VAAC

VOLUNTARY ACTION ACROSS ARUN, CHICHESTER AND SUSSEX

Driving Voluntary Action and Active Communities

LEARNING INTO ACTION

TRAINING FOR THE VOLUNTARY SECTOR

Training is more than acquiring new skills – it's about empowering individuals and organisations to create meaningful change.

Whether it's walking groups gaining life-saving first aid skills or safeguarding training that keeps young people safe, community groups across West Sussex are putting learning into practice every day.

This guide contains useful training, resources and website links to support learning, development and organisational growth across the voluntary sector.

West Sussex Links
Voluntary & Community Sector Infrastructure Alliance

VOLUNTARY ACTION
ARUN, CHICHESTER
AND SUSSEX

Promoting and supporting charities and community groups across Arun, Chichester and Sussex.

We are always updating content under these topics. If you have any training you would like to include or would like to discuss your training requirements, please email kate.clarke@vaac.org.uk.

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Safeguarding

A range of organisations offer safeguarding guidance and training to help charities and community groups create safer environments for children, young people, and adults at risk:

- **The Charity Commission** has guidance on **Safeguarding responsibilities for charities and trustees**.
- **West Sussex Safeguarding Children Partnership (WSSCP)** offer and promote a range of **Safeguarding children training courses**.
- **West Sussex Safeguarding Adults Board** provides **Core Safeguarding learning resources**.
- **The Ann Craft Trust** is an organisation specialising in safeguarding adults at risk. It supports charities and community groups by providing expert **guidance and safeguarding training** to help organisations build safer cultures and strengthen their safeguarding practice.
- **NCVO (The National Council for Voluntary Organisations)** offers **Safeguarding Training and Events**.
- **SAFEcic** the Safeguarding Specialists offer charity focused safeguarding resources and training via their **Charity Hub Home**.
- **NSPCC** delivers **Training courses in Safeguarding and Child Protection**.
- **Impact Initiatives** deliver a range of online and face to face **training courses** for organisations, schools, professionals and volunteers working with children, young people and adults.
- **High Speed Training** offers a diverse selection of accredited **online Safeguarding courses**.
- **The Elements Training Portal** is a free **online learning platform** for VCSE organisations, offering short, practical e-learning courses on key topics such as safeguarding, governance, volunteering and organisational development.
- **Artswork** is a charity dedicated to empowering young people through creativity. It runs **interactive workshops and flexible on demand courses** on a variety of topics including Safeguarding.

- **Survivors Network** run **training sessions** aimed at supporting anyone who may come into contact with survivors of sexual violence, abuse and/or harassment.
- **Lifecentre** provides expert led **training** designed to help create safer, more supportive environments for individuals affected by sexual violence. Their sessions aim to raise awareness and build confidence among those who may interact with or support survivors of trauma.
- **bobu** deliver **training** on responding to harassment, microaggressions, and unsafe situations in real time. They offer interactive workshops for individuals and tailored programmes for organisations, focusing on practical tools people can use immediately in workplace and community settings.
- Useful guidance and resources from **The Disclosure and Barring Service (DBS)** on DBS checks and Barring referrals:
  DBS guidance leaflets – GOV.UK
  DBS check application process for volunteers – GOV.UK
  Making barring referrals to DBS – GOV.UK

Governance and Financial Management

Governance and Financial Management training for the voluntary sector:

- **The Charity Commission's Support for Charity Trustees 5 minute guides** give short and clear advice on the key topics all trustees need to know. See also their **recently updated guides for good governance**.
- **Charity Digital Finance Hub** helps charities and non-profits understand and manage their finances, so they can make smart decisions, stay financially healthy and run effectively.
- **NCVO** offers practical support to help charities strengthen governance and financial management, including expert **guidance** and a wide range of **training courses**.
- **Charity Excellence Framework** offers a wide array of free **finance and governance resources**, such as templates, checklists and practical guides, to help charities strengthen financial management, ensure regulatory compliance and develop effective leadership.
- **Cranfield Trust** offers free **webinars** and practical **resources** to help charities strengthen governance and financial management
- **The Ethical Property Foundation** is a non-profit organisation offering expert, impartial property advice to the voluntary sector. It supports organisations with **free training and resources**, helping them manage property challenges and stay focused on their core mission.
- **The Elements Training Portal** is a free **online learning platform** for VCSE organisations, offering short, practical e-learning courses on key topics such as safeguarding, governance, volunteering and organisational development.

