

Physical Activity Programmes in Derbyshire

Invitation to Quote

Active Partners Trust works to connect, collaborate, influence and create a culture where everyone can be active. Support is needed to deliver this in several locations in Derbyshire for up to 12 months. The work will be achieved by considering how we better **understand** our communities, **enable** change and seek continued **investment**.

**Closing Date for submissions:
5pm on 7th August 2023**

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Introduction:

Active Partners Trust is seeking to appoint an organisation or individual to progress a number of work programmes from September 2023 to August 2024. Some engagement during August for a handover would be welcomed.

1. About Active Partners Trust

Being physically active is good for us, for society, health, and even for the economy. There's no doubt about that. But how do we get people moving more? That's a bit trickier, and the need varies from place to place, programme to programme, and person to person.

As one of 43 Active Partnerships (APs) across England, Active Partners Trust, working in Derbyshire (Active Derbyshire) and Notts (Active Notts), teams up with local councils, community groups, businesses, healthcare organisations, charities and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

Making our Move - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a new plan to guide our and partners' work over the next 10 years - where we work and how we work.

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Our values and behaviours define us as an organisation - they are who we are and what we stand for.

Our values

Make a Difference. We seek to positively make a difference through movement, physical activity and sport. We add value through insight and learning, influencing relationships, strengthening our networks and connections and embedding what works well.

Integrity. We will act with integrity in all that we do, being open, honest and trusted. Encouraging this culture with others.

Collaborate. We commit to collaborate, giving time and space to develop relationships, to listen, to reflect and to build shared purpose. We take collective responsibility and learn together to inform our work.

Inclusive. We ensure we are inclusive in everything we do. We are open-minded and equitable, encouraging others to reflect on how they think and act. We are a committed ally to inclusion.

Passionate. We believe in what we do. We are energetic, curious and aspire to think creatively. We are bold in our thinking, not afraid to try new things.

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Our behaviours

We will:

- Seek to understand and add value
- Be open and honest
- Be mindful of others and show emotional intelligence
- Lead by example, adapting our style as required
- Take collective responsibility and be accountable for our actions
- Give time and space to developing relationships
- Be open-minded and equitable
- Commit to being an ally of inclusion
- Be willing to learn and grow
- Believe in what we do
- Bring energy, curiosity and courage to our work
- Positively and professionally challenge views

2. Background to this work

Active Derbyshire works to reduce physical inactivity in each local authority area in Derbyshire by working with system partners to develop local insight, collaborative working and investment in places/people with the greatest inequalities. Our Strategic Lead for Bolsover, Erewash and South Derbyshire has progressed this work supporting a strong partnership culture in each area. A period of maternity leave means we need this work to be maintained and several specific programmes to be taken forward.

3. Scope, outputs and timescales

The focus of the work will be within 3 geographical areas - Bolsover, Erewash and South Derbyshire, the work will focus on the following:

- Commissioning of Public Health Physical Activity Services - Capacity to be provided to support the transition from a grant funded programme based around Exercise by Referral and Walking for Health to a collaboratively commissioned process which is insight led and engages wider partners.
- Walk Derbyshire - support local consortiums and partnerships to deliver Active Neighbourhood Pilots in Erewash and Bolsover and a Community Engagement and Co-Production Pilot in South Derbyshire, to ensure alignment with 'Making our Move' ways of working and the engagement of wider system partners.
- Stakeholder and System Leadership - to work together with local partners to develop and improve the local system that supports people to be physically active.

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For example, the 'All Move in Erewash' programme where capacity will be needed to support the recruitment and induction of a project officer, support the working group and connecting with Health and Wellbeing Boards and Place Alliances.

We are looking for an organisation or an individual that relates to and can draw on the following skills and experience:

- Believes in the value of physical activity.
- Believes in our values and behaviours.
- Is self-reflective, self-aware and adapts own behaviour.
- Is committed to reducing inequalities in physical activity and understands that some neighbourhoods and communities need more support.
- Is an excellent communicator - writing, speaking and presenting - an effective advocate.
- Is a good listener and good at asking questions.
- Is able and willing to challenge, in a positive way.
- Is motivated, can plan, organise and prioritise own workload to meet internal and external deadlines.
- Is able to make change happen, to talk and do.
- Has experience of developing positive relationships with leaders at all levels, including community leaders, senior public sector leaders and local councillors.
- Has experience of working collaboratively with external partners to develop and/or deliver a shared purpose.
- Has experience of being a leader (officially/unofficially/professionally/voluntary).
- Has experience of working with complexity and is comfortable with it.
- Has experience of setting up, planning and facilitating group conversations.
- Has the IT skills to work competently from home.
- Understand the value of being humble.
- Understand the value of learning, the need to make time for this and the need to share findings.

4. Progress Updates

Monitoring	Timescales
Handover completion	Initial meeting in August and virtual calls as required.
Progress Updates	Weekly by email, meetings and virtual calls as required.
Review of progress	Monthly against identified outputs with accountable manager at APT 6-monthly review of the work with accountable manager at APT

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5. Contract details

This contract will be with Active Partners Trust.

The successful organisation or individual will report and be accountable to the Strategic Director and will be responsible for the successful delivery of the key tasks as outlined in section three.

The term of this contract shall be from the day of commencement as soon as possible following appointment. The contract will be for up to 12 months.

6. The fee

The budget for the work is based on an average of 3 days per week over a 48 week period within 12 months from the start date at a rate of £250 per day. Plus 2 days for a handover in August 2023 if possible.

This is inclusive of travel and any other expenses and VAT.

The total costs for conducting this work, including expenses shall not exceed £36,000 (Inclusive of VAT, costs and expenses).

7. Quotation submission

Quotations should be submitted, via email to christine.gregory@activepartnerstrust.org.uk by 5pm on Monday 7th August.

Submitted quotes should include the following:

- CV and/or covering letter which summarises the skills and experience relevant to the work scope
- A clear explanation of how you would approach the work
- An indication / confirmation of the number of working days/hours per month to conduct the work outlined above
- A schedule of costs and services
- Any further information which may support the proposal.

8. Assessment Criteria

The quotation will be assessed against the following criteria:

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- Evidence of knowledge, expertise and experience in systems working, cross sector relationships, strategic working, community engagement, inequalities and inactivity influences
- Suitability of the proposed approach
- Evidence of capacity to undertake the work within the defined budget and timescale
- Value for money

Availability

Active Partners Trust reserves the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates.

Interviews, if required, will take place from a selected shortlist on week commencing 14th August. The successful organisation or individual will look to start as soon as possible thereafter.

If interviews are not required, the successful individual/organisation will be notified by Friday 18th August.

Any request for feedback should be made to Stuart Batchelor, Strategic Director, stuart.batchelor@activepartnerstrust.org.uk.

End

Stuart Batchelor,
Strategic Director,
Active Partners Trust
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