# **BCM self-employed freelance associates**

# **July 2024**

Birmingham Community Matters (BCM) is a small charity, founded in 2016 to give people face-to-face support with getting started and running their community groups and projects across Birmingham.

We want to help the volunteers and staff who run small voluntary and community groups to have the skills, confidence and connections to run effective organisations that address the needs and aspirations of their communities.

We do this by running peer-support sessions, learning in small groups, hands-on workshops and developing and sharing useful resources and templates.

We are looking to expand our pool of self-employed associates to help us to deliver our services more widely, both online and face to face.

We are specifically looking for independent freelance associates with either:

A) experience of developing and facilitating learning sessions and who have knowledge and experience related to running small voluntary groups and/or charities.

B) experience of grant and trust fundraising / assessment

We are especially looking for associates who may have availability from September/ October 2024 and who are able to travel across Birmingham. We would expect that you are already an independent self-employed consultant.

We are able to pay a maximum daily rate of £275 per day and will cover reasonable travel expenses from your home to the place of delivery. You should also have your own computer and a reliable internet connection.

If you are interested in joining BCM as a self-employed team member, please send a recent CV and a covering email explaining why you are interested in the role to **people@birminghamcommunitymatters.org.uk** with the subject heading **BCM associate**. If appropriate we will arrange a conversation online to get to know you and you us.

Should you have any questions about the role, please also do get in touch via this email too.

**Desired knowledge, skills and qualities for BCM freelance associates**

**Knowledge**

* Understanding of how voluntary groups work in terms of governance, committee role, fundraising, recruiting volunteers, planning and running activities.

**Skills**

**A: For peer learning / facilitation roles**

* To use existing knowledge and research, to produce clear and engaging learning sessions / presentations around the topics relevant to small and micro community groups.
* To be able to facilitate peer learning sessions, online and face-to-face meetings - drawing out knowledge and experience from all participants to promote better understanding and clear next steps for those taking part.
* To have confidence in using technology – for example to set up online meetings on platforms such as Zoom, and create and deliver PowerPoint presentations.

**B: For grant fundraising / assessment associates:**

* Experience of grant and trust fundraising and/or assessment (minimum 1 year experience)

**Qualities**

A strong understanding and commitment to Equity, Diversity and Inclusion (EDI)

* A commitment to the ethos and values of Birmingham Community Matters
* Ability to build good working relationships with colleagues, peers and volunteers.
* Excellent communication skills.