

Example requests for support

There are many areas that you can request support in, based on the specific needs of your group, please find a list of example tasks other groups have requested support with below.

General administration support

- Review current processes and providing recommendations for improvements.
- Creation of spreadsheets that can support with these processes to streamline.

Finance

- Review of current systems in place
- Reviewing policies
- Advice on how to record
- Budgeting support
- Creation of spreadsheet to make recording easier

Management

- Providing management mentoring/support

Fundraising

- Identifying different funding opportunities
- Raising funds for the group to allow them to extend their offer or buy new equipment

Strategic

- Support to identify business development opportunities
- Support with creating a business development plan
- Support to carry out cost/benefit analysis

Marketing/ Website

- Digital skills training
- Social media audit
- Creating a marketing strategy
- Support to implement a strategy
- Website creation
- Website optimisation/keywords
- Creation of a short video to showcase the group
- Support with social media posting
- Writing articles about the group
- Raising awareness of the group in the community
- Updating a current website
- Delivering flyers in the local areas
- Facilitation support to create a clear vision
- Creation of a newsletter template
- Writing content for newsletters

Graphic design

- Designing new flyers and posters
- New logo

IT/ Technical services

- Setting up of computer equipment/IT support
- Checking systems are fit for purpose
- Basic IT training for staff

Consultation

- Creative ideas of how to engage with the community
- Delivering consultation events

HR

- Reviewing of policies
- Ad hoc support when needed
- PAYE support

Governance

- Reviewing policies
- Creating new policies

Staff training

- Delivering workshops/training sessions to upskill staff in particular areas eg Safeguarding, IT

Events

- Supporting at one off events with things like registration and collecting feedback

Research

- Finding out the locations/contact details of different resources eg all libraries in Salford.

Other

- Carrying out deep cleaning
- Carrying out equipment audits
- Painting
- Carrying out health and safety checks.

Get in touch:

Email: hayley@skillgivers.org.uk

Tel: 07912 259 255

Web: www.skillgivers.org.uk



SkillGivers
•••••