



## Invitation to Tender – Consultancy Brief – Community Business Connector

Power to Change is seeking consultants to support our Capacity strengthening activity for Community business leaders as part of our medium-term response to the impact of Covid-19. We are looking to recruit up to three community business connectors, who will work alongside Carole Donnelly, who carried out this role in the pilot version of the programme (Powering Up!).

### Overall Timeline

Application Deadline	5pm Tuesday 21 <sup>st</sup> September 2021
Contract Awarded	5pm Tuesday 5 <sup>th</sup> October 2021
Contract Work Period	October 2021 – September 2022 (scope to extend to March 2023)

## 1. About Power to Change

Power to Change is an independent charitable trust set up in January 2015 whose funding is used to strengthen community businesses across England. At a time when many parts of the UK face cuts, neglect and social problems, we are helping local people come together and make sure their local areas survive and stay vibrant.

No one understands a community better than the people who live there. In some areas, people are already coming together to solve problems for themselves, and we support them as they run businesses which help their whole community and recycle money back into the local area.

Power to Change's overall vision is 'better places through community business' where community businesses revive local assets, protect the services people rely on, and address local needs. One of our main aims is to build the infrastructure in the market for community businesses to start, develop and thrive.

Power to Change is focused on supporting community business; follow these links for further information about [Power to Change](#) and [our vision](#).

## 2. Overview

Power to Change has committed £13 million over the next 5 years to support community businesses (CBs) adapt to, and thrive, in the new normal. A key part of Power to Change's strategy is continuing to provide capacity strengthening support to community business leaders and their teams via a new growth and support fund. This programme is building on the successful [Powering Up! Programme](#) that operated from October 2020 until July 2021.

A key characteristic of the Powering Up Programme that we want to include in the new programme is the role of a Community Business Connector. These Community Business Connectors supported and guided community business leaders through their capacity strengthening journey using their **extensive community business knowledge**. This included completing a diagnostic, identifying areas for support, helping to broker in the right external technical consultants and professional development and wellbeing support to meet the highlighted needs. The Community Business Connector will then introduce the community business to the support provider, after the handover has taken place, the connector will be checking-in to see if the support is meeting expectations and needs, addressing any issues, as well as connecting community business leaders to other sources of support or useful networks and peers.



To help ensure support is reaching community business leaders from communities highly impacted by C-19, we will be prioritising support to, and encouraging marginalized communities led organisations and those based in England's most deprived areas.

The new programme is aiming to launch in October 2021 and in the first cohort, we anticipate recruiting 20 community businesses to join the programme between October and December 2021. The second cohort will be recruited between January and March 2022 and third in April to June in 2022. We aim to recruit around 80 community businesses in the 1st year of the programme.

At Power to Change, **we use design principles to continually improve our work**, so, as we roll out the programme, we will be testing, learning and then iterating, to ensure it meets the needs of community business leaders and their teams. We anticipate that the Community Business Connectors will take an active role in this work.

### 3. Activities Required

The Consultant would be required to deliver the following activities:

- Build up knowledge of the diverse support offer, including developing relationship with support providers.
- Complete diagnostic with community business leaders to identify support needs and co-develop a support plan.
- Understand professional development and wellbeing needs of community business leaders.
- Develop supportive relationship with leaders and provide introductions into interventions, and ongoing progress check-ins.
- Work with an approximate case load of 10 CB leaders per month.
- Provide further scoping and development of new mitigations in response to changing need, as required.
- Provide support and insights to continually to improve the capacity strengthening offer.
- Work collaboratively with other community business connectors to provide joined up coordinated response.
- Complete reporting requirements and update Client Relationship Management system.

### 4. Required Competencies & Experience

We are seeking Consultants with:

- A strong understanding of the Community Business and Social Economy sector demonstrated by experience of working with & in the community businesses or social enterprise sector.
- Be able to understand and interpret complex needs of organisations.
- A strong understanding of the infrastructure intermediaries that support Community Businesses, including demonstrable knowledge of the interventions and support provision needed to strengthen the sector.
- Ability to manage complex, ambitious programmes and to deliver to agreed timelines.
- Ability to adapt and improve and refine delivery, based on user testing and programme feedback.
- Ability to complete reporting requirements, reconcile deliverables and expenditure against targets and budgets.
- Ability to complete diagnostics and build rapport/trusted relationship with CB leaders, a natural networker with an ability to connect with community businesses across England.



- Ability to work collaboratively and transparently with team members and external delivery partners.
- Experience of working with marginalized communities led organisations or communities, underrepresented groups and communities most vulnerable to the impacts of C-19 or austerity cuts.
- Ability to network and promote the programme to a wide and diverse range of community businesses.
- Experience of service design or design thinking would be beneficial but not essential.
- Experience of Salesforce or similar CRM system would be beneficial but not essential as full training will be undertaken.

## 5. Timetable and Budget guidelines

This assignment is expected to take approximately 3 days (7.5 hrs per day) per week from Monday 11<sup>th</sup> October 2021 to 30<sup>th</sup> September 2022 (including option to extend to March 2023) with a daily rate of £350 per day (inclusive of VAT). Additional days may be offered, if demand is higher than expected.

## 6. Application requirements and evaluation

This role will be remote, and we will be looking for candidates from across England.

Potential consultants should set out in their application:

- Details of their relevant expertise and experience (relating to section 4 above)
- Any technical or practical constraints (including any conflict of interest or lack of availability over certain dates)
- A copy of your CV

***There is scope for flexibility in number of days per week so if not 3 days per week, indicate your preference in your application. If demand is high, we may offer additional days.***

We will review all applications and we may ask potential consultants to attend an interview (either face to face, or as a video/phone call) to discuss their application and suitability in more detail.

Any enquiries, and the final application, should be sent via email to:

James Sabala  
People & Culture Officer  
[james.sabala@powertochange.org.uk](mailto:james.sabala@powertochange.org.uk)