



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](#)

Employability and Life Skills for Low Risk Offenders

In support of a Brilliant Civil Service, the Step Up and Step Out programme aims to work with HMPS in the Midlands to help reduce reoffending.

The aim is for staff of all grades across our departments to use their many skills to deliver employability and life skills workshops for low risk offenders.

To facilitate a swift delivery, we have devised a number of workshops based around previous requirements, but would welcome input from staff, who may already have developed resources such as these.

This is a unique opportunity to work with colleagues from across departments to deliver workshops in a challenging and rewarding environment whilst developing your own skill-set. We're looking for people who want to change lives for the better by giving ex-offenders the skills employers say they want.

If you think you have the skills we're looking for we'd love to hear from you.

For more information and an Expression of Interest Form please email: andrea.charity@cabinetoffice.gov.uk

Services for Homelessness

P3 offer services for homeless people and people who are at risk of homelessness.

It 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

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 andrea.charity@cabinetoffice.gov.uk

St Basils

St Basils works with young people between the ages of 16-25 who are homeless or at the risk of homelessness; they help over 5,000 young people per year across the West Midlands.

This is your opportunity to volunteer on one of their many projects you can:

- Pack & wrap a shoebox with items for a child or young person for the festive season
- Do a sponsored walk/run/jump
- Sponsor St Basils for a year and arrange fundraising activities within your businesses

For further information contact: info@stbasils.org.uk

Food Banks**Grantham**

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

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

For further information on how to get volunteering contact:

Hazel Powell: info@greatbarr.foodbank.org.uk Tel: 0121 357 5399

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



Run by health and wellbeing charity, Nuneaton & Bedworth Healthy Living Network, EdibleLinks 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.

Read our blog for a first hand account of how rewarding a team building day at the foodbank can be:
<https://civilservicelocal.blog.gov.uk/2018/10/17/making-a-difference-in-the-community/>

If you are interested in this exciting opportunity please contact Sonya.Johnson@nhs.net

Schools Engagement

If you are interested in receiving more regular updates and further information about other Schools Engagement Opportunities please email cslocalmidlands@cabinetoffice.gov.uk with the subject heading "SEO list" and where you are based. We will send you more details about these types of opportunities as and when they arise.

Speakers and Mentors at Brades Lodge

The Brades lodge is a specialist school support and education students who present with social, emotional and/or mental health needs. The 37 students who attend The Brades Lodge are very enthusiastic, passionate and have great ideas, however they can sometimes have a difficult home life and can be known to the police and social services.

Civil Service Local has been asked by the school to reach out to our networks and ask for support. They are looking for speakers and mentors that their students can relate too. This is a great opportunity to get involved in a project with the potential for real IMPACT.

If you didn't have the most traditional route into the civil service or if you've got a story that the students can relate to and would like to get involved, please get in touch.

The school will be providing training and support for all Civil Servants who would like to be involved in supporting them.

Location: 16 Lower City Rd, Tividale, Oldbury B69 2HA

Contact: ryan.preece@cabinetoffice.gov.uk.

Citizens of the Future - Mentoring

The Civil Service Local Citizens of the Future programme aims to up-skill care leavers in aspects of independent life. The programme will be run over 5 days and will include CV building workshops, employer and apprenticeship market stall events, housing and benefit advice sessions, teamwork and team building.

The programme aims to work with the most vulnerable young people in local communities and society with the defined aim of 'inspiring young people today to build a strong community for tomorrow'.

After delegates have completed the weeks course they will be matched with a Civil Service mentor, their mentor will be a point of support for their professional development, working with them on CV building, work experience and interview preparation.

This programme is a great opportunity to develop your skills whilst supporting the development of a young person in our community.

Please note - Full safeguarding and behaviour training will be provided by Telford and Wrekin council and all mentors will require an enhanced **DBS check**.

If you'd like to find out more about becoming a mentor please contact Ryan Preece (ryan.preece@cabinetoffice.gov.uk). If you would like to apply to be a mentor please submit an email explaining why you think you'd make a great mentor. (Max 200 words) - (Deadline Friday 21st December)

Project Managers and Public Speakers

Are you renowned for your project management or public speaking skills? We are looking for Civil Servants who are interested in supporting the development of vulnerable young people within the Midlands.

As part of the Civil Service Local 'Citizens of the Future' programme we are hoping to run bite size sessions in Schools, Pupil Referral Units and at care leavers organisations.

