

**SARSVL Freelance Consultant  
Premises Expansion**

**Introduction**

SARSVL is the Rape Crisis Centre for Leeds. We deliver women only support via helpline, advocacy and counselling services to women and girls who have experienced rape or sexual violence at any time in their lives. We provide our services by phone, online and face to face. You can find out more about us at [www.SupportAfterRapeLeeds.org.uk](http://www.SupportAfterRapeLeeds.org.uk).

We are currently based in Leeds city centre premises in an accessible, women only safe space used to accommodate the team and deliver services. We need to expand our premises to accommodate existing services and allow for future proofing the expansion of services being delivered by our team. Our team has adapted well to Covid 19 restrictions, and delivering services remotely, but our current premises are restricting our growth.

We do not have the capacity within our current staff or volunteer team to gather or develop ideas and ‘what ifs’/’if onlys’ and are therefore seeking to enter into a contract with an external freelance consultant to join us temporarily to explore all options and opportunities and make recommendations to our Board of Trustees to move this issue forward.

**Main Tasks**

The tasks will include:

1. Understanding the baseline position and ‘non-negotiables’ for premises.
2. Working with SARSVL staff, trustees, volunteers and service users to identify issues and develop ideas and proposals in an objective, creative, respectful and inclusive way.
3. Familiarising themselves with the current organisational set up and the ambitions for our services being developed within our new 5-year Business Plan, which is currently being finalised.
4. Identifying the premises options and ‘market’ available in Leeds City Centre.
5. Preparation/research including initial consultations with premises providers in Leeds City Centre.
6. Understanding our current funding position, and associated options available for further funding related to premises.
7. Potentially identifying/exploring options with partner organisations to develop a ‘hub’ proposal with.
8. Drafting, reviewing and finalising a report to present to the Board of Management with recommendations.

We anticipate that this work will take a maximum of 10 days to complete and offer a rate of £350 (inclusive of VAT and expenses) per day. Total contract value £3,500.

**How to apply**

If interested please submit your CV with two references, your written proposal on your approach to this contract.

**Deadline for proposals**

Proposals for this work are to be sent to [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk) by the deadline 12th February 2021.