

Invitation to Tender – Consultancy Brief – Community Leader Adviser

Power to Change is seeking one or two consultants to support our capacity strengthening activity for community enterprise leaders as part of the new Community Entrepreneurs Leadership Programme launching in partnership with the Virgin Money Foundation.

Overall Timeline

Application Deadline	5pm 8th November 2021
Contract Awarded	5pm 26 th November 2021
Contract Work Period	January 2022 – June 2023 (with option to extend to June 2024 subject to satisfactory performance and at Power to Change's and Virgin Money Foundation's sole discretion)

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](#).

About Virgin Money Foundation

The [Virgin Money Foundation](#) is an independent charity set up in 2015, based in the North East of England. Its ambition is to make a real and lasting difference in the places that need it most. Through its grant programmes and 'Beyond The Grant' support, the Virgin Money Foundation works in partnership with organisations who are committed to creating positive change in their local community.

The Virgin Money Foundation was set up by Virgin Money, who continue to financially support the Foundation. In addition their staff offer skilled volunteering and training to organisations the Foundation funds.

2. Overview

Power to Change and the Virgin Money Foundation share a vision of the sustainable regeneration of communities, led by people who love the places in which they live. Community enterprise leaders work relentlessly and display huge agility to make where they live better for everyone. They played a vital role before and during the Covid-19 pandemic and will continue to take the lead in driving positive change and responding to future challenges. Like all businesses, they need to continually evolve and improve to meet these challenges. That's why we're supporting them to refine their leadership and management skills in order to strengthen their organisation and deepen its impact within their community.

Through a co-design process with community enterprise leaders, Power to Change and the Virgin Money Foundation are developing the Community Entrepreneurs Leadership Programme. The programme will support community enterprise leaders in the North East of England and Yorkshire and Humber who haven't traditionally accessed mainstream leadership training, providing a 16 month programme that balances tailored 1:1 development with group learning. A key intervention identified through the co-design process was the creation of the Community Leader Adviser role.

We are looking to recruit one or two consultants to act as Community Leader Advisers to support and guide community enterprise leaders through the Community Entrepreneurs Leadership Programme. This will include working with 10 community leaders in the North East of England and / or 10 community leaders in Yorkshire and Humber to identify development goals and co-produce a tailored development plan, completing mid-point and end-point development reviews, providing the key point of contact for the participants and checking in on progress, convening the cohort and hosting 6-weekly face-to-face group learning sessions and 5 online sessions.

3. Activities required

The Consultant would be required to deliver the following activities:

- Work with an approximate case load of 10 community leaders in the North East of England and / or 10 community leaders in Yorkshire and Humber over 16 months
- Complete a development review with community leaders remotely or face-to-face to identify development goals and co-produce a tailored development plan and complete mid-point and end-point reviews
- Build up knowledge of the programme content, developing relationships with support providers, connecting community leaders with relevant support providers and providing ongoing progress check-ins
- Provide the main point of contact for community leaders and develop supportive relationships with them
- Host 10 face-to-face group learning sessions in Newcastle and / or Leeds and 5 online sessions, introducing expert speakers and facilitating group reflections. This includes planning and hosting an introduction day and supporting the cohort to plan and host a celebration event at the end of the programme.
- Work with the Programme Delivery Manager to identify commonalities and individual needs to adapt the programme content
- Provide support and insights to continually improve the capacity strengthening offer

- Complete reporting requirements and update Client Relationship Management system as required

4. Required Competencies & Experience

We are seeking Consultants with:

- A strong understanding of the Community Sector and Social Economy demonstrated by experience of working with community businesses or social enterprise
- Experience of working in the field of leadership development or adult learning, particularly with leaders of early stage organisations or from underrepresented communities, including demonstrable understanding of leadership development approaches
- Ability to complete diagnostics and build rapport and trusted relationships with community leaders
- A strong understanding of the infrastructure intermediaries that support community organisations, including demonstrable knowledge of interventions and support provision
- Ability to manage complex, ambitious workloads and to deliver to agreed timelines
- Ability to adapt, improve and refine delivery, based on user testing and programme feedback
- Ability to complete reporting requirements, reconcile deliverables and expenditure against targets and budget
- Ability to work collaboratively and transparently with team members and external delivery partners
- Ability to work with a high level of autonomy
- Experience of organising online and face-to-face learning events, including group facilitation
- Experience of supporting a group of individuals to form a cohort and share learning
- Based in the North East of England or Yorkshire and Humber and willing to travel to and within one or both locations

5. Timetable and Budget guidelines

This assignment is expected to take approximately 1-1.5 days (7.5 hrs per day) per week per caseload of 10 community leaders (2-3 days per week for both caseloads) from January 2022 to June 2023 (with option to extend to June 2024 to work with 1 or 2 further caseloads of 10 community leaders in the same locations, subject to satisfactory performance and at Power to Change's and Virgin Money Foundation's sole discretion) with a daily rate of £350 per day (inclusive of VAT).

6. Application requirements and evaluation

Potential consultants should set out in their application:

- Details of their relevant expertise and experience (relating to section 4 above)
- Whether they are applying to work with an approximate caseload of 10 community leaders in the North East of England and / or 10 community leaders in Yorkshire and Humber



- Any technical or practical constraints (including any conflict of interest or lack of availability over certain dates)
- A copy of your CV

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.

The deadline for applications is 5pm 8th November 2021. Any enquiries, and the final application, should be sent via email to:

James Sabala
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