

Freelance Associates

Introduction

Community Enterprise is a responsive and effective support organisation and consultancy, helping communities turn great ideas into reality and sustain them during challenging times. We have been working in communities across Scotland for over 35 years, delivering work that makes a clear difference. We are a social enterprise and reinvest 100% of our profits to support the further growth and development of communities across Scotland.

We tender for and deliver work for and with communities, charities, social enterprises and purpose-driven organisations across Scotland, and beyond. We deliver Scottish Government programmes, including Just Enterprise, the government-funded social enterprise development programme, and Accelerate, which supports voluntary and community groups to move towards enterprise and financial sustainability. Several of Scotland's major funders include us in frameworks to support their funded organisations. Our crisis and resilience service helps organisations facing financial, operational and governance challenges to understand their situation and options, and links them to expert help and any available financial support.

Working with this diverse range of clients, we provide support and capacity building in areas such as strategic and business planning, financial modelling, community engagement and research, funding strategy, organisational development, strengthening governance, managing change, assessing risk and mitigation, improving digital systems, online presence and communications.

To do this, we have a core team of consultants alongside a pool of freelance associates, who bring specific expertise, additional capacity and a wider geographic coverage. We are currently seeking consultants with relevant skills to join this pool, helping us to deliver a growing portfolio of work and meet the emerging needs of our clients.

Our work is rewarding, varied and challenging. Relevant experience in consultancy and capacity building is important, but we operate collaboratively, sharing our learning across the team and supporting each other to make sure we're delivering the best outcomes for our clients. Associates will be considered part of our team and will receive support and guidance from our Development Lead.

Freelance Associate Role

Core Purpose	The Associate's role is to undertake and/or contribute to projects to alleviate pressure on the core team, add to our existing skillset and help us to deliver programmes at a national scale.
Accountable to	Development Lead, though project support can be provided by Development Staff who are leading.
Main Tasks	<p>Associates will be brought in on a day rate basis to help us deliver research, development and support activities. Clients can range from established social businesses to emerging community initiatives and smaller voluntary sector organisations concerned about their sustainability, as well as new and emerging individual social entrepreneurs. This is embedded in a sector collaboration with other agencies.</p> <ul style="list-style-type: none">• Associates may contribute to projects by completing research and support tasks, working within a project team. Tasks may include carrying out desk-based research into policy and market factors affecting a project and conducting interviews or focus groups.• Associates with suitable experience may also lead short-term, small consultancy assignments as part of our support programmes, delivering support directly to clients with guidance and oversight from our programme managers.• Those with higher experience may be engaged to deliver more complex work at a higher day rate.
Person Specification	<p>In general, we are looking for people who are:</p> <ul style="list-style-type: none">• Confident, self-motivated and proactive, with good organisational skills• Curious and motivated to increase their understanding and knowledge• Able to gather information intelligently, analyse data and articulate it well (in writing and/or other formats)• Knowledgeable about the voluntary, community and social enterprise sector and/or Inclusive and Democratic Business Models such as cooperatives• Proficient in the use of technology and willing to learn new ways of working as needed• A good team player and willing to share skills and knowledge with others• Able to manage time effectively, multitask and potentially work on several projects simultaneously

Associates leading on projects at the higher day rate should also be:

- Experienced in a consultancy or capacity building role
- Excellent relationship builders with clients and partners from a range of backgrounds: ideally someone who clients warm to and trust
- Willing to adopt flexible working patterns: at times work needs to be delivered in the evenings or weekends to suit clients.

Real experience, aptitude, values and a sensitivity to our sector are more important to us than formal qualifications but accredited training or qualifications will be viewed positively. We are especially interested in hearing from individuals with the following areas of expertise:

- Finance
- Marketing strategy and/or public relations
- Impact measurement
- Conflict resolution
- Managing organisational change

Nature of Relationship

Freelancers will be commissioned on the basis of their fit with the brief for a specific piece of work and the skills required, as well as their availability to complete the work within the agreed timescale.

Our aim is to recruit a small cohort of additional associates who can be called upon as required to take on work. There is no guarantee of work, but we do have a busy portfolio. We prefer to build long term relationships and work regularly with the same reliable people.

We recognise that good freelancers are likely to have other commitments and will aim to work around this. Support and supervision will be provided.

Remuneration

Day rate at three levels:

- £200 per day for associates contributing to projects through research and support activities
- £275 per day for associates leading on projects with support
- Less often, we will pay a higher rate for those with high levels of expertise in relevant fields. This rate will correspond to the Community Enterprise standard rate as it changes over time.

Expenses such as travel to clients are covered where relevant.

Location

Remote working.

Desk and meeting space can be made available in our office in Livingston if required. For some projects, travel to visit clients, conduct in-person meetings or community engagement may be required. Please state in your covering letter whether you would be open to this. Due to the remote rural nature of many of our projects, access to a vehicle insured for business use is an advantage for on-site working.