

- QUALITY AREAS
- 1: *Managing your TARA*
  - 2: *Communications*
  - 3: *Financial Control*
  - 4: *Involving your Community*
  - 5: *Equalities*

# WORKING WITH TARAs



How could you help the  
TARA in the following  
situation?

**SOME  
APPROACHES**



info@rotherfed.org  
01709 822258  
www.rotherfed.org.uk

# WORKING WITH TARAs

## 1. New TARAs

Three people come into your office and say they would like to set up a new TARA in their street.

### Give Advice and Support

Arrange an initial meeting:

- Book a room
- Produce a leaflet and deliver to everyone
- Make everyone welcome at meeting -provide hot drinks
- Get everyone to introduce themselves
- Do people think setting up a TARA is a good idea?
- Who is interested in being on the committee or doing any jobs?

Possibly a second meeting

- Agree some rules (a constitution) and elect officers
- Open a bank account (if you want funding)



*Quality Area 2: Communications*  
*Quality Area 4: Involving your Community*  
*Quality Area 5: Equalities*

# WORKING WITH TARAs

## 6. Involving Young People

Young people on their estate come to a meeting and say they want a youth TARA

### Give advice and support

- Undertake child protection training for your group
- Undertake CRB checks to those key adults involved
- Get support from youth work professionals (eg Rotherham Youth Service and Police)
- Find ways to enable young people to have control of their activities and finances



*Quality Area 4: Involving your Community*  
*Quality Area 5: Equalities*

# WORKING WITH TARAs

## 5. Managing your TARA

The Chair of the local TARA says he has problems keeping TARA meetings on track

### Give advice and support

- Encourage the chair to undertake some training in chairing
- Plan the agenda and get someone to write minutes with actions
- Look at the dynamics of the group – possibly encourage them all to undertake training in group dynamics and undertaking meetings
- Suggest the group adopt a Code of Conduct



Quality Area 1: Managing your TARA  
Quality Area 2: Communications

# WORKING WITH TARAs

## 2. Including Everyone

The Chair of the local TARA asks for help in getting more people to their meetings from the estate

### Give advice and support

- Find out who lives on the estate? What are their interests?
- Find out why people don't come to meetings
- Leaflet everyone on the estate, talk to people, put posters up, use district news in the Advertiser
- Where do you meet? – is it where people feel comfortable, is the building accessible to all?
- Are your meetings friendly and open to new people
- Meet people in their own buildings – youth club, church etc; attend event organised by other groups
- Organise different types of events to appeal to different people – social events, bingo, trips.



Quality Area 4: Involving your Community  
Quality Area 5: Equalities

# WORKING WITH TARAs

## 3. Project development

Members of the local TARA approach you to ask for help in getting a new playground on the estate

### Give advice and support

Signpost them to the experts:

- Recreation Team at RMBC,
- Funding advice from SYFAB

Create an action plan

- first and most important step is identifying need, is what local people want and need.
- Involve children and young people in your planning – include all ages



Quality Area 1: Managing your TARA  
Quality Area 4: Involving our Community

# WORKING WITH TARAs

## 4. Supporting individuals

The volunteer secretary of the local TARA visits you and says they are fed up and may resign

### Give advice and support

- Just listen and encourage
- We all need positive reinforcement – things like ‘*you are doing an excellent job*’, ‘*I think what you are doing is brilliant*’ can make a difference
- Find out what the problems are? – are there things that with some help could make a difference
- Most of all, the person is a volunteer, it is up to them what they do – that is their privilege as a volunteer

