



## **Manchester Transforming Local Infrastructure Partnership Independent Chair**

### **Brief for applicants**

## Background Information

---

Macc is the voluntary and community sector infrastructure organisation for the city of Manchester. We take a lead in developing the role and capability of local voluntary and community groups.

Macc wants to see Manchester as a city where every person can be free from discrimination and oppression, can enjoy health, wellbeing and economic security and can have the opportunity to achieve their aspirations and fully participate in their community. We believe that services shaped and designed by the people who use them are the key to achieving our vision. We believe that the voluntary and community sector is often at the forefront of creating and delivering services and activities in this way. We know that voluntary and community organisations which are rooted in their communities can play a big part in improving the lives of people in Manchester. Macc's work is to encourage, support and develop voluntary and community groups and individuals to have a real influence over the places and communities in which they live.

As part of the national Transforming Local Infrastructure initiative, Macc successfully led a partnership to obtain a grant from the Office for Civil Society via Big Fund (the non lottery funding arm of the Big Lottery Fund).

The purpose of the Transforming Local Infrastructure programme is to provide better support for frontline voluntary and community sector organisations through change and redevelopment. Manchester is one of 72 out of 140 partnerships across England have received awards as part of a £30 million investment from the Office of Civil Society. The Programme runs from April 2012 to September 2013.

Our approach builds on the development of Manchester Community Central as an umbrella for infrastructure services in Manchester and the initiative of the City Council in rationalising voluntary sector support in the city. Our programme is designed to increase the range of services and activities available to support our local sector. Examples of activities include

- outreach work to build relationships with the private sector
- a 'state of the sector' survey for Manchester (in partnership with other infrastructure organisations across Greater Manchester)
- work to improve fundraising support and increase donations to local groups
- a CRB checking service for local groups and people wishing to volunteer
- a training programme on working with the voluntary sector aimed at commissioners
- a training programme on commissioning aimed at the voluntary sector
- developing an HR support service for small and medium sized groups

The partners in the Manchester programme are

- Macc
- The Lesbian and Gay Foundation
- Manchester BME Network
- The Charity Service
- Voluntary Youth Manchester
- Learning Skills and Employment Network
- Manchester Environmental Resource Centre Initiative (MERCi)
- Faith Network 4 Manchester

- Gaddum Centre
- Greater Manchester Youth Network
- People's Voice Media
- Third Sector Essentials CIC
- Manchester Council for Community Relations
- TogetherWorks

The partners meet on a monthly basis to progress, monitor and develop activities as agreed in our Business Plan and we recognise that the partnership needs time to evolving during the life of the project and beyond.

Macc acts as lead agency for the partnership, holding the funds and ensuring reporting to Big Fund. In consultation with partners, we have taken the view that for the partnership to develop further, external support and challenge from an Independent Chair will provide fresh thinking and a new impetus. The Independent Chair must be objective and provide independent scrutiny. They must be guided by the value and importance of the principles of public service, such as selflessness, integrity, objectivity, honesty and openness.

We are seeking to engage someone for role on a self-employed basis or via consultancy from another organisation. This is not an employment opportunity.

Please note that in order to avoid conflicts of interest, this position is not open to applicants who are employees, volunteers, trustees or directors of partner organisations or employees of Big Fund of Office for Civil Society.

## Brief

---

### ***Chairing the Partnership***

- Prepare the agenda for Partnership meetings
- Chair Partnership meetings
- Work with the Programme Co-ordinator to make sure actions and resolutions arising from meetings are carried out

### ***Partnership Development***

- Build creative and collaborative relationships between Partners
- Ensure involvement of Partners accommodates varying levels of engagement, capacity and timescales of different agencies.
- Work with the Manchester Transforming Local Infrastructure Partners to develop the strategic direction of the Programme enabling the achievement of the outcomes as specified in the Programme Plan.
- Oversee the review, redesign and improvement of services delivered by and in conjunction with Partners, championing the development of a defined 'service offer' to local organisations in the voluntary, public, private and academic sectors.
- Work with the TLI Partners to develop a sustainable strategy for voluntary sector infrastructure support in Manchester and which is informed by the needs of local organisations and creates a legacy of improved services and broader relationships across sectors.
- Periodically consult with Partners on their roles and help them assess their engagement with the partnership.

