

## Policy and procedure development

We have access to a range of template policies to support your group, and can help you to tailor these to your needs.

## Training and Development

Our team at Third Sector Dumfries and Galloway is able to offer a range of training courses/workshops to your group; and we enlist the skills and services of a number of associates who can support your learning and development.

## For more information please contact:

### Contact

Third Sector  
Dumfries and Galloway  
54 Buccleuch Street  
Dumfries, DG1 2AH



info@thirdsectordumgal.org.uk  
www.thirdsectordumgal.org.uk  
Tel: 0300 303 8558



**THIRD SECTOR**  
Dumfries and Galloway  
*Working together to put  
our sector first*

# About Us...

Third Sector, Dumfries and Galloway was established alongside 31 other support organisations within Scotland called Third Sector Interfaces.

We work to:

- **Support volunteering and volunteers**
- **Develop the third sector**
- **Increase social enterprise**
- **Build the relationship between the third sector and community planning partners**

We are run by a Board of trustees who are elected from our members. Here at Third Sector, Dumfries and Galloway, our vision is of a strong and sustainable third sector that can make a lasting contribution to the wellbeing of the people and communities of Dumfries and Galloway. Our aim in providing support is to create a sustainable difference to your organisation. Our mission is to work together with the third sector in Dumfries and Galloway to be its voice; and to become a centre of excellence for the promotion of the sector and the provision of support and services to the sector.

# We can support you with...

## **Volunteer recruitment & management of the Saltire Awards (a recognition scheme for young volunteers aged 12-25)**

Volunteers are an important resource in many community groups and voluntary organisations. If your organisation involves or is considering involving volunteers, then Third Sector, Dumfries and Galloway can help you recruit, support and manage them effectively to ensure everyone, regardless of their age, has a positive experience and to help your organisation get the best from your volunteers. We also offer the national recognition scheme Volunteer Friendly Award.

## **Funding Application support**

Pulling together everything you need for your funding application can be daunting but with a little help you should be able to achieve it. We can take you through the process: outlining the tasks you will need to do and helping you with forms that need to be filled in. We can help with funding searches for your projects.

## **Gift Aid**

If your organisation receives donations it may be worth your while looking into Gift Aid, a government scheme which enables you to claim back the tax that the person who gave you the money paid on their donation. It adds 25% to your donation at no extra cost to the donor.

## **Starting And Reviewing Your Group**

Whether you are a new group forming, or an existing group reviewing its status we are here to help you get it right.

## **Choosing A Legal Structure**

There are lots of structures to voluntary organisations, all with different features and limitations. Getting your legal structure right is important because it will affect your organisation significantly. WE can help you to determine which structure will suit your group best, and with pulling together governing documents and applications to the relevant regulatory body.

## **Protection of Vulnerable Groups Scheme (PVG)**

If your organisation works with children or vulnerable adults (such as older people, those with learning difficulties or physical or psychological impairments) then you will need to consider how you go about ensuring their protection. If you think the work that you do might be covered by the legislation to protect vulnerable groups, please contact us for further advice. We can help you implement the systems you need to be able to disclose staff and/or volunteers, meet your legal requirements and protect the vulnerable people you work with. Many groups have accessed our services to process their PVG applications – there is a small administrative cost.

## **Managing your group**

Whether they are called Committee Members, Directors or Trustees, these are the people who have the responsibility for managing your group. Joining a committee for the first time can be a steep learning curve. We offer training for people on committees and can tailor this to meet the needs of your group. We can help to identify the skills and abilities your existing committee members have, identifying any gaps so that you can target recruitment to fill those gaps.

## **Social Enterprise development and promotion**

Social enterprises are innovative, independent businesses with a social and/or environmental purpose, working all round the UK and internationally. They aim to make profit like any other business, but invest 100% of it in their social purpose. Social enterprises in Scotland are "asset locked" (all property, money etc. can only be used for a social mission/impact). We can help with the initial development of your social enterprise, and signpost you to other organisations for further support.

