

The **Jetsetter**

Issue Number 4

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Launch of Two New Projects.... see full story on page 3

**every skill,  
every job,  
every time,  
for everyone.**

Get involved now in two new projects from JET.

**'Raising Aspirations'** will develop and nurture your skills base by offering you tailor made training and job seeking support services. This will improve your chances of finding a job and empower you to overcome barriers in finding long term employment. We want to make it simple for you to access training and continue to develop.

**'Avenues for Advancement'** will widen your horizons and help you start your own business or give you confidence to get a job you really want. It will also stimulate social enterprise and business improvement. If you already have a business or are running a social enterprise or a voluntary organisation we want to help you in every way possible through training and promoting good practice.

That is what JET is all about, offering every opportunity for everyone.

To find out more call **01332 298553** or visit [www.jetderby.co.uk](http://www.jetderby.co.uk)

We look forward to hearing from you.



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# Meeting our Challenges

You will see from this Newsletter that we are very close to the completion of our new Conference Centre. It has been a challenging project but the timing of the forthcoming opening of the facility could not be better relative to the start of our two new flagship projects, "Raising Aspirations" and "Avenues for Advancement". The representative plaques from all our funders will shortly be in place and we remain more than grateful for their support.

You will also see some of the success stories in terms of completed or existing projects. As always it is the commitment and enthusiasm of our learners which drive us on and it is particularly encouraging to see so many of our beneficiaries successfully gaining employment. External and Internal projects are running simultaneously and following significant consultation we have just completed a full strategic review of the business. In no time at all you will be able to access our new website and see the range of courses and seminars which we shall be providing in the coming months.

From a personal perspective I am proud to be a "Normanton" Ambassador. I am convinced that the coming years will witness significant and positive change in our Community. My colleagues and I remain determined to relentlessly drive that process of change. I hope you all enjoy the contents of JETSETTER 4!



Mohammed Sharief  
Executive Director



"...In particular, the judges were impressed that your partnership has achieved strong results in the brief time it has been in existence... they remarked that 'the community is fortunate to have an organisation like JET'. ...you have been excellent ambassadors for the Derby and Derbyshire area."

Andrew Morgan, Skills & Communities Director, EMDA  
(feedback from the Enterprising Britain Awards - see page 6)

## Contact us:

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## JET Staff

- Mohammed Sharief**  
Executive Director
- Ejaz Sarwar**  
Operations Director
- Peter Bartlett**  
Business Development Director
- Adeba Zeenat**  
Learning Co-ordinator
- Nasmin Sharief**  
HR Development Officer
- Kasser Hussain**  
Project Administrator
- Safrina Noreen**  
Administrator
- Erum Zaheer**  
Administrator
- Naila Kousar**  
Administrator

## JET's Board

- Zareen Ahmed**  
Chair Person
- Paramjit Oberoi**  
Vice Chair
- Mahroof Hussain**  
Board Member
- Mohammed Yaqub**  
Board Member
- Phil Derges**  
Board Member
- Jo Ward**  
Board Member
- Shameit Bali**  
Board Member

## With thanks to our funders



## A word from the Staff to our Board



As JET grows, our Board are ever conscious of their roles and responsibilities in terms of driving the corporate strategy, managing risk and monitoring performance. From an Executive Management point of view we would like to thank them for their collective support, as they rightly challenge us and drive us on to improve and widen our service delivery.

Ejaz Sarwar - Operations Director



## “Raising Aspirations” and “Avenues for Advancement”

On the 17th July 2008 JET were delighted to receive a letter from Derby City Partnership to confirm that Derby City Council had awarded the company substantial funds for the above two projects over a period of two and a half years.

The main aims of ‘RAISING ASPIRATIONS’ are to develop and nurture the skills of local people by offering them tailor made training and support services which will improve their employability. These tailored services will include job search, interview preparation, mentoring, and employment readiness.

The main aims of ‘AVENUES FOR ADVANCEMENT’ are to encourage and stimulate individual and collective entrepreneurs, to enhance local business performance, to encourage course participants to start their own businesses and to attract new enterprises into the area. This business specific programme will be supported by local voluntary organisations, business professionals and, as always, JET staff.

We have been awarded £220,000 for two projects within the city... both projects are dedicated to improve skills and to reduce worklessness. Find out more by calling JET on 01332 298553

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JET EDUCATION & TRAINING  
Supported by Derby City Council, Derby City Partnership and Derby City Council

Both projects are dedicated to improve skills and to reduce worklessness. Combined they are the largest projects which JET has undertaken. Please look out locally for specific details. JET needs you!!!