Fundraising

Fundraising training for the voluntary sector:

- **Get Grants** are Fundraising experts offering **training, consultancy and free resources** to help charities and community groups secure funding.
- **The Chartered Institute of Fundraising** offers training, webinars and free resources to support fundraisers across the sector.
- **Lime Green** Consulting provides practical **training** in fundraising and bid writing, supporting charities and social enterprises to develop skills and access funding more effectively.
- **Directory of Social Change (DSC)** provides expert **online training** on key topics including fundraising, governance, finance, law, communication and leadership. They also offer free webinars to support learning across the voluntary sector.
- **Fundraising Everywhere** is an online community offering **training, support and networking** for fundraisers and charity leaders. It provides virtual events, webinars and resources designed to boost confidence and professional development across the fundraising sector.
- **Charity Excellence** is a free digital platform that helps non-profits access funding, resources and practical support. It also identifies free **fundraising training** opportunities.
- **Lucy Stone** from **No Stone Unturned Fundraising** has worked in the Charity sector for over 20 years and has raised £97 million. Lucy specialises in supporting grassroots community organisations in Sussex and arts/culture sector organisations. She helps them to raise more through trusts and foundations, diversify their income and make better connections with their funders and supporters.

Voluntary, Community and Social Enterprises (VCSE) Support

Training, resources and support to help VCSE organisations build capacity and increase impact across the sector:

- **The National Council for Voluntary Organisations (NCVO)** offers a wide range of **training** courses for the voluntary sector, covering key areas such as finance, leadership, safeguarding, volunteer management and trustee responsibilities.
- **The Directory of Social Change (DSC)** offers online **training** for charities and voluntary organisations, including essential topics such as fundraising, governance, leadership and management. Many of their webinars are free to attend, providing accessible learning opportunities to strengthen skills and organisational effectiveness.
- **The Charity Excellence Framework** is a **free digital platform** offering funding tools, charity resources and support to help non-profits improve effectiveness and increase impact.
- **Cranfield Trust** helps charities build resilience and deliver results through pro bono **consultancy, mentoring, training and support**.
- **The Centre for Charity Effectiveness** at Bayes Business School helps charities strengthen leadership and increase impact, offering practical toolkits, guides and training resources.
- **Social Sector Support** provides **training and freelance support services** for charities, community groups and social enterprises. Their learning platform offers live sessions, on-demand training and practical templates covering topics such as financial sustainability, fundraising, stakeholder engagement and volunteer management. They help organisations build skills, strengthen impact and adapt in a rapidly changing environment.
- **The Elements Training Portal** is a free **online learning platform** for VCSE organisations, offering short, e-learning courses on key topics such as safeguarding, governance, volunteering and organisational development. It helps staff and volunteers build confidence, improve skills and strengthen the quality of their work.

- **The Saltways** offers simple, practical **training** to help charities create ethical, engaging videos using just a smartphone. Their support includes free workshops, bespoke filmmaking courses and video editing training, all designed to help VCSE organisations share impactful stories with confidence.

Health and Mental Wellbeing

Health and Mental Wellbeing training for the voluntary sector:

- **West Sussex Mind** provides training for schools, parents & carers, professionals and workplaces. Training available for exclusive delivery can be accessed via the **course catalogue**. For free courses, or to book individual places on courses see **Eventbrite**.
- **The Living Well Programme** is a free six week **self-management course** for patients who live in West Sussex or Brighton and Hove, living with any long-term health condition. Weekly sessions cover a variety of topics, including managing pain & fatigue, stress & anxiety, depression, isolation, getting a good night's sleep, communication skills, working with healthcare professionals, relaxation and distraction techniques.
- **St Barnabas House** offers a range of **courses** to support education and training on the growing need for knowledge, skills and understanding of Palliative Care. They have sessions to meet a variety of needs for different services and different learners.
- **Sage House Dementia Hub** provides support, information, advice and activities to those living with dementia and their families. They run courses to help local businesses, community groups and individuals become more aware and have a better understanding of dementia. Please see **Dementia Supporter Awareness Training** and **Support Groups** for information on training, events and drop in sessions.
- **ShiftWorks** is a new low-cost online **learning and development** offer by The King's Fund for people working in health and care. Annual membership costs £35 with access to a growing portfolio of CPD accredited courses, bite-sized learning and online events.
- **Rethink Mental Illness** is a national charity offering **support and information** on mental health. In Worthing, they run a **carers group** with regular meetings and drop-ins for families and friends of those affected. They also provide **training** to help employers and the public better support people living with mental illness.
- The **West Sussex Wellbeing Programme** is a county-wide adult health improvement initiative delivered in partnership between West Sussex

County Council and the district and borough councils. It provides a wide range of local information, advice and support to promote healthier lifestyles, including free **Making Every Contact Count** (MECC) training sessions. MECC encourages brief, everyday conversations that gently support positive health and wellbeing changes, covering topics such as smoking, alcohol, diet, physical activity and mental wellbeing.

