

Big Local rep assignment

Name of area	Xxx
Rep	Xxx
Reference Number	Xxx: Please quote this on all invoices
Assignment details	<p>Your role as a rep is to act on behalf of Local Trust in Big Local areas, maintaining a detailed overview of Big Local as the ‘eyes, ears and voice’ of Local Trust and providing information to Local Trust on your observations. You must provide support and challenge to the partnership and LTO in this Big Local area, working with these and other relevant stakeholders to ensure Big Local is the best it can be in this area.</p> <p>The emphasis of the role is on building the skills and confidence of residents to deliver Big Local themselves by advising and facilitating (rather than undertaking the delivery of Big Local activities on the area’s behalf).</p> <p>The main areas of activity that form this assignment are listed below, although partnerships and communities change over time, and so specific activities should vary based on the needs of the partnership at any given time (and in agreement with Local Trust).</p> <p>1. Big Local partnership</p> <p>You must provide support, advice, inspiration and appropriate challenge to the Big Local partnership that enables them to meet Local Trust’s requirements (e.g. resident-led, broadly reflects the area, acts in line with ethos and values)</p> <p>To varying degrees and based on the needs of the area you could provide support, advice, inspiration and appropriate challenge to the Big Local Partnership and <u>support and enable them</u> to:</p> <ul style="list-style-type: none"> • deliver on their vision for the area • pro-actively engage effectively with their community utilising a range of channels and tools • work with relevant stakeholders • work cooperatively with workers and contractors engaged by the partnership, and the locally trusted organisation, and deal constructively and positively with any issues that may arise • reflect the Big Local area in terms of the population diversity and characteristics • ensure that areas have appropriate governance, policies and procedures in place and mechanisms for timely review • behave and operate in-line with Local Trust guidance and the rules they set for themselves, including decision making processes

- connect and link with other Big Local areas, useful networks and training at the local, regional or national level
- assess their individual and group needs, supporting them with their development as a partnership and a partnership member
- assess the deliverability of their Big Local plan(s), identifying areas of risk and opportunity that the partnership might need support with
- measure changes in their area that are as a result of the projects / activities, and the change in skills, confidence and experience amongst partnership members / volunteers and other members of the community

2. Big Local plans

As a requirement of the programme, you must:

- Facilitate and ensure submission of a Big Local plan review (activities and funding) when required through Big Local Community (or any system we require), using the appropriate guidance and review questions
- Support the creation of new or revised plans, and clearly communicate deadlines and consequences of late submission
- Act as a sounding board for the Partnership on their ideas during the development process

3. Locally trusted organisation(s)

As a requirement of the programme, you must:

- Support the locally trusted organisation(s) to understand what is required to carry out its roles and responsibilities in line with the terms and conditions of funding
- Check that the locally trusted organisations behaves and operates in-line with Local Trust guidance and the rules they set themselves
- Report any issues or concerns to Local Trust relating to the financial health of the locally trusted organisation(s) or management of Big Local funding you are aware of through your connectedness and observations at a local level
- Support Local Trust carry out financial checks and due diligence in line with Big Local processes by responding to queries and questions
- Support the partnership to identify a new LTO where their existing arrangements cannot continue

Where a Big Local partnership has registered as an incorporated entity and is acting as its own LTO, these same requirements will apply.

4. Working with Local Trust

As a representative of Local Trust, you must:

- Carry out a partnership review and send this to Local Trust, each year between September and December in line with guidance provided by Local Trust through Big Local Community (or any other system we require)
- Report important issues, examples of good practice, early intelligence of potential risks and significant local activities through the quarterly reports, or ad-hoc by phone/email in urgent cases

	<ul style="list-style-type: none"> • Deliver messages from Local Trust around new opportunities and programme information to the Partnership and other relevant stakeholders (such as workers and LTOs) in a timely manner • The majority of our communications with reps will be through Workplace and all reps will be required to register and effectively use the platform • Participate in Workplace (or any other online forum administered by Local Trust), rep / partner learning days, conference calls, or through other contact with Local Trust and partners and networking between fellow reps. <p>To varying degrees and based on the needs of areas, reps and Local Trust you should also:</p> <ul style="list-style-type: none"> • Work with Local Trust on potential programme developments • Share learning with Local Trust and partners to inform the development of Big Local • Stay informed and abreast of news and insight from Local Trust and cascade these messages to the local area • Provide relevant insight and information to other reps and Local Trust, and participate in network of reps, Local Trust and partners. • Handover to an incoming rep in the event of a changeover.
Management arrangements	This assignment is managed by Local Trust and is an appendix to your contract.
Reporting	<p>You must provide these reports to Local Trust:</p> <ul style="list-style-type: none"> • A report every quarter as per our instructions. Late or poor reporting will be a factor in performance management, renewal of assignments and payment of invoices. • Big Local partnership review (each year between September and December) • Other data collection as required by Local Trust (such as Area Assessment Tool data)
Fees and payment	<p>This fee is outcome based, working to achieve the above assignment details and it is for individual reps to consider the allocation of time needed to achieve these throughout the year based on need, with reference to Local Trust's bolt-on policy in extreme cases.</p> <p>We require timely and accurate invoices to ensure payment as per our contract terms.</p>
Expenses	Local Trust will cover reasonable travel expenses in line with our expenses policy, which will primarily cover travel and accommodation. As independent contractors we will not normally cover cost associated with the day to day running of your business.
Start date	TBC

End date	TBC
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Jayne Entwistle, for and on behalf of Local Trust

Signed:

Dated: xxx

