

chances4change Ltd

Tender brief: Freelance Project Manager

Contract days: 36 days @£200 per day initially over 3 months

Contract worth: £7200 inclusive of VAT

Location: Home- based

Travel expenses will be paid

Car use @40p per mile or public transport

Context

chances4change is a £5.6m portfolio in the South East, funded by the Big Lottery Fund from 2007 to 2011. 62 projects support people to be more physically active, eat more healthily and have enhanced mental well being.

We are more than midway through the programme and has built up extensive networks, knowledge, skills in the portfolio. Sustainability is key to our portfolio and hence, we have set up a new Social Enterprise to ensure that innovative and quality projects not only continue but roll out their work. We also want to work with new partners, in new geographical areas and develop new work programmes in health and well being.

chances4Change Ltd is now set up a Company Ltd by guarantee since November 2009. In February 2010, chances4cChange Ltd was awarded £50K Social Enterprise Start Up Grant from Department of Health to develop a business case for work beyond 2011 when the Big Lottery Funded chances4change portfolio ended. We are now in the initial phase and we would like to commission someone to manage the transition from current arrangement to a new Social Enterprise mode..

Key tasks

As this is a new venture, the freelance Manager must be prepared to be flexible in his/her approach as some tasks may change and will be subject to negotiation.

1. Carry out in depth interviews with selected project delivery partners within current chances4change portfolio to ascertain the services they could and would like to provide.
2. Seek and identify suitable collaborators to achieve the above objectives
3. With the Programme Manager, meet a number of Primary Care Trusts and Local Authorities to find out processes, gaps in services and potential services we can provide

As this is a new venture, the freelance Manager must be prepared to be flexible in his/her approach.

Accountable to: Directors of chances4change Ltd
Stuart Brown, Pam Naylor and Mary Shek

Reports to: chances4change Programme Manager

Geographical area covered: South East region

Reporting

- Advice and guidance and first point of contact will be with Mary Shek
- Expenses and administrative support will be provided by chances4change ltd, temporarily hosted with Sing For your Life in Folkestone
- You will be expected to report at Monthly meetings with the Board of Directors

Payment

- Three instalments of £2400 each instalment (roughly per month) upon satisfactory outputs and outcomes of the work.

You are expected to have appropriate indemnity insurance, car insurance for business use and have appropriate tax arrangements to be a freelancer.

Person specification

Attribute	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • A good level of education at degree level or equivalent experience 	Business and management qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of Public Health, NHS, Local Government, Third Sector 	In-depth knowledge of NHS and new policies on Commissioning, QIPP (Quality, Innovation, Prevention and Productivity)
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work on own initiative • Flexible approach • Excellent interpersonal and networking skills • Excellent communication skills, verbal and written • Ability to work with numbers (financial data) • Ability to influence and market to stakeholders • Strong organisational skills • Able to work to deadlines 	Ability to develop business plan
Experience	<ul style="list-style-type: none"> • Experience of business planning and enterprise • Experience of bid/contract writing • Partnership working • Working with a diverse range of stakeholders • Working in complex policy environment 	

Personal qualities	<ul style="list-style-type: none"> • Entrepreneurial and enterprising • Highly motivated with a 'can do' attitude • Flexible and innovative • Strong drive to deliver results • Conscientious and outcomes focussed 	
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If you are interested in finding out more this work, please ring Mary Shek on 07876 037303 or email mary.shek@southeastcoast.nhs.uk

Please apply by emailing Mary Shek a CV with 2 references (at least 1 work) and a proposal outlining the following:

- **Why you are interested in this piece of work**
- **What you can bring to the role with reference to both person and job specification**
- **What previous experience you have in similar work**
- **How would you initially approach this piece of work**

Timetable

Closing date	21st May 2010
Interviews	1st week in June