



Development Manager for City Voices: Brief for freelance position

City Voices began as the community engagement strand of the high-profile Gloucester History Festival. We are at an exciting point in the development of City Voices and are looking for a committed and enthusiastic individual to help us deliver our ambitious vision. With the support of the National Lottery Heritage Fund, we will take City Voices to the next level by enhancing and developing community engagement through a year-round community-led programme, creating opportunities together to celebrate community heritage and history, diversifying audiences and ensuring on-going sustainability.

We see fundraising together with strategic and resilience planning as key to the success of City Voices. To date, City Voices has been developed with minimal funding, and masses of goodwill and volunteer effort. To take it to the next level we need to ensure sufficient financial support to allow informed and reliable forward planning.

1. Summary of contractor's requirements

GUST trustees and a member of the City Voices Working Party wish to appoint a freelance development manager to support the development and ongoing sustainability of City Voices:

- Undertake strategic and resilience planning for City Voices and its key community partners
- Plan and coordinate all fundraising and sponsorship events and initiatives
- Write bids to trusts and foundations
- Develop a network of patrons, sponsors and links with local businesses to maximise philanthropic support
- Ensure all patrons, sponsors and funders receive swift, high quality responses and on-going support as appropriate, including attending key City Voices events when VIP guests are present.
- Plan and organise appeals
- Maintain database of donors, trust & foundations and potential/actual sponsors
- Promote environmental good practice and seek sponsors to assist with this aim
- Produce a sustainable funding model for 5 years to underpin a 5 year business plan to follow on from the City Voices Power Up project.

2. Skills and experience

Essential



- Proven track record in strategic planning
- Proven track record in a wide range of fundraising activities
- Ability to write successful funding bids to trusts and foundations quickly
- Confident and personable approach to encourage potential funders to support the History Festival
- Proactive and self-motivated approach

Desirable

- Fundraising experience for major events, festivals or community engagement projects
- Network of local contacts in Gloucestershire or nationwide supporters of history/heritage projects
- Knowledge of, and enthusiasm for, history and the power of connecting communities through celebration of our heritage
- Experience of working for a charity/charitable incorporated organisation

3. Methodology and reporting requirements

Please set out how best you anticipate delivering the aims set out above.

Outputs during life of contract to include:

- Production of a realistic three-year development strategy (in year 1)
- Regular progress reports for Trustees, City Voices Working Party, and funding bodies
- Fundraising to support enhanced level of community-led initiatives
- Production of a five year costed funding plan to support 5 year business plan (in year 3)

4. Delivery of the contract

Contractor agreement: This contract is offered up to June 2024, on a freelance basis and the successful person will be responsible for their own NI and tax owed. The contractor will work closely with the freelance Creative Director and members of the City Voices Working Party.

5. Fees

We have a budget of up to £28k to fund this work for 35 months. Please submit your fee proposals including expenses, subsistence and VAT, as part of your tender. The development manager will be remunerated on receipt of an invoice at agreed intervals/milestones.

6. How to apply

Please submit an electronic copy of your application of no more than 4 x A4 pages (exclusive of CVs) covering the following areas:

- Summary of your understanding of the brief and insights you can offer from your experience



- Proposed methodology and approach to the brief
- Your CV including qualifications, professional insurance/indemnity cover, and other relevant expertise and experience. Please include recent examples of funds raised for other charities or organisations.
- Breakdown of all costs. These should indicate a rate per day/hour and the number of days required to complete the brief. Costs should be inclusive of VAT and all expenses.

Equal weighting will be given to each of the four criteria.

Please also include details of two referees from recent projects you have worked on who you would be happy for us to contact.

7. Further information

For further information, please contact Heather Forbes (City Voices Working Party) heather.forbes@gloucestershire.gov.uk 07852 829944

Closing date: 4pm Tuesday 20th July 2021

Please submit your tender response to: heather.forbes@gloucestershire.gov.uk

Interviews: 22nd July or 23rd July 2021

8. Further details about City Voices and GUST

City Voices started in 2016 as the community engagement strand of the high-profile Gloucester History Festival, which runs for two weeks each September. The History Festival features more than 200 events including Blackfriars Talks, Heritage Open Days and a wide range of City Voices events developed and co-curated locally. City Voices has grown exponentially since the 18 events scheduled in 2016 to over 60 events in 2019. During the coronavirus lockdown in 2020 City Voices events were delivered online and outdoors and involved 38 local organisations, 125 volunteers and 25 freelance artists. In order to reach its full potential City Voices is now planning an innovative year-round community-led development programme.

The charity GUST was set up by Donna Renney, former director of Cheltenham Festivals. GUST originally supported Gloucester History Festival whilst it transformed into a Charitable Incorporated Organisation and will now incubate City Voices whilst it develops the governance structures to deliver its ambitious vision effectively. GUST is supporting the City Voices Working Party overseeing the next stage of City Voices development. City Voices will remain an integral part of Gloucester History Festival but with its own community panel whose members will in due course lead the delivery of City Voices events.

City Voices Working Party members are Clare Bebbington (City Voices and History Festival Patron), Andrew Pitt (City Voices and History Festival Patron), Heather Forbes (City Voices volunteer lead between 2016 and 2020, and trustee/vice-chair of Gloucester History Trust), Clair Greenaway (Gust trustee), Jacqui Grange (History Festival Manager), and Sarah Rawlings (History Festival Fundraiser).