- **Samaritans** **Training and Engagement Programmes** support organisations to train their teams to spot and support anyone struggling to cope.

IT and AI

IT and AI training for the voluntary sector:

- In association with Microsoft, **Charity Excellence** has launched a range of free, certificated, online courses that enable anyone to use AI effectively, keep themselves and their charity safe, and gain valuable career skills. The 45 minute courses require no prior AI knowledge, are completed at your own pace, using engaging bite size lessons, demo videos, practical tasks, and fun quizzes. **Find out more**.
- **Charity Digital** empowers charities and non-profits to boost their impact through smart use of technology. They offer free resources, including daily articles, fortnightly podcasts and expert-led webinars covering digital strategy, cybersecurity, fundraising, and AI. Their regular events bring together sector leaders to share insights and innovations in charity tech.
- **Charity Digital: How to build an online community**
- **CharityWise** is a membership-based website, helping charities increase their knowledge of digital topics, including web design, data and analytics, and digital marketing. Selected content is free to all users.
- **Media Trust** provides free and low cost **training** to help charities and community groups improve their media, communications and digital skills. Their online **Resource Hub** includes easy to follow guides, toolkits and tips on topics such as social media, storytelling and using digital tools. They also offer expert led training sessions and support from media professionals to help organisations strengthen their voice.
- **Learn My Way** is a free online platform from **Good Things Foundation** that helps people gain basic digital skills and build confidence in using the internet. They also offer the **AI Gateway**, a free interactive resource that demystifies AI and helps users understand what AI can do and how it shapes online experiences.
- **Qlic IT** provides specialist, affordable IT support for charities and community organisations, and their **YouTube channel** offers practical AI guidance.
- The **AI Skills Hub** is a directory of learning materials to help UK organisations and individuals to build their AI skills. Commissioned by the

UK government and the Department of Social Innovation and Technology, once you are registered you can access a wide range of courses.

- **Worthwhile AI** is a free AI platform for charities and non-profits, offering ready-made prompts and practical guidance for fundraising, communications, service delivery, impact reporting, research and administration.

Adult Learning

Adult learning and development opportunities for the voluntary sector:

- **Chichester College Group** offer a flexible approach to learning through their free online nationally recognised courses called **Vocational-Related Qualifications**. Courses include business administration, healthcare, understanding autism or dementia care.
- **West Sussex County Council** offers free **Skills Bootcamps**, a new initiative designed to help residents gain practical, sought after skills that local employers are seeking. Whether you're starting out, changing careers, or aiming to progress, these flexible courses provide a fresh approach to learning. The **Adult Learning Service** provides learning opportunities that enable adults and families to participate in impactful and accessible training courses, including maths, english and digital skills.

Volunteers

Guidance and training to support and manage volunteers:

- **The National Council for Voluntary Organisations (NCVO)** have a useful free **guidance** section on 'Involving Volunteers', containing practical advice on managing volunteers and the process of volunteering well. They also run regular **training** sessions on Recruiting Volunteers, Mentoring and Coaching Skills, Volunteers and the Law, Good Practice in Volunteer Management, Managing Conflict and Ending Volunteering Well.
- **Charity Digital** offers **guidance** on retaining both staff and volunteers, especially those involved in service delivery roles.
- **The Directory of Social Change (DSC)** provides practical **training and resources** to help charities manage volunteers effectively. Their offer online courses on volunteer supervision and engagement.
- **NAVCA (National Association for Voluntary and Community Action)** has released an **Inclusive Volunteering Guide** that brings together the insights and expertise of local infrastructure organisations to help make volunteering more inclusive and accessible.
- **Vision for Volunteering** is a 10-year collaborative initiative (2022–2032) aimed at creating a better future for volunteering. **Find out more** about the campaign.
- **The Association of Volunteer Managers** is an independent UK membership body created by and for people who manage volunteers. AVM hosts regular events shaped by member driven priorities.
- **The Elements Training Portal** is a free **online learning platform** for VCSE organisations, offering the following short, practical e-learning courses: **An Introduction to Volunteering**, **An Introduction to Inclusive Volunteering Practice**, **An Introduction to Involving Young Volunteers** and **An Introduction to Volunteers and the Law**.

