

# CVS Falkirk

The Third Sector Interface for Falkirk and District



## Routes to Employment

with CVS Falkirk

# Employability

## Routes to Employment with CVS Falkirk



We have always endeavoured to be a supportive employer, particularly for young people, and anybody who is experiencing difficulty finding and/or sustaining a paid job.

At the same time we are a small organisation, typically with 12-15 employees at any time, so we do not have a dedicated resource to facilitate this work.

In common with many third sector organisations, our funding fluctuates – frequently in a downward direction – so we seek to maximise our resources and income streams, which for us includes forms of financial support for employees and training.

This is a snapshot of some of the excellent people that have come to us through less traditional methods in the last two years. It is meant as a study of how any small organisation where employees are used to working as a team in a supportive environment, can both improve people's lives through employment, and at the same time develop an in-house valuable resource, at little overall cost to the bottom line.

If you have any questions about this, or the excellent support we get from the various schemes and sources mentioned, please contact us.



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## Case Study

**STACEY MUNRO**  
ADMINISTRATIVE ASSISTANT

Stacey Munro joined CVS Falkirk on a six month Admin Assistant position in February 2015, funded by Community Jobs Scotland, becoming a permanent member of the team in August 2015.

Stacey began pursuing a career in administration after her daughter was born, leaving her background in retail work.

"I went to the Job Centre for advice, which is where I found out about the position."

Stacey's application was successful.

"They said I seemed enthusiastic and willing to learn, and that I deserved a chance."

Her main role was to provide additional admin support for the CVS Falkirk team, developing her existing skills and experience.

She was delighted to be offered a permanent position, especially given CVS Falkirk's continued flexibility regarding her childcare needs.

Stacey's now working towards a Modern Apprenticeship with Falkirk Council Employment & Training Unit (ETU), in Business Administration. "There's a lot to my new role, and new duties to undertake."

"But there's always support from the team if I ever need it."

"I got great feedback from the interview."

# Employability



## Case Study

**NICOLA COX**  
OFFICE MANAGER

Nicola joined CVS Falkirk in March 2012 on an Administrative Assistant Modern Apprenticeship, and became Office Manager in April 2016.

Nicola had trained and worked as a hairdresser for five years, until she developed Psoriatic Arthritis in all joints, and couldn't continue.

"I went to the Job Centre for advice, as I was keen to find a new career."

"I always knew I had the support of the team."

She learned about Falkirk Council's Employment & Training Unit (ETU) Modern Apprenticeship scheme with CVS Falkirk, and applied successfully.

With CVS Falkirk, Nicola has taken on various roles and responsibilities, developing new skills and experiences.

She also won "*Backing Falkirk's Future*" Provost Award in 2012. "I was very proud to have won the Award, especially after having to give up hairdressing."

"It gave me a real sense of achievement in my new path with CVS Falkirk."

Since becoming CVS Falkirk's permanent Administrator in December 2012, Nicola has completed more qualifications and training, proving herself invaluable to the team. Nicola became the CVS Falkirk Office Manager in April 2016.



## Case Study

**NATALIE FRASER**  
DEVELOPMENT OFFICER –  
VOLUNTEERING

Natalie joined CVS Falkirk in September 2014, becoming a permanent member of the team in March 2015.

Natalie has always volunteered, even while studying for qualifications in both Accounts and Business Management.

“I enjoy helping people, and it helped me develop different skills.”

Natalie was directed by the Job Centre to apply for a new Community Jobs Scotland placement at CVS Falkirk, as part of the volunteering team.

“My advisor said she felt it suited my range of skills and experiences.”

She was successful in her application, and joined CVS Falkirk as Saltire Awards Administrator in September 2014.

“I learned so much about the third sector in the first six months, about the different services and support available.”

Natalie became a permanent member of the team as a Development Officer for Volunteering in March 2015. Since then, she has worked to promote volunteering and its many benefits.

“I’ve learned so much about volunteering, and the difference it can make.”

“CVS Falkirk helped me develop different skills.”



## Case Study

**LAURA JAMIESON**

DEVELOPMENT OFFICER – PARTNER  
COMMUNICATIONS

Laura came to CVS Falkirk on a work experience placement, and continued to volunteer with them after that finished, eventually joining the team in a paid role as Development Officer for Partner Communications in July 2015.

With a degree in journalism already, Laura was studying HND Business when a classmate recommended CVS Falkirk as a placement. “I knew I wanted to work in the third sector, so I jumped at the chance to get in touch.”

During her placement, she spent time with each member of the team in order to learn more about what they did. “I was struck at how supportive and welcoming the team were.”

“My week in the office helped me confirm that I really did want to work in the third sector.”

“I knew I wanted to work  
in the third sector”

Laura returned to volunteer with CVS Falkirk, and was encouraged to apply for a vacancy with the Representation team. Following an open recruitment process, she was offered the Partner Communications position, and accepted.

“I love working in the third sector. I honestly can’t thank CVS Falkirk enough for giving me this opportunity.”



## Case Study

**NINA KOWAL**  
DEVELOPMENT OFFICER –  
CAPACITY BUILDING \*

Nina joined CVS Falkirk in April 2014 as a volunteer receptionist, after she learned about CVS Falkirk from her local Education Centre.

“Everyone was so accommodating”

While volunteering, Nina also studied for her HND in Accounting, as well as working at night and volunteering with another organisation.

“I didn’t want to be idle. I wanted to develop my English and my office skills. It wasn’t easy, but it gave me an understanding of an office environment.”

The position of a fixed-term Development Officer for Capacity Building became available, and Nina was encouraged to apply. Following an open recruitment process, Nina was successful and became the Development Officer for Capacity Building (Services for Older People) in October 2014.

As part of her role, Nina managed the Partnership Innovation Fund. “I really enjoyed it; it drew on my experiences while giving me independence.”

At the same time, she started her degree in Accounting. “I had a lot of support – everyone was so accommodating.”

Following her time at CVS Falkirk, Nina was contacted by another former employee of CVS Falkirk, who offered her a job in bookkeeping.

“It’s great to be doing something I studied, it’s such an accomplishment.”

*\* Services for Older People*

# CVS Falkirk

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Supporting, developing and representing  
community groups, voluntary organisations,  
social enterprises and volunteering



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CVSFalkirk

CVS Falkirk and District (a Company Limited by Guarantee in Scotland No. SC085838, Scottish Charity No. SC000312) is the third sector interface for the Falkirk Council area, supporting, developing and representing the local third sector. Contact us via our website, Twitter or by phone for more information on the services offered.