Keep an eye out for our project publicity - shown here.

**Get involved now in our two new projects.**

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## Our Thanks to Derby City Partnership

Mohammed Sharief, Executive Director of JET welcomes Hazel Lybery, the new Director of Derby City Partnership, and uses the occasion of her first visit to the JET Training Centre and the soon to be opened JET Conference Centre to explain our Delivery Programme for ‘Avenues for Advancement’ and ‘Raising Aspirations’ and to thank the Partnership for their support.

# Success Stories



Henna Rayas was a school leaver with average qualifications but was not interested in continuing in full time education. She participated in the Jobcentre Plus programmes. Subsequently she was able to gain a modern apprenticeship with Derby City Council.



Sofia was unsuccessful in sustaining employment. For many years she had been searching for work. She had been able to obtain employment on a number of occasions but had been unable to sustain it. Her aim was to find employment in an administrative environment. Through the 'Skills for Jobs' project she was able to gain a place on a modern apprenticeship scheme with Derby City Council with whom she is studying an NVQ in Business Administration.



Tasneem had struggled to find and sustain employment. She had been job seeking for a number of years, finding employment on a number of occasions, but not for the long run. Her desired employment was in Administration and she was able to progress on to a Modern Apprenticeship scheme with Derby City Council.



Asma has remained unemployed for several years, largely because of her responsibilities as a carer and as a mother. She was eager to get back into work and had undertaken voluntary work with Jobs Education & Training. She was looking at moving into a teaching or tutor role. She has subsequently gained part time employment with Jobs Education & Training.

Top to bottom: Henna, Sofia, Tasneem and Asma.

**“Job successes are a vital ingredient of many of our projects. Our most sincere congratulations are due to all these learners.”** Ejaz Sarwar, Operations Director

## The JET Conference Centre

It has been a long time coming and for us it has been a tortuous route. First of all we must thank our funders for their support, their tolerance and patience. We would also like to thank Ash Builders, who responded rigorously to our specific needs and to the Regeneration and Community Department of Derby City Council who ensured compliance and best practice throughout the process. This new Centre consists of four training rooms and a Conference Hall. It has been built for the benefit of the Community (through increased JET services) and for use by the Community. An individual brochure on the facility is in preparation now and we look forward to welcoming you all to this Community Centre in the heart of Normanton.



Almost ready to open...



Basic skills are as crucial as qualifications.

## Skills for Jobs

The Derbyshire Learning and Development Consortium are one of JET's strongest financial supporters and in mid summer JET started a programme to achieve two specific targets:-

- To provide individually tailored, easily accessible help to gain the soft skills needed to obtain and sustain employment.
- To target service user groups who are not in employment, over the age of 18, and awaiting access to vocational training.

We had 35 participants and we are delighted to announce that 12 have already obtained jobs!!

# Projects and Partnerships

## Adventure Capital Development Grant

The above programme has just come to a conclusion. It has helped us to revisit our Business Plan, to address service levels out of our new Conference Centre, to consider the options for the third stage of our site development and to prepare a concise summary of our strategic plan which we wanted to share with you here. It has also enabled us to better financially plan for our future, and for that and their support we are extremely grateful to Adventure Capital and to Rachel Elliott, our Advisor from Ibstock Community Enterprises.

JET - Balanced Scorecard					
BUSINESS MODEL			ORGANISATIONAL DEVELOPMENT		
<b>LATER</b> <ul style="list-style-type: none"> <li>Established position as community anchor organisation, supporting local enterprise growth and regeneration within local communities of deprivation</li> <li>At least three major projects / businesses being managed by their own departmental management structures.</li> <li>Rental / hire income accounts for 65% of income</li> <li>25% of income from services contracted to local authority and private sector organisations.</li> </ul>	<b>SOON</b> <ul style="list-style-type: none"> <li>Rental/earned income 50% of income</li> <li>Remainder of space developed and providing income</li> <li>Centre management supported through income</li> <li>New initiatives being planned and managed by board</li> <li>No longer dependent on grant funding. Sustainable</li> <li>Recognised as key organisation in community growth and regeneration</li> <li>New 3-5 year Business Plan written</li> <li>Potential merger/joint venture with other local organisations</li> <li>Marketing plan in place for stakeholder engagement</li> </ul>	<b>NOW</b> <ul style="list-style-type: none"> <li>Delivering support services under contract.</li> <li>Asset leased</li> <li>Grant funding pays for additional community and regeneration services.</li> <li>Challenge to be sustainable</li> <li>Business Plan in place</li> </ul>	<ul style="list-style-type: none"> <li>Periodic re-evaluation of organisational structures</li> <li>Potential for buying more buildings</li> </ul>	<b>LATER</b> <ul style="list-style-type: none"> <li>Potential for setting up new companies for income generation as subsidiaries or joint ventures</li> <li>Investigate strategic partnerships with other regeneration and third sector organisations</li> </ul>	<b>LATER</b>
<b>LATER</b>	<b>SOON</b>	<b>NOW</b>	<ul style="list-style-type: none"> <li>Catchment area – Normanton (pop 22,000), links within Derby.</li> <li>Local community groups supported.</li> <li>Education/Training programmes running.</li> <li>Youth programme</li> <li>Grant funding brought in for local projects</li> <li>Work with local school</li> </ul>	<ul style="list-style-type: none"> <li>50 new jobs created in 3 years</li> <li>Enterprise partnership with community school established</li> </ul>	<b>LATER</b>
<b>FINANCIAL RETURN</b>			<b>SOCIAL RETURN</b>		



