



# NCVS information sheet

## Trainers and consultants in the north east

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There are many trainers and consultants working in the UK who specialise in working with the voluntary sector. We have created this information sheet to help our members find trainers and consultants based in the north east. The information sheet is not comprehensive and NCVS cannot offer any form of endorsement, recommendation or approval.

We strongly advise that you take up references before using any of the trainers and consultants. We ask each trainer or consultant to give us the contact details of two voluntary organisations they have worked with in the past. Please contact us if you'd like these details. You should also check the website of a trainer or consultant.

### What categories are used in the information sheet?

- ✓ Disability
- ✓ Employment and HR including supporting, supervising and appraising
- ✓ Equality and diversity
- ✓ Evaluations
- ✓ Event management
- ✓ Facilitation
- ✓ Finance
- ✓ Fundraising
- ✓ Governance and management committees
- ✓ Health and safety
- ✓ ICT including database and website design
- ✓ Management and administration
- ✓ Mediation
- ✓ Minute taking
- ✓ Organisational development including business planning
- ✓ Personal development including assertiveness, team building and time management
- ✓ Presentation skills
- ✓ PR and marketing
- ✓ Regeneration
- ✓ Research
- ✓ Safeguarding children, young people and vulnerable adults
- ✓ Training skills

### Where else can you find trainers and consultants?

- ✓ ask your committee members or trustees and other voluntary organisations if they can suggest a trainer or consultant
- ✓ search *Trainers and consultants direct*, from NAVCA and Fit4funding, at [www.trainersandconsultantsdirect.org.uk](http://www.trainersandconsultantsdirect.org.uk)
- ✓ search the *NCVO directory of approved consultants* at [www.ncvo-vol.org.uk/publications/consultantsdirectory](http://www.ncvo-vol.org.uk/publications/consultantsdirectory)
- ✓ search the *Directory of voluntary sector management consultants and trainers* at [www.mdn.org.uk/directory](http://www.mdn.org.uk/directory)
- ✓ search the *ICT service providers directory for the north east* from VONNE at [www.vonne.org.uk](http://www.vonne.org.uk)

## How NCVS can help you

### Free information and support

Before spending money on a trainer or consultant, don't forget that NCVS provides free advice and support on a range of issues including

- ✓ best structure for new or existing organisations
- ✓ drafting governing documents including constitutions and trust deeds
- ✓ charity law including registering a charity
- ✓ employment law and practice
- ✓ policies and procedures, including example documents
- ✓ running and managing your organisation
- ✓ funding advice for an organisation, project or pieces of work
- ✓ basic bookkeeping and financial management

### NCVS training

NCVS aims to provide high quality training that meets the needs of the voluntary and community sector. NCVS offers both a training **programme** and **on demand** training. You can find the training programme on our website at [www.cvsnewcastle.org.uk](http://www.cvsnewcastle.org.uk) ➔ Training.

NCVS can organise training specifically tailored to meet your needs. NCVS **on demand** training can be delivered at a time and venue of your choice. It can be delivered just for your organisation, or you can share the course with another organisation to split the cost and improve working relationships. We think our **on demand** training is good value for money with prices starting from just £100.

Our **on demand** courses include funding and fundraising, monitoring and outcomes, roles and responsibilities of management committees, strategic planning and organisational change.

To find out more about our training **programme** or **on demand** training, please contact Jaz Nagra at NCVS on 0191 232 7445 or [jaz.nagra@cvsnewcastle.org.uk](mailto:jaz.nagra@cvsnewcastle.org.uk)

### NCVS consultancy

NCVS can provide consultancy support to organisations at a reasonable charge. This may be via one or more sessions or long-term support. Our consultancy includes organisational structures; management issues; human resources; bookkeeping and financial management; fundraising; monitoring and evaluation; and, performance improvement.

