



## **BUSINESS PLANNER**

*Task*

*Scaling Up Change Minds BUSINESS PLANNER*

*Contract*

*November 2023 – May 2024*

*Reports to*

*Project Manager (Laura Drysdale)*

## **COMMISSION**

The Change Minds Partnership (Restoration Trust with Norfolk Record Office) wishes to commission a Business Planner to develop a Business Plan for national roll out of the Change Minds programme. This plan is one of the core outputs that Scaling Up Change Minds has committed to producing as part of our funding agreement with the National Lottery Heritage Fund

The Restoration Trust initiates and runs projects that connect people who live with mental health issues with heritage, including archaeology, ancient landscapes, historic places and archives.

The Norfolk Record Office is the accredited local authority archive service for Norfolk, holding one of the largest collections of historical records in the country.

## **Change Minds**

Change Minds is a unique heritage, creative, wellbeing project engaging those living with mental health problems. It is run by a partnership between the Restoration Trust and Norfolk Record Office.

Participants use historical archives to research and develop creative responses to the lives of asylum patients in the past, developing a deeper understanding of their own experience along the way.

Each Change Minds project is based on partnership between an archive service and a local mental health provider, supported by the expertise of the Change Minds Hub; thereby ensuring that this richly rewarding experience is open to those who will benefit the most.

Scaling Up Change Minds is funded by the National Lottery Heritage Fund and NoRAH to support archives and mental health providers by scaling up the Change Minds model. This will increase access for people who are underserved by heritage, as the well-evidenced programme engages people with mental health challenges with historical mental health records to improve their wellbeing. Cross-sectoral collaboration and co-production pools resources, connecting volunteers, experts-by-experience, professionals and researchers. See [www.changeminds.org.uk](http://www.changeminds.org.uk)

## **What we are looking for**

We seek a Business Planning Consultant who works with social enterprise and entrepreneurship and who understands the world of charities and local authorities. Knowledge of current creative health initiatives and of the heritage sector would be a distinct advantage.



**The responsibilities of the Business Planner are to:**

- gather information from project partners, consultants and other stakeholders for inclusion in the business plan for a national roll out of Change Minds;
- define objectives and benefits criteria;
- produce cost plans for post Scaling Up Project iterations of Change Minds;
- produce a project control structure;
- assess and document risks and their mitigation;
- produce an overall project plan broken into stages with detailed plans and stage controls for the initiation and first stage covering the next 12 months;
- create a funding and income generation plan with targets;
- convert the business plan's strategic direction to ambitious and effective communications outcomes;
- engage and receive feedback from the Project Board and key stakeholders, consult with the Project Manager and Archives Lead and incorporate feedback into the Business Plan;
- take part in Change Minds evaluation and the Advocacy Programme that the partners will be delivering during this period of the overall project.

**DELIVERABLES**

A comprehensive, viable Business Plan for Change Minds that will enable wider roll out of the programme in an efficient, cost effective and sustainable way.

**Additional information**

- Payments will be based on a milestone schedule agreed with the successful supplier.
- Invoices will be issued after work has taken place. Payment terms will be 30 days from receipt of invoice.
- The contract will take place at the consultant's own base and Norfolk Record Office.

**PROCUREMENT PROCESS**

The clients from the Partnership team will be available for meetings on Thursday 28<sup>th</sup> September. Please book an appointment with [pippa@restorationtrust.org.uk](mailto:pippa@restorationtrust.org.uk) if you would like to discuss the project prior to submitting a proposal.

**Submitting a Proposal**

Please send us the following:

- No more than 2 sides of A4 describing how you would undertake the work.
- Cost with budget breakdown
- Details of people who will work on the project and their CVs
- An outline of previous relevant experience with links to your work
- Two references

**KEY DATES**

Deadline **FRIDAY 13th October 5pm**

Submission to [laura@restorationtrust.org.uk](mailto:laura@restorationtrust.org.uk)

Interviews **MONDAY 23<sup>rd</sup> October**

Contract to start **by the end of November 2023.**