

Longford Women's Link: Tender - Refuge Change Management Facilitator (<https://www.activelink.ie/node/112252>)



Refuge Change Management Facilitator

1. Introduction

1.1 Background

Longford Women's Link (LWL) is seeking a highly qualified and experienced Change Management Facilitator to oversee the development of refuge accommodations and associated support services for victims of domestic violence. The facilitator will ensure a smooth and effective transition for victims into the new accommodations, addressing safety, emotional, social, and logistical challenges.

1.2 Purpose

The purpose of this process is to identify and appoint a Change Management Facilitator who will guide and manage the entire process of developing refuge accommodations and integrating support services for victims of domestic abuse in County Longford.

2. Objectives

- To develop and implement a comprehensive change management strategy for the refuge accommodation project.
- To ensure all stakeholders are engaged and informed throughout the process.
- To manage risks and address challenges proactively.

3. Role and Scope of Work

Role and Purpose of Refuge Change Management Facilitator

The Refuge Change Management Facilitator will facilitate, develop, and oversee a project plan for refuge development. They will be responsible and accountable for the delivery and monitoring of the project plan. They will lead and manage the process, with authority and responsibility from the LWL CEO and Board of Trustees ensuring the completion of milestones within agreed timelines.

The Facilitator will be responsible from the planning to completion of the refuge development project, ensuring the work gets done efficiently and satisfactorily. The facilitator will be the point of contact regarding all aspects of refuge change management on behalf of LWL.

3.1 Overview of general responsibilities

- Plan and develop the project plan in collaboration with the CEO of LWL.
- Engage with the refuge development advisory committee when required.
- Monitor change management project progress and set deadlines. Where appropriate, work in partnership with the Project Manager.
- Mitigate issues that arise regarding the Refuge Development Project.
- Ensure stakeholder satisfaction.
- Evaluate Project performance ensuring milestones and objectives are met.

- Review this development's capacity needs with LWL CEO and Board of Trustees.

3.2 Role in Early-Stage Development

- Working with internal and external stakeholders to define the project and create a process to complete the work of the project. This includes setting and managing expectations, defining the project scope, understanding the project risks, developing a detailed project plan, and working with specific stakeholders or LWL staff/Board of Trustees.
- Working with the LWL CEO and Board of Trustees to build the service's capacity to deliver refuge development.
- Where partnership or consortia approaches are being considered, liaising between DV service providers and prospective Approved Housing Body (AHB) who will assist in bringing the DVR development forward through CAS.
- Working with key stakeholders on suitable site for the refuge facility.
- Oversee the project through the CAS funding application process, starting with CAS Stage 1 submission.

3.3 Role Following Stage 1 CAS application approval.

- Work with the Housing Agency to procure a Design Team and Project Manager.
- Work closely with the appointed Design Team at each stage of the project, including attending all necessary Design Team meetings, to create a plan for the building that meets the needs of the service, as specified by LWL, that reflects consultation, engagement, and feedback from staff and service users.
- Work closely with the Project Manager to oversee the CAS process, ensuring open lines of communication for updates and feedback to LWL CEO and Board of Trustees, facilitating appropriate and timely responses.
- Provide ongoing reports and brief to LWL CEO/Management and Board of Trustees on developments and notify, in a timely manner, any risks that may impact the project's progress.
- Work in partnership with the relevant offices of CUAN, DOJ, the DHLGH, the Housing Agency, and the Local Authority to ensure a clear and timely flow of information and progression through each stage of the development.

3.4 Role in Resource Planning and Budget Management

- Responsible for oversight and reporting on funding released from the relevant County Council on approval of Stage Completion Certs.
- Prepare a detailed business case for submission to funders relating to the operational needs of the service (including service provision) in conjunction with the CEO, considering the essential resources that will be required to operate the service on completion of the project.
- Manage the financial aspect of the development and ensure the project remains within the approved budget, with the final decision approved by the Board of Trustees.
- Support the Project Manager in identifying necessary fit-out requirements, costings, and procurement.
- Support the Project Manager in procuring essential annual service contracts and identify all associated fit-out costs for the refuge building.

3.5 Role in Supporting Service Delivery

- Support the identification, development, and timelines for implementing additional support service provision under the guidance of the CEO and Board of Trustees.
- Where relevant, support the CEO to plan and coordinate the transition of existing and new services from existing sites to the new site.
- Ensure that LWL meets all statutory obligations, where relevant and outside the Project Manager's role.

4. Key Competencies and Qualifications

- Proven experience in change management, preferably in a social services or domestic abuse support context.
- Strong project management skills.
- Excellent communication and interpersonal skills.
- Experience in stakeholder engagement and facilitation and strong stakeholder engagement skills.
- Relevant qualifications in change management, social services, or a related field.
- Knowledge of funding processes, particularly related to the CAS funding application process.
- Knowledge of the domestic violence sector and services.

5. Submission Requirements

Interested candidates must submit the following:

1. Cover Letter
2. Detailed CV
3. Proposal outlining the approach to the project, including methodology and timeline

6. Terms and Conditions

- The facilitator will report to the CEO of LWL.
- The role may be filled on a part-time employee, consultancy, or self-employed basis. This is a 1-year fixed-term contract, with the possibility of extension for up to 3 years, subject to funding.
- Payment terms will be agreed upon contract award.
- The facilitator must comply with all relevant regulations and policies.
- A full, clean driver's license and access to own vehicle are essential for this role.

7. Submission Deadline and Contact Information

7.1 Submission Deadline

All submissions must be received by email to tarafarrell@lwl.ie (mailto:tarafarrell@lwl.ie) by Friday December 6th at 5pm with the subject line 'Refuge Change Management Facilitator Tender Submission'.

7.2 Contact Information

For any inquiries or further information, please contact:

Tara Farrell

CEO

Longford Women's Link

043 3341511 (<https://tel0433341511>)

Region

Co Longford

Date Entered/Updated

19th Nov, 2024

Expiry Date

6th Dec, 2024

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