If you have experience in project management or public speaking and would like to work with young people to help develop their skills please get in touch.

Contact: ryan.preece@cabinetoffice.gov.uk

My Choice My Future

My Choice My Future is a Civil Service Local project that gives young people the opportunity to spend a week experiencing multiple government departments. We have so far delivered the project in Birmingham and Kidderminster with great success, and are now looking to roll this out in Coventry, Hereford and Shropshire.

We have been fortunate enough to work with a range of departments so far both on rural sites and in offices/courts. This has allowed us to show how diverse the civil service is and the thousands of different opportunities available.

Are you based in:

Coventry;
Hereford; or
Shropshire?

Would you like to give young people an insight into your area of the civil service?

Then please contact ryan.preece@cabinetoffice.gov.uk

Braidwood School for the Deaf

Civil Service Local has been offered an exciting opportunity to work with students at Braidwood School for the deaf. Braidwood school offer support for learners who are deaf with additional special needs.

The students at the school are really keen to find out more about more about careers and opportunities available to them within the Civil Service. We would love to work with civil servants who can share their first hand experience.

Are you are a civil servant with a hearing impairment? Can you can communicate in sign language? We would love you to share more about your career with the students at Braidwood School.

Contact: ryan.preece@cabinetoffice.gov.uk

Location: Bromford Road, Birmingham, West Midlands B36 8AF

E4E



As you may be aware our city's E4E programme proudly supports young people to grow and achieve their true potential. Through the help of 150+ local businesses and 660 E4E volunteers, people just like you are kindly sharing their time and enthusiasm, to collectively support thousands of local pupils each year.

Date	Time	Place	Activity
14.01.19 *NEW EVENT*	9am – 12pm *NEW EVENT*	St. Clare's	Mock Interviews
15.01.19	10am – 1.30pm	Kingsmead	Mock Interviews
17.01.19 *NEW EVENT*	8.30am-12.30pm *NEW EVENT*	Lees Brook	CV Workshop
23.01.19 *NEW EVENT*	8am – 12.30pm *NEW EVENT*	Noel Baker	CV Workshop
25.01.19	8.30am – 12.30pm	Woodlands	Mock Interviews

05.02.19 *NEW EVENT*	10.30am-12.30pm *NEW EVENT*	St Benedict	CV Workshop
12.02.19 *NEW EVENT*	8am – 1pm *NEW EVENT*	West Park	Enterprise Challenge Day
13.02.19 *NEW EVENT*	8am – 1.30pm *NEW EVENT*	Noel Baker	Mock Interviews
15.02.19	8.30am – 1pm	Littleover	Enterprise Challenge Day
27.02.19 *NEW EVENT*	8.30am – 12.30pm *NEW EVENT*	St Benedict	Mock Interviews

Note: Mentoring is not stated above as this can start at any time of the year and requires six 1-2-1 meetings between mentor and pupil mentee (agreed around your availability). Please let us know if you are interested in this hugely beneficial and impactful activity.

Some of you will already know the Huge value these activities have on our city's children, and the feeling it gives you personally knowing that you've had a positive impact on a young person's life/career journey.

If you can squeeze just one half-day into your diary before the end of the year that would be most helpful.

If this is not possible maybe you would please consider volunteering your time for one of our upcoming activities in the new year.

Please send your replies to me arshad.iqbal@derby.gov.uk and e4eteam@derby.gov.uk



Young Enterprise is a national charity that supports young people to successfully earn and manage money. To find out more about our programmes and donate, visit www.youngenterprise.org.uk

Young Enterprise Leicestershire is looking for 8 volunteers per day for the January dates below to support the Loughborough College Higher Education Sports Team with their Graduate Assessment Days in January 2019.

