

Tottenham Hale Community Trust (THCT)

This is a unique opportunity for an experienced Freelance Community Development Consultant with a proven track record of developing community led organisations through a sustainable process of growth and development.

Who Are We?

THCT is a newly established community based organisation made up of representatives who either live or provide local community services in or around the Tottenham Hale area.

The THCT membership is drawn from locally based individuals & groups, including:

Ferry Lane Action Group (FLAG)	Newlon Fusion
Lee Valley Estates	Local Councillor
Homes for Haringey	Living Under One Sun
Church of England Diocese of London	

Through its membership, THCT has access to a number of local community facilities; eg a multi-use games area on Ferry Lane estate and an interim community centre on Hale Village (opening April 2013).

Our Objectives

The objectives of Tottenham Hale Community Trust are to create an environment in which:

- ⌚ People are happier, more creative and we nurture potential for personal success and wellbeing;
- ⌚ Individuals and groups benefit from lifelong learning opportunities and we help them make a social, cultural and economic contribution;
- ⌚ Local people are involved in caring for and promoting the area's heritage and environment to inspire others to live, work and visit the area;
- ⌚ We are a strong, sustainable organisation that is valued by local people and contributes to Tottenham-wide improvements

Our Proposal

THCT is seeking a Freelance Community Development Consultant with a proven track record in both fundraising and successfully establishing similar community based organisations or Trusts. The appointee should be able to translate the THCT objectives into a sustainable business plan and fundraising strategy. This is an initially time limited project with the option for extension, depending on the candidate's ability to meet the project requirements listed below.

Project Requirement

- ⌚ Identify priorities for the Trust by analysing existing data and by consulting with local people and groups, maximising local facilities and taking into account existing assets.
- ⌚ Develop a three year business plan with clear targets, milestones and timescales, with emphasis on detailed proposals for first year projects and activities
- ⌚ Develop a fundraising strategy that matches the business plan
- ⌚ Identify potential funding sources and make applications in line with the business plan and Trust priorities
- ⌚ Seek sponsorship from local corporate organisations
- ⌚ Report to the Board as required and specifically at three milestone points, within the first 2 months of the appointment:

1. Presentation of outcomes of data analysis and community and group consultation
2. Presentation of draft business plan
3. Presentation of fundraising strategy, including specific proposals on planned bids to be put forward

The successful bidder will be paid their fee, as agreed at the point of appointment, in three instalments on achievement of each of the three milestones listed above. The payment of second and third milestones will depend on revision of the previously submitted reports, as required by the board, as well as the submission of the current milestone

Any contract extension will depend on the appointee being able to successfully raise funds for the implementation of the business plan.

The successful bidder will ideally need:

- ⌚ To be reliable, enthusiastic and committed and have the ability to self-motivate
- ⌚ Experience of working with diverse communities in areas with similar demographics to Tottenham Hale, Experience of prior, similar work in the Tottenham area would be an advantage.
- ⌚ Proven experience in
 - a) community consultation,
 - b) production of business plans for community organisations/activities,
 - c) fundraising,
 - d) planning and delivery of community-based projects, and
 - e) budget management.

If you meet all of the above criteria and are interested in taking on this project and working with a group committed to improving life and leisure opportunities within Tottenham Hale, please send the following information to viv.nichols@newlonfusion.org.uk :

1. your CV, highlighting relevant experience, as listed above;
2. a summary of relevant successful projects recently delivered (No more than two sides of A4, up to 1,000 words);
3. a statement outlining your methodology (no more than one side of A4, up to 500 words), plus indicative costings

You should direct any questions that you have about the project to the same e-mail address.

Selection Process

Deadlines for applications: 12 noon on 15th March 2013.

Shortlisted applicants will be invited for an interview and asked to present their proposals. Interviews will be w/c 25th March 2013.

Tottenham Hale Community Trust is a Company Limited by Guarantee
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