

# Humanitarian Centre Services for NGOs 2009 - 2010

## Networking

The Humanitarian Centre organises one **NGO networking meeting** each term to encourage members to meet one another and share ideas. In addition, **smaller interest groups exist**, including groups around Disability in Development, Fundraising and Africa, and IT for Development. If you would like to start a group, please contact us. Organisations are encouraged to bring stalls to the **Garden Party** and **Annual Lecture**. In addition, in 2009 – 2010, the Humanitarian Centre will arrange regular **social events** for members.

## Training

The Humanitarian Centre runs a **training programme** for people volunteering and working in small development organisations. Details of sessions for January – March can be found on our website. A number of **local professionals** have offered to support Humanitarian Centre members on various issues (e.g. financial management, employment). These can be contacted through the office.

## Educational events

The Humanitarian Centre offers regular evening **classes in international development**, taught by the Institute of Continuing Education. The **International Development Course** is a Saturday school taking place in **May and December** each year. The **Annual Lecture** brings a senior member of the humanitarian community to Cambridge each year. A series of **seminars** seeks to explore key development issues, with input from practitioners and academics.

## Advice and contacts

The Humanitarian Centre offers advice and guidance to local organisations. We also have a range of useful local and national contacts and sources of expertise. Our resource centre contains a variety of NGO materials useful for managing small organisations, as well as books and films on development, which are available for loan. A catalogue is available via the resources page of the Humanitarian Centre website.

## Space and facilities

The Humanitarian Centre offers member organisations **meeting space**, **hotdesking space**, and **permanent workspace**.

**Meeting space** can be booked via the office.

**Hotdesking** is usually possible, but please confirm with the office beforehand.

**Permanent workspace** is by application to Humanitarian Centre trustees

Equipment that can be borrowed / used in the HC, and outside by agreement, includes:

**Data projector and laptop**

**Photocopier / B/W printing** (1.5p / copy, incl. paper)

**Colour A3 printer** (10p / copy incl. paper)

**Recording equipment** (for student organisations)

**Laminator and pouches**

**Flipchart and whiteboards**

**FunderFinder** (a database of grant-making organisations)

**Display boards**

## Communication and representation

Our web calendar lists humanitarian events in Cambridge – send details to [calendar@humanitariancentre.org](mailto:calendar@humanitariancentre.org) for inclusion on the calendar and in a weekly digest to over seven hundred people across Cambridge.

A **newsletter** comes out three times a year to reflect Cambridge relief and development activities: send articles to [newsletter@humanitariancentre.org](mailto:newsletter@humanitariancentre.org)

The **Network News** page on our website reports weekly on development-related events and activities. If you would like to contribute then contact [florence.scialom@humcentre.org](mailto:florence.scialom@humcentre.org)  
Plans are afoot for the **Humanitarian Centre website** to evolve into a much more dynamic communications tool.

We also send out regular **volunteer opportunity updates**, so register your volunteer opportunities with us at [volunteering@humanitariancentre.org](mailto:volunteering@humanitariancentre.org). Current opportunities are displayed on our website.

## Humanitarian Centre governance

A **Board of Trustees** is elected by Humanitarian Centre member organisations at the January AGM.

A **Members Advisory Group** meets regularly to make suggestions for how the HC can better support its members – feel free to join this group!

## Getting involved

The Humanitarian Centre network works best when organisations commit time to networking and being part of the community. This might include:

- Coming to 7way networking meetings
- Suggesting topics for smaller groups
- Updating us on planned activities
- Joining the Members' Advisory Group to give feedback on HC services

## Who's who and contact details:

Manager – **Ian Steed**

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*Connecting Cambridge for international relief and development*