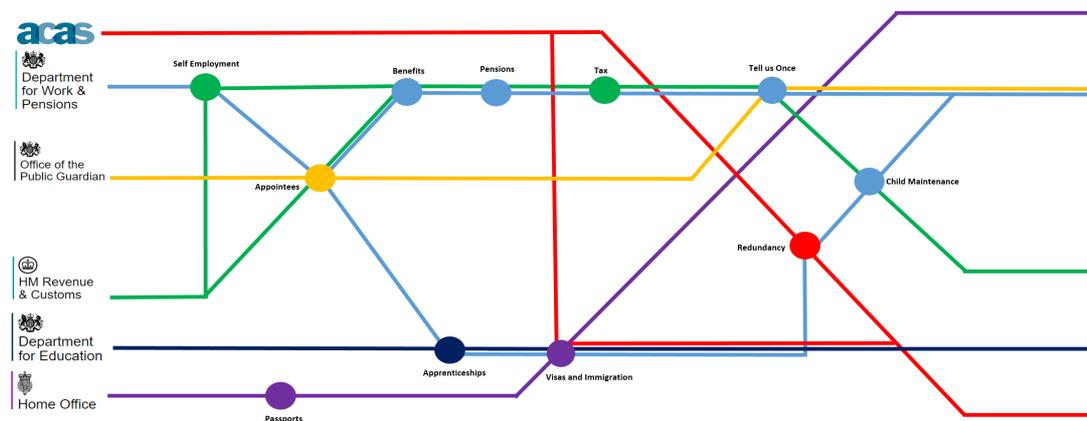
100 + students will go through the graduate assessment day process with volunteer assessors and sports staff from the College working alongside each other.

- Dates:** Wednesday 23rd & Thursday 24th January 2019 **between** 08.30 – 17.30
- Location:** Loughborough College, Radmoor Road, Loughborough, Leics. LE11 3BT
- Parking:** Car registration required for a space to be booked.
- Activities:** To sit in on Interview panels / groups tasks & presentations, which are to be observed and marked with a member of the college sports team.

Refreshments supplied all day (please make me aware of any dietary requirements)
Please email me if you are interested in taking part with the following details below before Friday 14th December:

Annabelle.armes@y-e.org.uk

Government Departments Network Map



Want To Make Signposting Easier?

Don't know how to signpost customers to other useful Civil Service departments?
Why Not Use Our Free Adaptive Network Map?

What It Is

The network map is a simple tool which provides information on different Civil Service departments and how they work together to deliver a service. The map currently features links between 6 selected departments, but can be tailored to the needs of the customer.

Behind each department logo is a fact sheet, which lists the key services offered by that department, alongside contact information, web page links and opening hours.

How It's Used

The map is currently used by the Department for Work and Pensions work coaches to help provide a more streamlined service for customers. It has been designed for sign posting internal and external customers to other Civil Service departments. Civil Servants can use this in conjunction with other tools available within their department, or as a standalone aid.

All the links within the map are taken from online government sites and therefore will be automatically updated.

How It Came About

Whilst attending the Civil Service Local Future Leaders Academy, our team (the Bezos Family) discovered that we knew nothing about each other's departments. Did you know there are over 40 Civil Service Departments in the Midlands alone?

To help us understand what each department does and how they are integrated with each other, we designed a simple visual map that made the connections between each one clear. We've spent a year developing this, and we're now ready to share this with the wider Civil Service.

Testimonials

- *"The map is visually appealing and easy to use"*
- *"The map is another great tool to promote with my staff when doing my coaching"*
- *"I think this will help me to advise my customers better"*
- *"I have particularly found the fact sheets useful to hand out to customers"*

For more information on how to use the map and to get access, please contact Daniel.Wheatley@dwp.gsi.gov.uk or Heloise.Anfield@publicguardian.gov.uk.

Working with people experiencing sight loss



Where: Beacon Day Centre Wolverhampton WV4 6AZ

Beacon is an innovative charity that helps people with varying degrees of sight loss to lead full and independent lives. They provide a wide range of facilities and support services at their centres and out in the community.

The purpose built day centre in Wolverhampton is open Monday to Friday and volunteers are needed from 09:30 - 15:30 to support people with sight loss taking part in a range of activities, helping them to use the facilities and be independent.

Or for something completely different, come along to the Fab Lab, their social enterprise. Try your own hand at producing logo T-shirts, decorations and personalised items!

Individuals or groups/teams welcome. Wherever possible volunteers are placed where they have a preference. No previous experience necessary, all we need is enthusiasm and a willingness to help others. And why not treat yourself to lunch in their restaurant too!

Contact: Becky Sinar at bsinar@beaconvision.org or telephone 01902 880111

Primrose Hospice



Primrose Hospice is a charity based in Bromsgrove and serving the population of North and East Worcestershire and parts of South Birmingham. We provide individualised care and support for people at end of life and for their relatives including children.