To find out more contact the Information Section on 0191 232 7445 or [information@cvsnewcastle.org.uk](mailto:information@cvsnewcastle.org.uk)

**Abundant Earth Durham Ltd**

12 Goodwell Lea  
 Brancepeth  
 CO DURHAM  
 DH7 8EN

Contact Wilf Richards  
 Telephone 07906 439084  
 Email wilf.abundantearth@virgin.net

*Training and/or consultancy offered:*

Event management, Facilitation, Governance & management committees, Management & administration, Organisational development, Personal development, Research

**ARK Associates**

Ouseburn Building  
 Albion Row  
 East Quayside  
 NEWCASTLE UPON TYNE  
 NE6 1LL

Contact Alan Ross  
 Telephone 07774 413482  
 Website www.arkassociates.com  
 Email alan@arkassociates.com

*Training and/or consultancy offered:*

Facilitation, Organisational development, Personal development, Presentation Skills

**Barefoot Research & Evaluation**

33 Forest Avenue  
 Forest Hall  
 NEWCASTLE UPON TYNE  
 NE12 9AH

Contact Christopher Hartworth  
 Telephone 07813 789529  
 Website www.barefootresearch.org.uk  
 Email barefoot@barefootresearch.org.uk

*Training and/or consultancy offered:*

Organisational development, Regeneration, Research

**Be Brave Fundraising**

Fairfield House  
 76 Fairfield Green  
 West Monkseaton  
 WHITLEY BAY  
 NE25 9SD

Contact Brian Bell  
 Telephone 07891 132966  
 Website www.bebravefundraising.co.uk  
 Email brian@bebravefundraising.co.uk

*Training and/or consultancy offered:*

Evaluations, Event management, Fundraising, Management & administration, Organisational development, Personal development, PR & marketing, Presentation Skills, Research, Training skills

**Beverley Taylor Training & Consultancy**

25 York Road  
Acomb  
YORK  
YO24 4LW

Contact Beverley Taylor  
Telephone 07825 296333  
Email b.taylor@virgin.net

*Training and/or consultancy offered:*

Employment / HR, Equality & diversity, Facilitation, Fundraising, Governance & management committees, Management & administration, Minute taking, Organisational development, Personal development, Presentation Skills, Regeneration, Training skills

**Bryan Latty Consulting Ltd**

1 Guillemot Close  
South Beach Estate  
BLYTH  
NE24 3SL

Contact Bryan Latty  
Telephone 0845 643 5371  
Fax 01670 797079  
Website [www.bryanlattyconsulting.co.uk](http://www.bryanlattyconsulting.co.uk)  
Email [bryan@bryanlattyconsulting.co.uk](mailto:bryan@bryanlattyconsulting.co.uk)

*Training and/or consultancy offered:*

Evaluations, Regeneration, Research

**Carole Howells**

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Contact Carole Howells  
Telephone  
Email [carolehowells@blueyonder.co.uk](mailto:carolehowells@blueyonder.co.uk)

*Training and/or consultancy offered:*

Employment / HR, Fundraising, Governance & management committees, Management & administration, Organisational development, Research

**Diane Stewardson**

2 Mortimer Terrace  
Holywell  
NORTHUMBERLAND  
NE25 0NB

Contact Diane Stewardson  
Telephone 0191 237 5281  
Email [diane@stewardson3813.freemove.co.uk](mailto:diane@stewardson3813.freemove.co.uk)

*Training and/or consultancy offered:*

Equality & diversity, Evaluations, Facilitation, Governance & management committees, Mediation, Organisational development, Personal development, Training skills

**Ernest Dobson Consulting**

Tyne House  
 Low Prudhoe  
 NORTHUMBERLAND  
 NE42 6NP

Contact Ernest Dobson  
 Telephone 01661 831117  
 Website [www.ernestdobson.co.uk](http://www.ernestdobson.co.uk)  
 Email [ernest@ernestdobson.co.uk](mailto:ernest@ernestdobson.co.uk)

*Training and/or consultancy offered:*

Evaluations, Facilitation, Fundraising, Governance & management committees, Management & administration, Organisational development, Regeneration, Research

**Esther Salamon**

Contact Esther Salamon  
 Telephone 0191 413 9484  
 Fax 0191 413 9484  
 Email [esther.s@lineone.net](mailto:esther.s@lineone.net)

*Training and/or consultancy offered:*

Evaluations, Facilitation, Governance & management committees, Management & administration, Organisational development, Research, Safeguarding children & adults

