



RSA Citizens' Economic Council: specification for lead facilitation team

1. What we're looking for:

The RSA Citizens' Economic Council programme is seeking a team of two facilitators to work in close collaboration with the RSA's Programme Management team to lead the facilitation of the Council's nine one-day deliberative workshops.

About the programme:

More information about the programme can be found at the RSA's website:

www.rsa.org.uk/citizenseconomy

We suggest applicants for this contract read the prospectus for the Citizens' Economic Council, available online here: <https://medium.com/rsa-reports/economics-for-everyone-da08028262a1#.7rkokgr4r>. The core elements of the deliberation are described in section 4 of the prospectus.

A pdf copy can also be downloaded here: <https://www.thersa.org/discover/publications-and-articles/reports/economics-for-everyone-prospectus-for-the-citizens-economic-council>

2. About the workshops – deliberation days

Eight of these workshops will be with a group of 25 – 30 citizens, and one of these workshops will be with a group of 50-60 citizens.

Four of these sessions will be in London, and another four will be in Manchester. The ninth and final deliberation day will be hosted in Birmingham, bringing together both groups (50 – 60 citizens) for an Economic Summit of policy innovation, collaboration and co-creation.

These sessions will take place between January 2017 – June 2017.

3. Requirements of this role

As well as leading the facilitation and design of the deliberative sessions for the RSA's Citizens' Economic Council, this team of two will work in close collaboration with the RSA Programme Management team, providing input, advice and support on the development of the stimulus materials and content for the RSA Citizens' Economic Council.

We are specifically looking for:

- Facilitators who have an understanding of the aims and objectives of the RSA Citizens' Economic Council
- A friendly, approachable and engaging manner from neutral and honest facilitators
- Substantial experience in and a passion for facilitating dialogues and/or deliberations about complex and challenging policy issues
- Substantial experience in brokering conversations between policy-makers, the private sector and citizens
- Facilitators who are not afraid to innovate and to try new methods of engaging the public.
- Facilitators who share the values, aims and mission of the RSA, and the RSA Citizens' Economic Council.

4. Available support

The lead facilitation team will have the support of junior and senior members of the RSA staff team who will be supporting in delivering table facilitation. The RSA Programme Team will also be arranging the logistics, writing up the outputs from the days, and undertaking evaluation requirements.

As part of this specification, we are also seeking no more than half a day from the facilitators for facilitation training of the RSA's support team on the Citizens' Economic Council. This will provide the facilitators an opportunity to meet members of the RSA staff who will be supporting them.

5. Budget

There is a total of **£13,500.00** exc. VAT available for this work.

This has been calculated at a day rate of **£500.00** for each facilitator and is inclusive of time for planning and preparation time, as well as additional costs accrued.

6. Application requirements

The deadline for applications for this specification was formerly 5pm on **Friday 12th August 2016**.

This deadline has now been extended to 5pm on Tuesday 6th September 2016, given the summer holidays.

Please provide no more than 2 pages describing your team and outlining how the team's combined skills and experience are best placed to support the objectives of the RSA Citizens' Economic Council.

Emails should be sent to the RSA Citizens' Economic Council e-mail address:

citizenseconomy@rsa.org.uk for the attention of **Reema Patel, Programme Manager, Citizens' Economic Council**.

We will shortlist applicants for the week commencing 15th August 2016 – and will invite all shortlisted applicants for an informal conversation with the programme team that week. We will let you know by 22nd August 2016 at the latest as to whether you have been successful, and provide written feedback on your application.