We rely on the generosity of people and businesses to deliver this care and support which is provided free of charge to anyone who needs it. We also rely on volunteers to help us provide these services.

We have over 300 volunteers who work with us actively and are always looking to welcome volunteers to work with us for short periods of time, hours or days to undertake a particular role or task to support us.

If you would like to use to support this wonderful charity then we would be delighted to hear from you. Volunteer's roles can be varied depending on your particular skills or interest and the needs of Primrose Hospice.

Volunteering opportunities:

- helping to maintain the building and facilities,
- fundraising by organising a gifting day at work,
- delivering leaflets and promotional materials,
- devising and delivering your own fundraising events at work or beyond.

We can provide help and support to you or your team to work with us and would be delighted to promote the work that you do on social media and you can be very proud of your contribution.

We would love to hear from you!

For more information contact Jo Wright on 01527 871051 or jo.wright4@nhs.net

Outdoors and Team Building

Welcome Change



Welcome Change is a small social enterprise working in East Birmingham / North Solihull established in 2011.

What: A team of up to 12 to work in the charity shop/warehouse. Sorting through donations in warehouse and helping arrange stock including steaming and maybe window decoration.

When: 18th December 10am to 3pm

Where: Lea Village, Birmingham B33 9SA

Parking available on or around site.

What: Team building activities for groups of up to 15 working in the Community Garden.

Painting fencing, weeding beds, planting in beds (early potatoes & onions etc), make growing trellis/archways. Working on the membrane floor of poly tunnel, weeding growing beds, planting vegetables/herbs/fruit

When: 15th January 2019 and 19th March 2019

Where: East Meadway Birmingham B33 0EW

Parking is available near the site.

Contact: sam.marsh@welcome-change.org.uk or telephone 07943505055 or 0121 749 5702

Highbury Orchard Community



Highbury Orchard Community - B13 8QG

Highbury orchard is run partly as a community volunteering project, and partly as a service activity for a variety of specific groups, including woodland play activities for children, Forest School for all ages with adults, particularly those with mental health, wellbeing, or recovery interests. The orchard is tucked away in a corner next to Highbury Park, one of south Birmingham's larger open spaces.

We are seeking groups/teams to help us with the following outdoor activities for 4-6 hours each session:

- Tree planting, including apple trees and hedgerow whips
- Workbenches - a small team with basic carpentry skills is needed to cut and help assemble 3 workbenches
- Developing a Peace Garden - we have up to three days work creating the basic layout, putting in plants, and possibly doing some decorative stonework.

Please note: you will be working with hand tools.

Location: Highbury Orchard B13 8QG

When: To be arranged

Contact: angela.fisher@cabinetoffice.gov.uk

Government Advice Programme ('GAP')



We are looking for Government Advisors to assist with our Government Advice Programme (GAP). Here at CS Local we work with our local communities, helping vulnerable citizens.

GAP utilises the skills of civil servants to offer a friendly face-to-face service giving practical help & advice in hospices, care homes, food banks.

I'm currently organising *Advice Cafés* at some of these organisations across the midlands and your help is needed!

If you work with:

Department of Work and Pensions;
Legal Aid Agency;
Office of the Public Guardian; or
HM Revenue and Customs,

Please contact Brenda Bond: bren.bond@cabinetoffice.gov.uk and let me know which area of the midlands you are in.



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 opportunities available:

Tuesday 15 January 2019, Ministry of Defence at HQ Surgeon General, DMS Whittington, Staffordshire

An opportunity for civil servants to visit the Defence Medical Services, headed by the Surgeon General and based at DMS Whittington (DMS(W)) near Lichfield in Staffordshire. DMS(W) is the location for the strategic headquarters of the Joint Medical Group (JMG) and of the Defence College of Healthcare Education and Training (DCHET). JMG delivers healthcare for Service Personnel and is involved in a number of defence medical projects, initiatives, campaigns and policy areas. HQ JMG includes the positions of the three-star SG, and the two star officers the Director of Healthcare Delivery, Director of Personnel and Training as well as the Defence Medical Director.

Register now: <https://www.eventbrite.co.uk/e/d4d-day-at-lichfield-mod-tickets-52313927365>

Password to get your ticket: D4DMoD

If tickets are unavailable because we've sold out, please email: claretasker@coal.gov.uk and we can put you on a waiting list.

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

Mentor Matching

Civil Service Local Midlands is looking to set up a Mentor Matching service.

