



1. Big Local Background

The William Morris Ward in Walthamstow is one of 150 areas up and down the UK to be allocated £1m of Lottery Funding to make a lasting positive difference to its area and for the people who live in it. Big Local is a resident led project that brings together all the talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

What it's about:

- The community making a difference to the needs it prioritises.
- People feeling that their area is an even better place to live.
- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.

Big Local Partnership

The Big Local partnership is a group of residents from the William Morris Ward, who together are responsible for guiding the overall direction of the Big Local in their area. The Big Local plan describes the priorities for the area and how we will work towards achieving them and making the ward an even better place to live. The residents on the partnership meet every month to steer the project and hold a public meeting (Forum) every 3 months to present updates, host presentations from funded projects and ask for feedback and ideas from the local community to help make sure the project stays relevant and meets local need.

The Big Local partnership and plans are endorsed by Local Trust, the Trust that supports and oversees all 150 Big Locals nationally.

2. Task

The Big Local Partnership has over the past 12 months reviewed and developed its current plan. The Partnership has developed a comprehensive set of activities, projects and visions for the next 3 years of delivery locally based on continued local conversations. We have consulted, researched and engaged with a range of residents and stakeholders to prioritise and provide implementation ideas for the next plan including developing a detailed budget.

This work details:

- Three detailed Themes of work:
 - Community
 - Open Spaces
 - Enterprise
- Our Overarching / core work
- Principles of WMBL
- Detailed budget

The Partnership wish to appoint an individual who will:

- use the content of all of our work to date on each of the three themes and overarching work, to write a coherent plan document. This plan will be submitted to the Local Trust for assessment and endorsement and will be publicly available on the WMBL web site;
- to produce a short / mini plan summary in plain English which will be widely distributed and used locally at various events including but not exclusively WMBL events.

The audiences for the plan documents are:

1. The Local Trust, funder, who will assess the full Big Local plan before endorsing funding;
2. Residents and stakeholders across the William Morris Big Local area in Walthamstow, some of whom will have knowledge of Big Local and others who will not;
3. A range of people with different abilities.

William Morris Big Local

Office 1, William Morris Community Centre, 6-8 Greenleaf Road, Walthamstow, E17 6QQ
coordinator@wmbiglocal.org
07947 766 251



The Plan content must be:

- In plain English with all jargon removed;
- An easily accessible and informal format;
- Assume the reader has little knowledge of Big Local

3. Outputs

The Outputs from this piece of work will be:

3.1 Final Big Local Plan for the next 3 years which will include:

- the ethos of William Morris Big Local (who we are / how we work)
- Plan: What we are going to do over the next three years
- Delivery: How we are going to deliver our plan

The Final Plan should be presented in a clear format, plain English, using graphics and photographs to improve understanding and will meet Big Local requirements to enable the Partnership to agree it, send it to local trust for endorsement and launch across the Big Local area.

3.2. Produce a short / mini plan summary in plain English which will be widely distributed and used locally.

4. Person Specification

The successful candidate will demonstrate:

- Good understanding of the Big Local Programme, principles and requirements
- Experience of writing similar documents based on detailed information. Please supply examples of previous work.
- Ability to work on own initiative and to tight deadlines

5. Timescale

Tender Advertised		15 th November
Deadline for Responses		20 th November
Shortlisting by Partnership		
Interview		22 nd November
Consultant Starts		23 rd November
Presentation to Big Local Partnership – draft plan		4th December
Amendments to draft Plan		tbc
Final Action Plan signed off by Partnership and submitted to Local Trust		tbc

6. Budget

The William Morris Big Local Partnership has a maximum budget of £2000 (including VAT and expenses) for this work.

Payment will be made in stages as follows:

- 50% on completion of First Draft
- 50% on submission to Local Trust.

7. Application Process

Please send proposal by email, maximum 3 x A4 pages – include skills and experience, proposed methodologies and approach.

In addition please send short CV and examples of similar work you have done.

Your proposal and accompanying documents must be sent to devwmbbl@gmail.com by **5pm 20th November**.

8. Further Support and Clarification

If you would like to discuss any aspect of this tender, please contact Gabriel Edwards

(devwmbbl@gmail.com / 07947 766 251) or Sian Penner (sian.penner@gmail.com / 07973530240)

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