Full house of ESOL learners



## JET Overrun with Language Learners!

On Tuesday and Thursday morning female adult (18 plus) learners arrive from all over the area to participate in our ESOL (English Speakers of Other Languages) project which is a partnership between the University of Derby, the Derby City Council Social Cohesion Unit and JET. It is aimed at individuals whose first language is not English and who are living or trying to settle in Derby. These ESOL learners include refugees or asylum seekers, migrant workers and recent arrivals or spouses who have been settled in our Community for a number of years. This dedicated group have brought commitment and enthusiasm with them on a weekly basis. Thank you all!

## Aimhigher Concludes

The Aimhigher programme has been a flagship project for us over a period of three years. The work was dedicated to Muslim girls in order to encourage them into higher education and to raise their awareness of the Allied Health Professions. Throughout the project JET has worked closely with Pakistani families and specifically mothers in order to jointly address some of the particular barriers which are relevant to Muslim female students going to seemingly distant and daunting Universities.

There have been experiential visits and careers fairs, celebratory activities and visits to institutions including the European Parliament in Brussels!! One hundred and fifteen girls have passed through the programme. Aimhigher Ladies, it has been a delight for us to work with you and we have learnt much from you!



From learners to scientists...

# Awards and Funding



Ejaz Sarwar & April Berry support Erum in her work.

## Erum on the Fast Track

Many congratulations to Erum on gaining her NVQ 2 in Business Administration in under five months! We would also like to specifically thank April Berry of Miya Training (funded under the 'Train to Gain' programme) for all her help and encouragement throughout the process.

## NVQ 2 Award

Safrina Noreen, featured in JETSETTER 3, achieved her NVQ 2 in Business Administration shortly before going on maternity leave. Congratulations Safrina, and our sincere thanks to Kate Pyne of Acorn Training Consultants for all her help and guidance.



## Sinfin Award

One of our Jobcentre Plus projects was specifically targeted at the Sinfin Community. We thoroughly enjoyed working with Sinfin residents and it was an honour for us to be presented with an award for our work.



## Enterprising Britain Awards

In May JET was delighted to represent Derbyshire in the regional final of the above programme. Whilst we were not successful we were thrilled to receive a letter from EMDA which stated; "The judges were impressed that your organisation has achieved strong results in the short time that it has been in existence".

We continue to recognise that our success is directly linked to the support of our service users and their continuing participation which is the driving force behind our pursuit of excellence.



Into the Dragon's Den at EMDA

## Derby City Council

As part of their Family Learning Initiative, Derby City Council has awarded JET a total of £15,510 to run three specific programmes.

The first is to work with under-achieving groups. JET will provide supplementary learning for secondary school Pakistani children who are not fulfilling their potential. This is a unique situation compared to other regions in the UK.

The second is to run a series of workshops and seminars for the BME community to increase awareness of healthy eating and the importance of a good diet.

The third is to provide an effective way of involving men and women to act as positive role models and mentors. In this role they will support and engage local young people sensitively and encourage them to participate in community activities whilst developing their skills, confidence and job aspirations through education and training.

We are thrilled to be supporting Derby City Council in these projects, so much a part of local and regional strategies.

## Trusthouse Charitable Foundation

As we have mentioned elsewhere we are shortly to come to the end of the actual building of the new JET Conference Centre. We are now fine-tuning the building as well as addressing the final elements of the project in terms of decor and signage, security, car park resurfacing and IT and office equipment. In order to help us with some of these costs we were delighted to receive a grant of £12,000 from the above funding provider. We sincerely thank the Trustees and we also owe specific thanks to Mrs. Delma Harrison for her help and her words of encouragement throughout the application process.

