



THE WARDS CORNER
COMMUNITY BENEFIT SOCIETY

BID / DEVELOPMENT MANAGER



BID / DEVELOPMENT MANAGER

Information Pack

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1. ABOUT US

The Wards Corner Community Benefit Society (CBS) was established in 2022 in order to restore and manage Seven Sisters Indoor Market (Latin Village) and the historic Wards buildings to serve our two key beneficiary communities; the local community of Tottenham and the Latin American Diaspora of London.

Over the last two years, we have been working to turn 20 years' grassroots campaigning against demolition by corporate developers into a community led organisation capable of both delivering a multi million pound refurbishment, and operating the market and the building for community benefit for years to come.

In 2021, we secured a major victory when Haringey Council gave its support to the [Community Plan](#) and building-owner Transport for London (TfL) committed to a long leasehold bidding process for trader-backed bids. Since then, we have attracted over £180k funding to resource the development of the CBS, our design proposals, the business plan and our operational model. We have gained national recognition as a successful community campaign and new model for urban regeneration led by and for the community. After a period of intense re-organisation and volunteer-led activity, we are looking to expand our capacity as we enter into a tender and negotiation process with TfL to secure the lease of the buildings.



2. ABOUT THE ROLE

The Bid / Development Manager will be responsible for successfully securing the long-term lease of the Wards Corner buildings and Seven Sisters market from TfL. The Bid / Development Manager will work closely with the CBS, supporting consultants, the local community and stakeholders to achieve this. We intend to employ the Bid / Development Manager on a consultancy basis through the bid stage, with consideration that the role may be extended to provide development management services in the delivery stages once the lease has been secured. We are interested in hearing from organisations and persons with relevant experience.

3. OVERVIEW OF BID

The purpose of the bid is to secure a long leasehold over the Wards Corner buildings. The bid period is expected to run from spring/summer 2024 to December 2024, subject to clarification from TfL.

TfL have indicated there will be a 2-stage process to reaching preferred bidder status, with an initial light-tough EoI, and then a second more detailed submission. Whilst the specific submission requirements of the TfL bid are expected remain unknown until the tender is published, TfL have outlined that the tender will cover:

- Governance and corporate structure
- Property and legal advice
- Business plan
- Management & operation plan
- Community benefit programme & impact forecast
- Design & construction plan
- Evidence of community support



A number of the items listed above are already positioned with consultants currently or recently engaged, and the CBS has secured planning permission for the Community Plan. There exist various pieces of work that will inform the final submission but are either now out of date and need updating, or were produced for a different purpose and may need re-framing for the purposes of the bid. A thorough review of this and scoping of further consultant work will need to take place once the details of the bid are released.

The above work will need to be coordinated into a coherent bid that provides a thorough response to the tender requirements. As well as outputs from consultants above, it is expected this will need to be a covering Bid Submission Document which pulls together the CBS vision and commercial position for the Long Leasehold, presenting TfL with a singular clear proposal. This will reference and coordinate the consultant material to support the CBS vision and commercial position.

TfL are yet to confirm timings, but have indicated an Expression of Interest stage may commence in spring. The CBS is therefore seeking to engage with interested parties to fulfil a consulting Bid / Development Manager in-advance of that.



4. Bid / Development Manager Scope

The role of Bid / Development Manager includes:

- Compiling and editing the bid submission through an iterative process to the final submission, with appropriate input from the CBS and consultant team. The output of this being the covering Bid Submission Document, accompanied by the consultant team work.
- With the support of the CBS board, staff and relevant subcommittees, review the TfL bid requirements and define a bid project plan for meeting these requirements. The bid manager will need to build consensus around the bid project plan and scope suitable community engagement that reflects the ethos of the CBS. The bid manager will be responsible for managing and ensuring adherence to the bid project plan.
- Reviewing all CBS and consultant material delivered to date, identifying what material is suitable for submission and identifying what further material needs to be created or commissioned, either internally by the CBS or by external consultants.
- Scoping and managing the timely delivery of material being produced internally by the CBS and externally by the consultants for the bid.
- Participate in and provide technical oversight and support to the CBS Bid & Delivery Sub-committee.
- Coordinating all activities and outputs required from the CBS and consultant team to meet the bid submission requirements.
- Ensuring all aspects of the bid have been responded to in the final submission.

The Bid / Development Manager will report to the CBS General Manager and the CBS Board. Whilst the Bid / Development Manager will provide oversight to other consultants work, the Bid / Development Manager is not expected to directly appoint or undertake administrative functions related to other consultant contracts.



5. Person/Organisation Specification

The successful Bid / Development Manager will demonstrate many of the following competencies:

- An alignment with the Wards Corner Community Benefit Society's purpose and mission.
- Expertise and demonstrable experience in bid writing, ideally with experience in public sector land bids.
- Understanding of Community Asset Transfers.
- Understanding of Long Leasehold structures.
- Understanding and experience with financial viability appraisals.
- Ability to coordinate complex work-streams into coherent proposals.
- A collaborative approach, interpersonal awareness, and excellent communications skills.
- Strong strategic thinking and risk awareness.
- Comfortable operating in organisations governed by democratic decision-making and experienced in consensus-based decision making, empowering marginalised voices in these processes.
- Ability to build and maintain constructive relationships within a variety of contexts, including with community members and organisations, public bodies and consultants, specifically for the purposes of the bid:
 - Ability to scope and coordinate the outputs of community-led organisations and groups.
 - Ability to scope and manage the outputs of consultants.
- Advocacy for diversity, equity, and inclusion.
- Excellent writing and editing skills.



6. Resource & Remuneration

The CBS is seeking to engage interested parties to fulfil the role on a self-employed / consultancy basis. We anticipate the Bid / Development Manager will need to provide resource equivalent to 0.4 FTE basis, which equates to 2 days/week through the bid period which we expect will be circa 6 months (to be confirmed by Transport for London). The actual resource requirement of the Development / Bid Manager is expected to fluctuate from month to month, with an intensive period upon release of the tender and pre-submission. The CBS would welcome conversations with interested parties to understand how they would resource the role and the associated costs.

7. How to apply

The CBS is seeking to hold initial conversations with interested parties ahead of seeking proposals. If you are interested, please send a short covering email to hello@wardscorner.org by March 9th. Please include 'Bid / Development Manager' as the subject line. We will then arrange initial conversations.

Following initial conversations, we anticipate asking for the following information as part of formal submissions for the role:

- A covering letter outlining why you / your organisation would be suitable for the role. This should include reference to 3 relevant projects and respond to the points listed under 'Person/Organisation Specification'. (Page limit: 3 x A4 pages)
- A fee proposal, including a resource schedule detailing the person(s) and time you would allocate to the project, and associated cost. Where allocating more than 1 person to the project, please also include a narrative describing respective roles. (Page limit: 1 x A4 page)
- CVs for those listed in the resource schedule
- 3 case studies, which should reflect the 3 relevant projects included in your covering letter. (Page limit: 1 x A4 page per case study)
- Contact details for 2 referees