Climate Action and Net Zero

Climate Action and Net Zero training for the voluntary sector:

- The **Charity Digital Climate Action Hub** is an initiative designed to help charities tackle climate change through smart use of digital tools and technology. The Hub contains useful guides on sustainable digital practices, essential tips for green working and webinars and podcasts on climate action.
- **The West Sussex County Council Waste Prevention Team** offers expert support to help communities reduce waste and recycle more effectively. Their trained volunteers and advisors attend public and private events across the county, providing practical advice and answering questions about local recycling guidelines. See their **events calendar** for further information. To request a group talk or workshop contact **Waste.Prevention@westsussex.gov.uk**.
- **Hope for the Future** is a UK charity empowering individuals, communities and organisations to have impactful conversations with elected representatives about climate and nature. Through free **training, events and resources**, they help build the confidence and skills needed to influence policy and drive environmental action.
- **Sussex Green Living** is a charity educating and inspiring people to live an environmentally sustainable life. They deliver engaging talks to local groups, councils, and businesses, sharing practical solutions for greener living.
- This **Environmental Awareness eLearning course** from **St John Ambulance** aims to provide delegates with an understanding of the impact their workplaces have on the environment, as well as how they can reduce their impact on the environment as individuals.

Equality, Diversity, Equity and Inclusion

Equality, Diversity, Equity and Inclusion training for the voluntary sector:

- **Toucan Diversity Training** is an award-winning social enterprise led by disabled people and based in Portsmouth. It promotes social inclusion through **CPD accredited training** designed and delivered by individuals with lived experience of disability.
- **The Directory of Social Change (DSC)** offers an **EEDI (Equality, Equity, Diversity and Inclusivity) and Wellbeing Hub**, featuring articles, training, podcasts and practical resources, to create more positive and inclusive environments.
- **NCVO** has useful **guidance** on Equity, diversity and inclusion in volunteering. They also deliver regular live **online training**.
- **Charity Digital's Digital Inclusion Hub** offers practical tips, podcasts and webinars to help charities tackle digital exclusion and build more accessible digital services.
- For help and guidance on ensuring your services are accessible and inclusive to people in the community, see **Equity, Diversity and Inclusion guidance** from **Community Works**.
- **The Diversity Trust** offers expert led **training and consultancy** on equality, diversity, inclusion, and accessibility. Their sessions help organisations create safer, more inclusive environments, with topics ranging from unconscious bias and inclusive language to LGBTQ+ awareness and disability inclusion. Training is tailored to public services, businesses and community groups and can be delivered online or in person.

Health and Safety

Health and Safety training for the voluntary sector:

- **CE Safety** provides a comprehensive range of **health and safety training courses**, including Fire Safety, First Aid and Manual Handling, on-site at your place of work across the UK.
- **High Speed Training** offers **online health and safety courses**, including Basic Health and Safety, Fire Safety Awareness, and Manual Handling Awareness, accessible anytime, anywhere.
- **MB Medical Solutions** offers a variety of **first aid courses**, along with bespoke training designed to meet the specific needs of each organisation.
- **Daisy First Aid** offer **first aid classes** for families, parents, carers and childcare professionals, as well as First Aid at Work courses for individuals who wish to act as a first aider in their workplace.
- **ABC WorkSafe** deliver accredited in-house health and safety courses and health and safety training across the South of England. Their **courses** cover a wide range of essential workplace topics, including First Aid, Mental Health Awareness, Fire Safety and Manual Handling.
- **Surefire Training** offers a comprehensive range of **Health and Safety training**, including Fire Safety Training and Emergency First Aid Training around West Sussex.
- **West Sussex Fire and Rescue Service** offers expert led **fire safety training**, tailored to individual workplaces and aligned with fire risk assessments. Courses are delivered onsite or at venues across West Sussex, with additional training available in Manual Handling and First Aid at Work.
- **Sally Holmes**, a local **NHS Community First Responder**, offers free 90-minute CPR training for community groups and associations. In the last six months she has trained 634 people, helping more local residents feel confident to act in an emergency. Sessions are under 2 hours and all participants need to provide is a venue. To find out more or book a session email **sally.fholmes@secamb.nhs.uk**.