Mentoring is a great way to gain insight into where you want to be and how you can get there. By having a mentor, you will gain access to their experiences of when they were once in a similar position to you.

Being a mentor can be a rewarding experience giving you a new perspective as well as the satisfaction of knowing that you have helped someone develop their skills and potential.

Interested in being a mentor? Tell us a little bit about yourself; a brief description of your current role and previous experience. If you have faced and overcome any challenges let us know as all this information will help with the matching process.

Interested in being mentored? Please tell us what your current role and position is and give a brief description of the type of mentoring help you are interested in.

Contact us at cslocalmidlands@cabinet.office.gov.uk and label your email mentor or mentoring.

Discovery sessions**Meet The Neighbours**

Meet the Neighbours is based on 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. It provides an opportunity to network with colleagues and share ideas that help us all to 'see the big picture'. The aim is that attendees get a better understanding of the work various departments do.

When:

1st March 2019 - East Midlands and surrounding areas.

27th March 2019 - Coventry and surrounding areas.

What:

Meet the Neighbours is open to Civil Servants of all grades. The event will be a mix of stalls from the various departments in the city and travel to work area, inspirational speakers and informal networking activities. We will have a variety of CS departments taking part where you can find out more about those departments, how all our departments tie in with each others work, job shadowing opportunities, mentoring opportunities plus much more.

Want to get involved? Want to showcase your department with a stand? Or simply want to know more about it?

Contact: vanessa.boden@cabinetoffice.gov.uk

Further details to follow in the news bulletin and on our [blog](#).

Criminal Justice Discovery Session

Come and join Civil Service Local Midlands at our Criminal Justice Discovery Session in Birmingham.

This bite sized learning event is for all Civil Servants of any grade from any department. The focus is very much on "A Brilliant Civil Service" and attending delegates will have the opportunity of listening to presentations from the Crown Prosecution Service, Probation Service and a District Judge or Magistrate.

These key players in the Criminal Justice System will explain how their department works and crucially how they all work together to deliver justice locally.

Delegates will not only have an opportunity to network, but they will also have a guided tour of this historic building and also watch part of a court in session.

Come along and see for yourself how your Criminal Justice System operates locally and meet some of those involved with its delivery.

Places are limited so please book your ticket [here](#)

Tea and coffee will be provided, delegates should bring their own lunch.

Please note that you will need to seek approval from your line manager and any travel and subsistence costs must be met by your own department.

Discovery Session

Career Paths Across the Nation

Civil Service Local are holding an event on the 31st January 2019 for Civil Servants up to EO grades based in the Midlands.

This new and exciting event, is designed to inspire staff to be the best they can be. Delivered by Senior Leaders in your region 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

When: 31st January 2019 at 10:00am - 1:00pm

Where: Castle Meadow, Castle Meadow Road, Nottingham, NG2 1AB

If you have any questions or would like to reserve a place: email [Vanessa Boden](#).

Places will be limited, so book early to avoid disappointment. You will need to seek approval from your line manager and any travel and subsistence costs must be met by your department. This can count towards your 5 a year learning and development days. More information on the arrangements for the event will be issued to attendees nearer the time. Limited parking is available on site please advise when booking this event if parking is required.

Discovery Session

Coping with Cancer in the Workplace

There are currently more than 890,000 people of working age living with a cancer diagnosis and an estimated 700,000 carers of people with cancer in the UK who are working full or part-time, with many more people in work who have some connection to cancer via their family and circle of friends.

This session, hosted by Macmillan and Civil Service Local focuses on:

- The impacts cancer can have on the workplace
- The specific issues for the employee and their family
- Good practice in the workplace particularly in respect to difficult conversations and handling emotions.

Many people with cancer continue to work after or even through their treatment and employers play an important role in supporting people. There are challenges at the time of diagnosis, during treatment, at the time of returning to work and afterwards. This session provides a much needed opportunity for delegates to reflect generally about the key issues surrounding this topic and network in a relaxing environment.

When: 11 January 2019 2:00 pm to 3:30 pm

Where: Victoria Square House, Birmingham

To book click <https://www.eventbrite.com/e/managing-cancer-in-the-workplace-tickets-53287089118>.

Tea and coffee will be provided.

Merry Christmas and a Happy New Year !



The CSLMidlands Team making Christmas Hampers at EdibleLinks

Contact the team:

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