



## **Appointment Brief for Community Consultation**

### **Introduction**

Trinity Community Arts are looking for an experienced individual or organisation to manage and deliver a Community Consultation in 2021. You will be a strong communicator and project manager, adaptable in your approach and committed to inclusive engagement and decision making. You will be experienced in leading community consultation exercises that engage broad stakeholder groups and presenting balanced recommendations informed by a diverse range of voices and interests.

### **Objectives**

1. Carry out an extensive consultation process with a broad range of Trinity's stakeholders, in line with Covid19 social distancing, to inform capital feasibility design and activity planning.
2. Inform Trinity's programming and activity through presenting clear recommendations to ensure our plans meet the needs/interests of the communities using and living near the Centre.
3. Identify steps Trinity can take to increase community engagement and strengthen democratic decision-making processes as a membership organisation.

### **Background**

The Trinity Centre is a multi-disciplinary grassroots hub, playing a pivotal role in providing cultural opportunity in one of the most ethnically and economically diverse areas nationally - working with communities to shape a much-needed participatory arts offer that is impactful and relevant. In 19/20 we worked with over 200 cross-sector partners to deliver 1,110 events for 62,110 people.

The building's rich heritage places it firmly in the hearts and minds of generations of Bristolians. At the peak of its life as a church, Trinity welcomed a congregation of over 2,500 worshippers. A changing cultural landscape saw it deconsecrated and bought by the African Caribbean community in 1976. This was to be its beginning as a community and cultural hub, changing hands several times before reopening in 2004.

Over the last 10+ years, Trinity Community Arts has strengthened its team and practices, solidified our relationships with the community and cemented our position as part of the city's cultural ecology. We have safeguarded the building's fabric and continued to build a strong organisation, growing in capacity and confidence to empower communities through arts in pursuit of our vision: creative expression for all.

While we have continued to be responsive and adaptive throughout the pandemic, the crisis has accelerated our aspirations to transition from primarily a 'venue-for-hire' to a proactive programmer of diverse arts, and to further test our methodology of democratic, people-focused programming. By working with our communities, we want to develop services to encourage social cohesion, increase a sense of neighbourhood ownership and aid regeneration.

The Community Consultation will help to make sure plans are informed by the diverse communities living around and using the Centre.

### **Capital feasibility plan**

Trinity has received a grant from the Architectural Heritage Fund (AHF) to commission an Architect & Professional Team to update Trinity's 2012 feasibility study informed by the impact of the pandemic on our social enterprise model, the music sector, audiences and communities who we support.



The team will undertake an updated consultation process and revised options appraisal informed by relevant stakeholders.

The Community Consultation is critical to this thinking - ensuring our plans reflect the hopes and aspirations of the community we are committed to working with.

### **The Community Consultation Commission process**

#### **1) Build a plan to engage**

Consult with Trinity's staff and board to define Trinity's community and carry out an audit that will inform your approach and the most appropriate tools/methodology that will ensure the community connect and influence the process.

#### **2) Research and analysis**

Tell us about the community – challenges, needs and aspirations – so we can ensure our planning is relevant, informed and needed. This will include:

- a) What is already happening
- b) How much community engagement there already is
- c) Who aren't we connecting with
- d) Identify opportunities for greater engagement

#### **3) Engagement plan**

Produce a communications plan and oversee all necessary content to work with the Project Team and meaningfully engage with all identified groups in the community. This will include:

- Share the capital planning process in a useable and easy to understand format
- Using different tools/methods to engage the community e.g. online/digital and in-person
- Strengthen communications/dialogue between the operations of the company and community stakeholders

#### **4) Feedback and input**

Provide opportunities for the community to engage and influence the consultation process, obtaining feedback and inviting input into the capital planning/design process and longer-term operational planning and programming. For example, this could include workshops, questionnaires, door-to-door, online activity and the use of other digital mapping techniques. Key focus areas will include:

- What types of activities could take place in the new and restored spaces?
- How do we better serve the local community and celebrate Trinity's heritage?
- How we can strengthen/improve communications with the community?
- What does a democratic community decision model look like for Trinity?
- What might Trinity's offer look like in 2022?

#### **5) Data**

Collect data to help us understand how informed the process has been, numbers engaged, and the communities reached. This will include demographics and participant feedback, where appropriate, throughout the commission to inform a report at the end of the consultation process. Where possible, and in-line with GDPR, data should be captured using Trinity's CRM.

#### **6) Reporting**

Deliver a succinct report and an open presentation to the local community, outlining process, findings, outcomes, and next steps.

### Timescales

The consultation needs to be completed by October 2021.

### Tender information

In no more than 5 pages, please respond with your proposed methodology and timescales; details of relevant experience; and budget outline. You may include images, plans or infographics to illustrate your proposal. Please also attach your CV or organisation bio.

**Review process:** A selected and representative panel will review all tenders scoring against your understanding and interpretation of the brief; relevant and demonstrable experience; proposed methodology and understanding of possible risk scenarios; and meeting the objectives outlined above.

**Fee:** £10,000 (excl VAT) inclusive of expenses.

### Terms and Conditions

We will require evidence of Professional Indemnity insurance cover.

### Management of Commission

The commission will be managed by the assigned Project Team.

### Closing date

The closing date for submission is Monday 5<sup>th</sup> April 2021.

### Interviews:

Held virtually, Wednesday 14<sup>th</sup> April 2021.

### Submission:

Please email tender proposals to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with the subject header Community Consultation Tender

### For more information:

If you have any questions regarding the tender, please email [emma@trinitybristol.org.uk](mailto:emma@trinitybristol.org.uk)

### Links to supporting documents

- [2020 Activities Report](#)
- [Audience Survey 2020](#)
- [Annual Accounts, Reports and Evaluation](#)

