To: Deputy Directors  
Cc: Directors  

8th September 2016

‘A Day in the Life’ - NCVO Work Shadowing Scheme

Following our successful involvement in last year’s “Day in the Life” scheme and in line with our People Plan which sets out our commitment to creating ‘a more permeable DCLG where we bring in skills and capabilities from outside and enable placements for our own people in key partner organisations’, the Department has signed up to the 16/17 scheme.

The People Plan (Annex 3) makes an explicit commitment to paying for and promoting this very worthwhile scheme which fits well into our Vision which sees us as ‘reaching across boundaries to achieve better results’ and ‘outward looking and connected’.

The scheme

The “Day in the Life” scheme is a work-shadowing initiative delivered through the National Council for Voluntary Organisations (NCVO). It provides a unique opportunity for staff in government and voluntary organisations to step into each other’s shoes for a day and learn how the other sector operates.

The scheme helps to promote understanding between government and the voluntary sector which is very important for our business. The voluntary sector can make a significant contribution to the successful delivery of the government’s economic and social policies. As such, I would like you to encourage your staff to participate.

The NCVO will pair DCLG applicants with a suitable person from the voluntary sector and at a convenient time between November and April, both spend up to a day in each other’s organisation. The aim is to find out about the partner’s day-to-day responsibilities and the wider context in which their organisation works, and to develop understanding between the individuals and organisations involved.

Feedback from the 68 DCLG participants 15/16 to share with your staff

82% said that the work shadowing experience was worthwhile
36% said that they could apply the learning to their everyday work
73% said that they had shared the learning and experience with their colleagues
91% said that DCLG should participate in the 16/17 scheme.

“Very helpful, useful and inspiring”
“It is a fantastic way to learn about other organisations, what they do and how they work”
“Enables civil servants to find out how voluntary organisations work and what issues they face that are different to our own. It also offers the opportunity to display our skills and knowledge.”

Volunteering

We are entitled to up to 6 days special leave for volunteering per year. Volunteering helps us to gain a better understanding of how Government policies impact upon local communities as well as greatly benefitting the organisations we are volunteering with, particularly if we are offering our existing skills and knowledge. More information about volunteering is available on the intranet.
Participating in the 16/17 ‘Day in the Life’ scheme will not only count as one day volunteering but as one of the 5 learning and development days a year each member of staff is committed to.

Action

Please cascade this note to your people and encourage them to take advantage of this unique opportunity. We’re looking to increase the number of DCLG participants from last year when DCLG has 68 staff taking part.

It would be particularly good if you could promote this offer to any new people you have recently recruited.

The online application process started on the 5 September 2016 and will remain open until 16th October. People should contact Kate Abbott kate.abbott@communities.gsi.gov.uk for more information or they can visit www.ncvo.org.uk/workshadow or workshadow@ncvo.org.uk to register.

I love this scheme and have participated myself twice.

Kind regards,

Chris Hewitt