

# Specification for the provision of Professional Support Services

## Objective

To provide high quality Professional Support Services to the Community Learning Partnership, helping it to achieve its vision and deliver against its operational plan.

## Background to the CLP

The North Yorkshire Community Learning Partnership (NYCLP) was founded in 2012 by nine core member organisations from across the county. They committed to an integrated partnership approach to the provision of community learning which was consistent with SFA / BIS priorities and requirements, and agreed to support one another as this approach was pursued. T

Through the collaborative work of the NYCLP and their own individual institutions and organisations they aimed to respond positively and effectively to the expectations and requirements for community learning in this large and varied geography. Each organisation/institution contributed resources to the partnership, including membership fees. They held regular Steering Group meetings which dovetailed with regular meetings in districts. The district partnerships were open to all with an interest in community learning and have a large and growing membership.

In the early years of the group, there was a dominance of skills development and economic outcomes with less focus on the importance of community learning to health, social and community priorities. In order to rectify this, a review was undertaken in 2017 and a Strategic Guidance document was published, broadening the remit of the group and setting a new vision.

The Vision for Community Learning in North Yorkshire:

*"There is a broad and coordinated offer of community learning across the county which accommodates people of all ages and motivations for learning, whether that be for economic, social, health or community reasons."*

This will be achieved by:

- Promoting social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement
- maximising the effect community learning has on the social, health, community and economic well-being of individuals, families and communities
- Increasing the involvement of the community and individual learners (including potential learners)
- Broadening the membership of the Strategy and area groups in order to further consolidate and develop their work

## Context for this role

Since its inception, the Group has been supported by a Community Learning Partnership Coordinator who has undertaken a wide range of duties to support the ongoing development of the partnership. Our founding Coordinator will be retiring at the end of April 2018 and this has led the group to look at how the work should be taken forwards from this time.

From 1<sup>st</sup> May 2018, Your Consortium Ltd (one of the original nine founding members) will take on a Service Level Agreement to support the ongoing development of the group including supporting with administration, finance and the provision of Professional Support Services. This tender is for the Professional Support Services element, with administration and finance undertaken internally by existing Your Consortium staff members.

## Scope of the role

Providing professional support to the partnership to provide capacity to develop specific projects and strategy to enable the partnership to function effectively. The detail of this will be determined by members of the Strategy Group (and specific targets described in Strategic Guidance documents) but will include:

- 1) Providing professional support and advice to the Strategy Group as it seeks to provide vision and direction for the CLP, challenge of individual members and holds area groups to account.
- 2) Monitoring the administration and performance of area groups.
- 3) Maintaining the NYCLP's Facebook and Twitter accounts and regular review of [www.nyclp.org](http://www.nyclp.org)
- 4) Taking forward Strategy Group recommendations for the future of the CLP and priority pieces of work as determined by the Group.
- 5) Reviewing and, if appropriate, re-drafting on an annual basis the Memoranda of Agreement for full and associate members.
- 6) Working to establish a formal partnership with the Community Learning Partnership in York and, as one is formed, in the East Riding with the aim of aligning Community Learning Strategies as far as possible and practical.
- 7) Leading on the annual revision of the Strategic Guidance for development of community learning in North Yorkshire.
- 8) Overseeing the use of NYCLP reserves and membership income to commission priority pieces of work.
- 9) Developing and maintaining relationships with relevant partners to help them understand and contribute to the core objectives of the partnership
- 10) Servicing the strategic partnership and in conjunction with the chair developing the agenda.
- 11) Overseeing projects specifically commissioned by the partnership including an element of project management and ensuring projects are kept to timescales and outcomes are achieved
- 12) Overseeing the development of local partnerships and where relevant supporting local chairs in developing local groups.

## Remuneration and timescales

The initial commitment for this role is between 1<sup>st</sup> May 2018 – 31<sup>st</sup> August 2019, with a review taking place 3 months before the end of the contract and the possibility of an extension. Extensions will be based on a combination of reviewing the ongoing need for the role and affordability, with decisions being made by the CLP Strategy Group.

This role is contracted at a fixed price of £5,500 for 220 hours over the period (£25/hour). Mileage undertaken on NYCLP business (which is not expected to exceed 1200 miles over 15 months) will be

reimbursed at 45p/mile. The base for mileage calculations will either be Your Consortium's offices in Knaresborough or some other mutually agreed location in North Yorkshire or York.

Payments for work undertaken and expenses will be made monthly upon receipt of invoices, timesheets and expense claim forms.

## Requirements

### Knowledge and understanding

- 1) Understanding of Community Learning and the context in which it operates
- 2) Knowledge of the York and North Yorkshire area
- 3) Knowledge of potential funding streams that may support Community Learning activities

### Skills and Experience

- 4) Strong written and verbal communication skills
- 5) Ability to build strong relationships with a diverse range of stakeholders
- 6) Strong project management skills
- 7) Experience of working at a Strategic level within a relevant context

### Other requirements

- 8) Use of own computer, phone and access to the internet
- 9) Ability to travel independently across a large rural county
- 10) Must be registered as self-employed and able to provide NI no, Unique Tax Reference no and copy of Indemnity Insurance

## Submission

If you would like to apply to deliver this role, please submit a proposal outlining your suitability for the role, with particular emphasis on the approach you would take to supporting the Community Learning Partnership to fulfil its stated vision.

Please send your completed proposal to Sam Alexander ([salexander@yourconsortium.org](mailto:salexander@yourconsortium.org)) no later than **4pm on Friday 6<sup>th</sup> April 2018**.