### ***Support and Challenge***

- Encourage, support and challenge all Partners to develop a model for the provision of voluntary sector infrastructure support embedded in a collaborative culture which drives efficient, accessible and effective service delivery.
- Develop a broad understanding of the operational and policy links between Manchester Transforming Local Infrastructure Partners' different areas of work.
- Support the development of Quality Assurance, Equality and Sustainability Action Plans

## Experience, Skills and Knowledge

---

- Experience of chairing and facilitation.
- Experience of acting in a support and challenge role.
- A track record of outstanding leadership
- Experience of working to build relationships across sectors.
- A confident and effective communicator with excellent networking and influencing skills.
- A high degree of tact and discretion both operationally and personally
- Ability to inspire and motivate others.
- Ability to develop and communicate a strategic view and present complex information in a clear fashion
- Understanding and experience of working in delivery partnerships and collaborative structures
- Understanding and experience of change management.
- Understanding of issues around confidentiality, equal opportunities and diversity
- Understanding of the challenges for voluntary and community sector organisations in the current climate

## Time Commitment, Deliverables & Resources

---

The time commitment required will include:

- Chairing Partnership meetings (first Thursday of every month place from 10am to 12 noon.)
- Meetings with key partners and stakeholders (occasional)
- Regular liaison with the Programme Co-ordinator (fortnightly)
- Periodic contract supervision meetings with the Director of Macc (quarterly)
- Conferences and other representational activity (occasional)

The role is likely to involve an average commitment of 5½ days per month. It will involve some travel within the city of Manchester area. The fee for this work is £16,000 (plus reasonable travel expenses) and anticipates that this will equate to approximately 65 days' work between 1<sup>st</sup> October 2012 and 30<sup>th</sup> September 2013.

The facilities available at Macc's offices including meeting rooms, use of IT, photocopying, etc will be available for use in the delivery of the work at no charge.

## Applications

---

If you are interested in providing a proposal for this work, please submit this in writing (email is acceptable) not later than **4:00 pm on Monday 10<sup>th</sup> September**. Any proposal that is received after the closing time and date may not be considered.

Your proposal must comprise the following:

- A covering letter containing your contact details including daytime and evening telephone numbers and details of two references.
- A short resumé of your relevant skills, knowledge and experience of this type of role, partnership working issues and the voluntary and community sector. This should be not more than 2 sides of A4.
- An outline of your proposed approach to the role of Independent Chair in relation to the brief set out above.
- A statement of your capacity for delivering the work within the identified timescale.
- Full costing showing your daily rate and time commitment and a final figure for any expenses or other chargeable costs and VAT if chargeable.

Applicants must be a named individual who will be responsible for delivery. This successful candidate will be engaged on a consultancy basis being either self-employed or employed within another organisation.

The contact for queries is: Mike Wild at Macc (details below)

A panel comprising representatives of TLI Partners will evaluate proposals for the work taking into account the following:

- The experience and knowledge of the consultant in relation to the work
- The quality of the proposed methodology
- Value for money
- Capacity to adhere to the required timetable

**Timetable**

10/09/2012	Deadline for receipt of proposals
14/09/2012	Applicants informed about short-listing and details for interview/presentation
25/09/2012	Interview/presentation
25/09/2012	Selection decision
w/c 01/10/2012	Work commences
30 <sup>th</sup> September 2013	Final Report and end of consultancy

Please send responses to:

Mike Wild  
Director  
Macc  
Swan Buildings  
20, Swan Street  
Manchester  
M4 5JW

Tel: 0161 834 9823  
Email: [mike@macc.org.uk](mailto:mike@macc.org.uk)