## Hail and Farewell

We are pleased to announce the arrival of new colleagues into the JET team, working as staff members or volunteers. We extend our thanks to Erum Zaheer, Naila Kousar, Uzma Rafique and Asma Sultana, who are contributing enthusiastically to our internal efficiencies. Adeba Zeenat, our Learning Coordinator, has just returned part time after her maternity leave - just as Safrina Noreen departed on hers. It's great to have Adeba back and we wish Safrina, her recently arrived daughter and her family the very best.

## www....Website Development

We have received the support of Derby Community Foundation to upgrade our website under their "Firm Foundations" strand. We have been working hard to develop the JET brand over the last two years but we have never addressed the need for a simple but informative website. We are working with the specialist provider Baseline and with Fox Graphic Design, both based in Derby. We hope to have the website up and running by March 2009. There will be many features on the website but the information on current projects, training courses and events will be the most important and interested service users will be able to apply directly to JET online. Once established, we shall constantly update the site with news of upcoming events and projects.



In progress example of our new website



## The New JET Reception Area

We were sorry to say goodbye to our Partners of so many years 'LIVELIHOOD'. However life moves on and importantly JET needed a Reception Area to welcome visitors to the existing Training Centre and the shortly-to-open Conference Centre.

It was house-keeping day - unselfishly Erum staffed the existing JET office, Peter was immersed in Bid Writing and at the last minute Nasmin sensibly decided to take the morning off! These three staff members, all known team players, would have loved to help other staff members in the exciting and challenging activities of dusting, polishing, hoovering and cleaning. The editor would like to thank the above named for their unselfishness and unstinting dedication to JET when they had the choice to join the others in more pleasurable tasks!

We look forward to welcoming you all in our new Reception Area!

## The JET Conference Centre (from another perspective!)

We have missed our Executive Director over the last few months as in the absence of any volunteers from the JET team he has assumed full project management responsibility for the refurbishment of the old ballroom and adjoining rooms. He can be found in nooks and crannies, up ladders and down drains as he seeks perfection. He is pursued relentlessly by Mr Ash, seeking an instant decision on some matter or another. He endeavours to consult with colleagues but their heads are down because they know participating is fraught and they do not want (in the short term) to age as rapidly as their leader.

Quite rightly our funders and providers require evidence of progress and end of project reports. We do not mention the stress levels, the daily challenges or the consumption of tranquillisers! We shall put up their plaques, ask them to honour us with their presence at the opening event, tell them we all participated and confirm that it was all easy!!

Mr.Sharief, there is good news. It will not be long before we start on the JET Business Centre. Shall we dance?!



Mohammed Sharief in our new Conference Centre

# The Story of a JET Team Member...

## **Kasser Hussain** *Project Administrator*

Tell us a bit about your background.

I am a Business Studies and Sport Science graduate from Brunel University in West London. I have been a member of the JET team since June 2007, initially starting as a volunteer, finding employment there in August 2007. I grew up in Derby and have spent most of my life living here.

What was your first impression of JET?

My first experience of JET was in a training workshop, and therefore I considered JET to be a small training provider.

What were your expectations?

When I started at JET, I arrived as a volunteer. It was my first experience of an office environment. I did not have a clue what kind of work I was going to do other than having to sit in front of a computer. However, I did expect it to be a formal environment of work.

What are your tasks?

The tasks I am involved in at JET are:

- The administrative management of projects.
- Preparation of project documentation.
- Co-ordination of projects.
- Management of information including claims.
- Development of promotional material.
- Health & Safety procedures.
- Quality processes.

What do you enjoy?

The office banter and Liverpool losing.

What do you not enjoy?

The fact that our deadlines usually mean that everything has to be done yesterday!

What have you learnt?

I have gained a greater awareness of how the voluntary sector and JET work. I have gained much experience in the process of JET's projects from bid writing to project co-ordination. I understand all the processes in seeing out a project from start to finish.

What would you like to change?

Everyone works so hard at JET; I feel the lunch break needs to be increased to an hour and a half as a reward!



*Another elusive music star... is it really him?*

## **and finally... Jay Sean**

Your editor would not have believed that anything other than a mouse could have brought the office to a standstill (see JETSETTER 2). However in the heat of June the named gentleman (unknown to the editor) was seemingly spotted walking up Rosehill Street. Our Human Resource and Financial Departments rushed to the windows from which one can only conclude that Jay Sean must be a Personnel Officer or a Qualified Accountant with prospects? Readers could perhaps enlighten the editor.