. Katie.Giles1@cabinetoffice.gov.uk

Contact the team:

Coordinator:	Andrea James	Andrea.James@cabinetoffice.gov.uk
Assistant Coordinator:	Vanessa Boden	Vanessa.Boden@cabinetoffice.gov.uk
Communications Lead:	Angela Fisher	Angela.Fisher@cabinetoffice.gov.uk
General enquiries:		CSLMidlands@cabinetoffice.gov.uk
Project Leads:	Brenda Bond	Bren.Bond@cabinetoffice.gov.uk
	Andrea Charity	Andrea.Charity@cabinetoffice.gov.uk
	Stephen Heggs	Stephen.Heggs@cabinetoffice.gov.uk
	Ryan Preece	Ryan.Preece@cabinetoffice.gov.uk
	Jo Robinson	Jo.Robinson@cabimetroffice.gov.uk
Business Administrator:	Lora Gade	Lora.Gade@cabinetoffice.gov.uk