**HelmePark Ltd**

IMEX Business Centre  
 Abbey Road  
 Pity Me  
 DURHAM  
 DH1 5JZ

Contact Tony Settle  
 Telephone 0191 374 1777  
 Website [www.helmePark.co.uk](http://www.helmePark.co.uk)  
 Email [tony.settle@helmePark.co.uk](mailto:tony.settle@helmePark.co.uk)

*Training and/or consultancy offered:*

Facilitation, Governance & management committees, Organisational development, Personal development, Research

**Mark Butcher Associates Ltd**

Suite 4  
 John Buddle Work Village  
 Buddle Road  
 NEWCASTLE UPON TYNE  
 NE4 8AW

Contact Mark Butcher  
 Telephone 0191 226 7304  
 Fax 0191 226 7301  
 Website [www.mba-consulting.co.uk](http://www.mba-consulting.co.uk)  
 Email [mark@mba-consulting.co.uk](mailto:mark@mba-consulting.co.uk)

*Training and/or consultancy offered:*

Facilitation, Fundraising, Governance & management committees, Management & administration, Organisational development, Personal development, PR & marketing, Presentation Skills, Training skills

**Newcastle CVS**

MEA House  
Ellison Place  
NEWCASTLE UPON TYNE  
NE1 8XS

Contact Jaz Nagra  
Telephone 0191 232 7445  
Fax 0191 230 5640  
Website [www.cvsnewcastle.org.uk](http://www.cvsnewcastle.org.uk)  
Email [ncvs@cvsnewcastle.org.uk](mailto:ncvs@cvsnewcastle.org.uk)

*Training and/or consultancy offered:*

Finance, Fundraising, Governance & management committees, Organisational development

**Northumbrian Acorn Ltd**

1 Grove Avenue  
Gosforth  
NEWCASTLE UPON TYNE  
NE3 1ND

Contact John Ross  
Telephone 0191 285 9948  
Website [www.northumbrianacorn.co.uk](http://www.northumbrianacorn.co.uk)  
Email [john@northumbrianacorn.co.uk](mailto:john@northumbrianacorn.co.uk)

*Training and/or consultancy offered:*

Employment / HR, Facilitation, Organisational development, Personal development

**Paul Woodhead**

5 Alexandra Road  
Heaton  
NEWCASTLE UPON TYNE  
NE6 5QS

Contact Paul Woodhead  
Telephone 0191 240 3305  
Email [paulwoodhead@blueyonder.co.uk](mailto:paulwoodhead@blueyonder.co.uk)

*Training and/or consultancy offered:*

Facilitation, Governance & management committees, Organisational development, Personal development, Regeneration, Research, Training skills

**PJR Consultancy**

6 Long Drive  
Loansdean  
MORPETH  
NE61 2DN

Contact Pam Rudram  
Telephone 01670 519496  
Fax 01670 514239  
Website [www.pdtraining.co.uk](http://www.pdtraining.co.uk)  
Email [pamrudram@hotmail.com](mailto:pamrudram@hotmail.com)

*Training and/or consultancy offered:*

Equality & diversity, Facilitation, Governance & management committees, Organisational development, Personal development, Presentation Skills

**rba Equality & Diversity Ltd**

19 Trinity Courtyard  
NEWCASTLE UPON TYNE  
NE6 1TS

Contact Ranjana Bell  
Telephone 0191 265 9268  
Fax 0191 265 9268  
Website [www.rba-equalitydiversity.com](http://www.rba-equalitydiversity.com)  
Email [rbassociates@yahoo.com](mailto:rbassociates@yahoo.com)

*Training and/or consultancy offered:*

Disability, Employment / HR, Equality & diversity, Facilitation, Governance & management committees, Research, Training skills

**Ribble Consultants**

39 Thorndale Road  
Belmont  
DURHAM  
DH1 2AJ

Contact Stuart Thompson  
Telephone 0191 386 6313  
Fax 0191 386 4198  
Website [www.ribble-consultants.co.uk](http://www.ribble-consultants.co.uk)  
Email [info-n@ribble-consultants.co.uk](mailto:info-n@ribble-consultants.co.uk)

*Training and/or consultancy offered:*

Evaluations, Facilitation, Finance, Fundraising, Governance & management committees, ICT, Management & administration, Organisational development, Personal development, PR & marketing, Regeneration, Research

