



PROJECT BRIEF

A Mile in Her Shoes: Sole Sisters project

A Mile in Her Shoes is seeking to engage the services of a Project Coordinator to help project manage the delivery of a new pilot programme to support women affected by multiple disadvantages across London through fitness and self-care.

The overall project will run from July 2018 until December 2019 and will see the charity building upon the way its volunteers currently lead sessions for homeless women through an enhanced programme that, if successful, would be able to scale up and roll-out beyond London in 2019, supporting even more women affected by homelessness and multiple disadvantage through a supportive fitness community nationwide.

Background to A Mile in Her Shoes

A Mile in Her Shoes (AMIHS) is a small registered UK charity that helps homeless women find their feet, and it has primarily done this to-date through running. AMIHS is currently a wholly volunteer led organisation that delivers its support through provision of free, women-only running fitness sessions that are designed by our charity to be accessible to women of all abilities.

The women who take part in our running groups' sessions have experienced homelessness and related issues and are frequently affected by substance misuse, unemployment, domestic abuse and mental health issues. Through participating in our group activities, women have reported that they experienced increased physical and mental wellbeing, reduced isolation, increased confidence, self-esteem and inclusion.

Over the past three years, we have run up to 10 running fitness groups per week in greater London and there is continued demand to increase our provision. There is scope and interest from volunteers and a large number of prospective homelessness community organisations who wish for us to set up new projects at their sites across London and beyond.

Now, AMIHS plans to build upon the success of its existing model that has used running fitness as a tool for social change. AMIHS is developing a programme that takes its charity's aims a step further and will see more female participants benefit from the socially inclusive environment that a fitness community has to offer women.

How we remove barriers: AMIHS removes many of the barriers that homeless women may experience when it comes to accessing exercise and sport. We have always provided full kit to all of our beneficiaries – sports bras and socks are always new and the rest of the kit that we provide (trainers, bottoms and tops) are either very good quality donations or we buy them new at low cost.

In our current model, we provide water and healthy snacks to replace calories burned during a session. There is no cost to attend or participate. Beneficiaries who attend our sessions all have current/recent experience of homelessness, which creates a peer environment which is welcoming and inclusive and conducive to women attending and maintaining attendance. It is also an environment in which these women can be themselves without fear of negative judgment.

Our groups have been hosted by well-established organisations in the homelessness sector such as St Mungo's, Crisis, Thamesreach and The Marylebone Project, in addition to organisations providing refuges for women fleeing domestic abuse, such as Housing for Women. These organisations help us



set up, promote and recruit women to join groups. Many of our groups form part of a regular timetable of events for participants at the host organisation, others are part of an informal offer to women accessing refuge services.

Working with larger organisations enables us to reach more beneficiaries and reduce some of our overheads, such as advertising and administration, whilst smaller organisations provide a different approach to help address the challenges faced by our participants.

Our Sole Sisters Project

A Mile in Her Shoes wants to see a more inclusive society, where fitness can empower every woman to find her feet and feel good about herself. We continue to take inspiration from running but recognise that our mission is to tackle the barriers women experiencing multiple disadvantage face when it comes to benefitting from fitness of all kinds.

Our volunteer-led approach has been demonstrably effective, but the charity providing all aspects of delivery and via a volunteering model has led to limited impact due to capacity issues and aligning participants need with those of volunteers.

We recognise that we must refocus what we're offering and change how we provide it, with the goal of reaching more communities, more effectively. We want to go further than simply setting up and administering our own running groups.

The aim of our new programme is to enable participants to redefine beyond the label of homelessness, empowering them to take ownership of their own physical and mental wellbeing.

The new model we wish to develop would give organisations supporting women in the sector the tools to set-up, deliver and manage their own AMIHS groups, to a clear design and format owned and supported by AMIHS. This would capacity-build within the sector and enable such organisations to replicate what we do.

