

Role Description: Business Consultant (Arts and Culture), Levenshulme

Levenshulme Old Library CIO has received funding from the Architectural Heritage Fund (AHF), to employ a suitably experienced business consultant under a government funded Covid Recovery Programme.

Context

Levenshulme Old Library was reopened in 2018 as a community arts and cultural centre. The CIO is managed by a team of community based trustees and part-time operational staff overseeing the financial management and user access: <https://levenshulmeoldlibrary.org.uk/about/>

Current Requirements

The existing 3 year business plan runs out in 2021 and Covid19 has resulted in significant changes for building users, tenants and hosted activity.

We require an experienced consultant to work with us to:

- Review our operations
- Make proposals on how we meet our social mission (in light of Covid19)
- Develop our future strategy for the building and organisation
- Identify and develop funding applications and revise our income generation model for financial sustainability

Timescales and fee

The work will be delivered during 2021, with total available funding of £7,250 (including expenses and VAT)

The work will delivered in two stages, the second stage dependant on completing the first to the satisfaction of the LOLCIO trustees and the AHF. Funding will be equally split 50% between stages.

All work must be completed by Dec 2021

How to apply

- We are inviting Expressions of Interest from suitably qualified consultants with a background in the Arts and Culture, Heritage or VCFSE Sector.
- Please submit your CV, plus a brief (1 page) statement, including relevant previous experience, your proposed day rate, and how you would approach this role, listing two referees we may approach at a later stage.
- We will shortlist 3 consultants to complete a more detailed proposal and Zoom interview.
- Please see over page for a more detail and how to apply. Closing date 3rd May2021

Description of main tasks: Stage 1.

Delivered Spring/Summer 2021

- Review historic information, including our business plan, governance model, activities, staffing structure and income generation up to the commencement of your work,
- Research our community and its needs
- Produce an interim report on short term sustainability, with (grant) fundraising proposals relevant to an arts and culture focused organisation

You will be supported by a part-time community connector who we are employing to assist in researching needs in our community. You will also be working alongside core staff and Trustees.

Description of main tasks: Stage 2.

Delivered Autumn/Winter 2021

Based on Trustee feedback and action points:

- Update and launch new 3 year business plan
- Initiate recommendations for our new post Covid operating model, including grant, community fundraising and mixed income generation strategies
- Present guidance to trustees for continued adoption and implementation the new business plan

Initial EOIs need to be submitted by email to:

levoldlib@gmail.com By 9.00 am on Monday 3rd May 2021

If you require more information:

Email Jez Hall, Treasurer, LOLCIO on jez.hall@good.co.uk