

## A guide to Building Effectiveness 2022



### Overview

Building Effectiveness is a bespoke, 12-month, organisational development programme for the Hertfordshire voluntary sector, ideally suited to organisations looking to become more strategically focussed and better equipped to face the future. The pandemic has escalated the importance of organisational resilience and agility, and preparedness in the wake of sudden change has never been so critical. As a result, we have adapted the programme for 2022, with a Hertfordshire focus, two new Effectiveness Coaches to co-lead the delivery and more support for Chairs.

Participating organisations will be supported throughout by our Effectiveness Coaches Vivianne Childs and Moreen Pascal, both independent consultants and HCF trainers with direct experience working in and for Hertfordshire organisations. From the start of the programme organisations will receive 1:1 support to develop a strategic project and action plan. The Organisation will then be allocated an experienced Hertfordshire business Mentor, who will be carefully selected to match their skills to the needs of the organisation to provide guidance and strategic support for the duration of the programme. Together the Mentor and Effectiveness Coach will ensure the organisation is in the best possible position at the end of the programme. At which point, the organisation will be supported to evaluate their progress, outcomes and produce a case study report. All organisations that successfully complete the programme will receive Building Effectiveness Accreditation and a certificate of completion.

As part of Building Effectiveness in 2022, participating organisations will also benefit from a programme of monthly **Leadership Workshops**. Topics have been chosen to support some of the challenges that all organisations face when going through a change programme and groups will meet in person (unless restrictions change).

### Leadership Workshops

As in previous programmes, organisations will benefit from ‘in-person’ group Leadership Workshops. In a departure from previous formats, diverse and inspiring senior managers and leaders will also be invited as guest speakers throughout the programme to share their experience. In 2022 we will add to the peer network with an Action Learning space during workshops. These workshops will be coordinated by Moreen Pascal and offer the benefit for participants to develop a peer support network with each other and to seek advice to progress with their project brief.

Leadership workshops will focus on specific themes – chosen to support some of the challenges that organisations face when going through a change programme. Workshops involve exercises carried out in pairs or groups, plenary discussions and sharing. Practical tools and resources will be provided for attendees to take back to their organisations.

### Programme structure and timeline

Date	Application Process		
Thu 27 Jan	BE2022 Information session (online)	12.00-13.00	<a href="#">Book HERE</a>
Mon 21 Feb	CLOSING DATE for Applications		
Mon 28 Feb	Successful organisations notified		

Date	Programme Delivery	Time / Duration	Location	Attendance required by:
Wed 23 Mar	Introduction to the programme	10.00 - 14.30	Sarratt, hosted by Will Hobhouse & your Effectiveness Coaches	CEO
March - April	<b>Organisation 1:1s to draft strategic BE2022 Action Plan &amp; be introduced to Mentors*</b>	2 hours	Online (or In-person)	CEO
Wed 13 Apr	Leadership Workshop 1	10.00 - 14.30	Foundation House, Hatfield	CEO
Wed 04 May	Building effectiveness for Chairs	09.30 - 11.00	Online	Chair
Wed 25 May	Leadership Workshop 2	10.00 - 14.30	Foundation House, Hatfield	CEO
Wed 22 Jun	Leadership Workshop 3	10.00 - 14.30	Foundation House, Hatfield	CEO
Thu 21 Jul	Leadership Workshop 4	10.00 - 14.30	Foundation House, Hatfield	CEO
Wed 28 Sep	Leadership Workshop 5	10.00 - 14.30	Foundation House, Hatfield	CEO
Wed 05 Oct	Building effectiveness for Chairs	16.00 - 17.30	Online	Chair
Thu 27 Oct	Leadership Workshop 6	10.00 - 14.30	Foundation House, Hatfield	CEO
October - November	<b>Organisation 1:1s Evaluation of programme</b>	2 hours	Online (or In-person)	CEO
Wed 23 Nov	Closing Ceremony - Certificate presentation. Lesson's learned and shared case studies.	10.00 -14.00	Sarratt, hosted by Will Hobhouse & your Effectiveness Coaches	CEO / Chair / Mentors

\*Note- Mentor 1:1s and pro bono consulting will occur outside of this schedule, between March- November, arranged between the organisation and their mentor.

## Who can apply?

- Organisations located in or providing services in Hertfordshire
- Registered charities, charitable companies (including CICs and CIOs) or formally constituted community groups
- Organisations working to improve community need and deprivation
- Organisations that have been running for at least 12 months, employ at least one person in a paid role and have an income of £100,000+ in the last 12 months
- Organisations with a board of Trustees, Directors, or management committee with at least two, non-related members

We are unable to accept applications from:

- Religious or political organisations
- Statutory bodies or private profit-making companies that do not have charitable status
- National charities without a Hertfordshire focus

## How to apply

Interested organisations who meet the above criteria are invited to complete a short application form.

You can download a copy from our website [here](#).

**The application deadline is 5pm Monday 21 February 2022**

## How will applications be assessed?

Applications will be assessed by a panel of HCF Staff and trustees against the following criteria:

- Fulfilling the eligibility criteria
- The capacity of the organisation to engage with the programme
- Evidence that the board and senior management are keen and willing to dedicate resource to the programme
- Evidence that the organisation's expectations are realistic and that there is a desire for positive change
- The potential for development and the likely impact
- Priority will be given to organisations that have not taken part in Building effectiveness before

## Further information

If you would like to discuss your application or any aspect of the programme, please contact Louise Marron on 01707 251351 or email [louise.marron@hertscf.org.uk](mailto:louise.marron@hertscf.org.uk).

HCF will be holding a lunchtime information session on **Thursday 27 January, 12.00-13.00** which is an ideal opportunity to meet the effectiveness coaches, previous participants and ask any questions:

**Thursday 27 January**

**12.00 – 13.00**

Online via zoom

Register your place [HERE](#)

## Terms and Conditions

To ensure selected participants benefit fully from this programme, all are required to:

- Allocate time for Trustees, Directors or committee members and senior management to engage in the process
- Hold meetings in a timely manner in line with the timeframe required
- Focus throughout the development period on implementing the agreed activities to schedule
- Be open and frank with their Effectiveness Coach and Mentor throughout the programme
- Give HCF permission to publicise the participating organisation's involvement

HCF and Mentors will:

- Deliver the services as described in this document
- Provide as much notice as possible when arranging meetings and visits
- Maintain confidentiality when requested
- Seek written permission to publish any information about participating organisations
- Have the right to discontinue to provide services if the participant fails to meet the above terms

Please send your completed signed form to [louise.marron@hertscf.org.uk](mailto:louise.marron@hertscf.org.uk)

**Deadline for applications: 5pm Monday 21 February 2022**

Data protection clause:

By completing the application form you are agreeing to allow HCF to use the information provided for the administration and delivery of the training and to retain your details on our database. To facilitate training HCF will share this information with the training programme provider. Your name and organisation details will be shared with the funder for monitoring purposes only. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it.