Under our new model, we intend to explore a number of ways to support our mission, including:

- providing a centralised yet tailored support service to new and existing partner organisations whilst enabling them to take ownership of delivering their own bespoke programme.
- building appropriate systems and resources, from training and support tools to programmes designed to increase access to and benefits from fitness e.g. appropriate clothing and equipment and access to fitness opportunities in local communities.
- setting up a grants programme that helps organisations support women experiencing homelessness and/or multiple disadvantage to access fitness through applications for support and suitable fitness clothing
- developing tailored resources for participants, organisations and for those leading AMIHS fitness activities
- expanding our provision beyond homelessness to embrace an approach to target women experiencing multiple disadvantage
- ways to develop participants to take on leadership roles within our services

Now, thanks to funding from Comic Relief, we are seeking to bring in an external resource to help us develop and coordinate this exciting project and find our feet.

Project Brief

Delivery	Flexible and to be discussed, but we would anticipate 7-14 hours per week on average
Duration	Up to 6 months with prospect of extending and growing with the project.
Location	External delivery with some travel expected to and around London
Total budget available for this project	<p>To be discussed – supplier proposed fees to be agreed at engagement stage. This project is being funded by Comic Relief and as such, there is a finite overall budget of approx. £50k within which the charity must deliver its agreed project activities by the end of 2019, some of which is to be allocated to specific activities.</p> <p>"The Board of Trustees is open to discussions about delivery of either specific elements of the project or for the project as a whole. How this budget is broken down will therefore depend on which activities are delivered by the services of a project coordinator and when.</p> <p>"Therefore we are seeking to engage the services of a project coordinator to achieve key deliverables on time and within budget and we are keen to discuss how they plan to achieve this.</p>
Accountable to	Board of Trustees (specifically the Chair)
Brief	
<ul style="list-style-type: none"> • Build and manage key business and partnership relationships for the charity to develop and deliver our service model. N.B. Although based offsite, it will be important that this provider is willing to get out to meet stakeholders and partners face-to-face around London throughout the life of the project. • Manage and populate digital and other methods of communications to stakeholders, including prospective and existing partner organisations in the women's/homelessness/other relevant sectors. • Contribute to strategic and operational discussions with the Board of Trustees • Research, develop and present options to the Board for a new delivery model for the charity's primary activities (with input from trustees and stakeholders) • Plan and implement systems and processes to facilitate the delivery of our chosen model, including facilitating, monitoring and evaluation of the project in line with our funding agreement. • Attend regular meetings with the project team (consisting of volunteers/trustees) as well as Board meetings, if requested. • Report back to the Chair of the Board of Trustees and the project sub-group, providing regular progress and insight reports to the Trustees and other key stakeholders where necessary 	

- Day-to-day management and administration of the project including financial and grant reporting and coordinating delivery of sessions by the existing 5 AMIHS groups
- Any tasks as reasonably requested relevant to the administration and delivery of the project.

* Board meetings will take place 6.15-8.15pm in central London on 29 November 2018, 31 January and 28 March 2019. Project meetings flexible and TBC.

Essential experience brought by the supplier:

- A demonstrable understanding of our charity's aims and empathy for its mission
- Strong project management skills and experience, ideally gained within a not-for-profit environment
- Keen ability to build effective, productive working relationships with key stakeholders and partner organisations at all levels
- Experience of developing and delivering health/wellbeing models/programmes that engage a) women and/or b) hard to reach communities
- Experience in monitoring, evaluating and learning from project delivery including reporting to stakeholders
- Ability to plan, prioritise and deliver multiple project activities to agreed deadlines and costs
- Monitoring progress against KPIs, applying knowledge and project insights to improve future outcomes for the charity's work
- Confident working unsupervised and remotely
- Excellent oral and written communication skills
- Flexible approach to work and project delivery, reflecting and adapting to the changing priorities and needs of the organisation
- Able to travel and attend occasional evening and weekend meetings

Desirable

- Experience of working with/in small charities
- Independent consultant operating under own limited company or similar arrangement
- Relevant working experience of one or more of the following would be a distinct advantage:
 - Managing/co-ordinating volunteers
 - Experience in working with vulnerable/disadvantaged/hard to reach women
 - Experience in homelessness sector/working with people at risk of homelessness
 - Exposure to a sport development environment
 - Experience developing training resources for organisations and their staff/stakeholders
- Design skills, marketing experience

Application Process

- Expressions of interest in response to the brief to info@amileinher shoes.org.uk by 5pm Friday 19 October 2018