**Sandra King Associates**

5 Trewitt Road  
NEWCASTLE UPON TYNE  
NE6 5LT

Contact Sandra King  
Telephone 07825 818155  
Website [www.sandrakingassociates.com](http://www.sandrakingassociates.com)  
Email [sandra@sandrakingassociates.com](mailto:sandra@sandrakingassociates.com)

*Training and/or consultancy offered:*

Facilitation, Management & administration, Organisational development, Personal development

**Sue Wild Training Consultancy Adventure**

7 Denway Grove  
Seaton Sluice  
TYNE AND WEAR  
NE26 4JD

Contact Sue Wild  
Telephone 0191 237 3315  
Email [suewildfreelance@hotmail.com](mailto:suewildfreelance@hotmail.com)

*Training and/or consultancy offered:*

Facilitation, Organisational development, Personal development, Training skills

**The Learning Team Consultancy Ltd**

42 Lesbury Road  
NEWCASTLE UPON TYNE  
NE6 5LB

Contact	Angie Martin
Telephone	07783 740257
Website	<a href="http://www.thelearningteam.net">www.thelearningteam.net</a>
Email	<a href="mailto:angie@thelearningteam.net">angie@thelearningteam.net</a>

*Training and/or consultancy  
offered:*

Employment / HR, Evaluations, Facilitation, Finance,  
Fundraising, Governance & management committees,  
Management & administration, Mediation, Minute taking,  
Organisational development, Personal development,  
Presentation Skills

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## Choosing a consultant

### Before you start

- ✓ Do you really need a consultant?
- ✓ What are the aims of the consultancy?
- ✓ What are the criteria for selecting the consultant?
- ✓ Think about the kind of consultant you need eg do you require someone with good facilitation skills and/or someone who can produce written work?
- ✓ Is it essential that they have some knowledge of your field of work?
- ✓ Propose a realistic initial budget and timescale. Many of the best consultants have full diaries and you will have greater choice and flexibility if you plan well in advance

### Make the right choice

You need to ensure that if you are spending money on a consultant, you get best value for your money, so

- ✓ Decide who will manage the contract and the consultant
- ✓ Decide whether you will interview, choose from written tenders or speak to a limited number of consultants
- ✓ Prepare an initial brief to enable you to tell the consultant what it is you really want from them
- ✓ Decide who in your organisation will prepare and agree the brief, timetable and budget
- ✓ Plan how you will respond and give feedback to unsuccessful consultants
- ✓ Give a deadline for submission of proposals. Include in this your specification for how you want the proposal submitted and the level of detail you require, eg do you require references?

### At the interview

- ✓ Ensure you meet either the person who will be undertaking the work or the person who will be your main contact
- ✓ Discuss their proposal and check it against your own criteria
- ✓ Compare fees quoted, estimated timescales and availability
- ✓ Assess enthusiasm, commitment and empathy with your organisational values

### Agreeing the final brief

- ✓ Refine a final brief with the consultant
- ✓ Agree on a timescale, fees, costs and payment
- ✓ Agree in writing who owns the copyright of any completed work
- ✓ Ensure the final written report (if in electronic format) will be compatible with your IT system

### On appointment

- ✓ Draw up a contract covering responsibilities, access and confidentiality, billing and payment arrangements etc
- ✓ Ensure that everyone in your organisation who needs to know who the consultant is, does know, and is kept informed

### **Managing the consultancy**

- ✓ Keep in close contact
- ✓ Ensure that the timetable and budget are adhered to and jointly agree any necessary rescheduling
- ✓ Keep on top of your responsibilities in terms of delivering information to the consultants

### **Receiving the results**

- ✓ Decide how the report and/or its recommendations are to be distributed

### **Assessing the outcome**

- ✓ Consider whether you have got what you asked for, in the form in which you asked for it
- ✓ Discuss the report with the consultants and negotiate any amendments or additions

### **To find out more...**

*Getting value from consultants; a guide for trustees* by Akpeki and Tomkin  
NCVO Publications 2004 ISBN 0 7199 1623 2 £7.50

This information sheet was produced by

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