

## Conference and Awards Event – Project brief for expressions of interest

**Issue date: 25 October 2024**

**Closing date for expressions of interest to be received: 12p.m. Friday 8 November 2024**

### Background

Duchy Health Charity exists to support the improvement of the health and wellbeing of the people of Cornwall and the Isles of Scilly by awarding grant funding to organisations to enable innovative projects aimed at promoting the prevention and relief of sickness.

We also promote social improvements which help avoid the need for prescribing of medication with a major focus on social prescribing, and research into care and treatment, especially cancer and terminal illnesses.

The Charity are keen to extend their reach and influence across Cornwall and the Isles of Scilly to encourage other organisations to focus on the health and wellbeing of their employees, clients and service users etc..

### Objective

To help us achieve our aims we wish to advance best practice through recognising and sharing initiatives in health and wellbeing improvement in different settings.

The way we propose to do this is through a series of events that communicate what good practice looks like and showcasing examples from across Cornwall, with awards being presented to exemplar initiatives.

The event/s will provide an opportunity for local charities, not for profit organisations, social and community groups, businesses and Councils etc., to demonstrate their achievements and ambitions in the areas of improving health and wellbeing for people of all ages.

The Charity are now seeking expressions of interest from individuals who would like to work with a Steering Group from the Charity and the Charity's Design Consultant to project manage the delivery of these events on our behalf.

The Charity's detailed requirements are defined in this document.

### Audience

The audience for each event will be approximately 100-120 invitees from a broad spectrum of backgrounds but all with a shared interest in Duchy Health Charity's aims and objectives and in the theme of the event.

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## Event content and format

It is proposed to hold a series of events over three years focusing on a lifetime approach to health and wellbeing, incorporating the overarching themes of Growing Well, Working Well and Ageing Well.

The initial focus being on mid-life i.e. Working Well.

Each themed event will need to recognise the need for inter-generational activities and include cross-cutting examples across public service, community, housing, support services (health and care), and volunteering.

The desired outcome is to:

- Highlight the aims and objectives of the work of Duchy Health Charity
- Identify, promote and celebrate existing good practices in Cornwall and the Isles of Scilly that deliver the aims of Duchy Health Charity
- Raise awareness of Duchy Health Charity as a health and wellbeing champion

The event will be over 1 day starting with a keynote address on improving health and wellbeing in the workplace to followed by 3 sessions covering different aspects of 'working well', each opening with a presentation on what is needed to achieve the aim of:

- a) Promoting health and wellbeing
- b) Preventing health problems arising in the workplace
- c) Supporting people in work with health conditions

This will be followed by a selection of best practice case studies to demonstrate how each of these aims are being delivered within Cornwall and the Isles of Scilly. Examples of best practice to be considered for inclusion in the event will be submitted by organisations in advance.

Submissions will need to include:

- A description of the initiative
- How it is improving health and wellbeing for people in Cornwall and the Isles of Scilly
- Any evidence of the outcomes it has achieved.

Applications will be assessed by a panel of local and national experts in the health and wellbeing arena, local stakeholders and members of the Duchy Health Charity Steering Group.

An assessment process will need to be defined and an agreed number of best practice case studies within the theme will be chosen for presentation at the event.

All applications that are featured at the event will receive a best practice award and the best from a not-for-profit organisation will also receive a grant of £500.

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## Budget

The total project budget will be £20,000 made up of two elements as follow:

Project Manager Honorarium	£10,000
Event set up and delivery	£10,000

The £10,000 budget for the event itself will need to include but not be limited to:

- Venue hire and refreshments
- AV and technical resource and equipment hire etc
- Printing
- Meeting expenses
- Awards
- Marketing and promotion
- Speakers travel and accommodation

Income from sponsorship and/or delegate fees for attendance will supplement the budget.

## Project management

Duchy Health Charity are looking for expressions of interest from experienced Project Managers to work on a fixed term basis to lead the delivery of a *Working Well Conference and Awards* event.

The Project Manager will be responsible for managing the end-to-end planning and delivery of the event and awards process. They will be required to develop as a first step a detailed Project Plan with clearly defined timescales and budget requirements for agreement by the Steering Group and Board.

Working closely with the Charity's Steering Group the Project Manager's key responsibilities will include but not be limited to:

- Project planning and delivery management
    - Define and manage project scope throughout delivery
    - Proactively identify and manage risks, issues, dependencies, and assumptions
    - Engage with Trustees, staff and the Charity's Design Consultant to deliver the desired outcome
  - Budget management
    - Prepare a detailed budget for approval by the Board of Trustees
    - Manage all expenditure to ensure best value for money
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- Stakeholder management
    - Identify key stakeholders (partners/potential sponsors) in the employment / business sector
    - Seek and secure sponsorship/partnership funding
  - Managing the event
    - Venue and logistics management
    - Developing the programme
    - Event invitations
  - Marketing, PR and communication
    - Branding
    - Promotion
    - Stakeholder engagement and management
    - Website and social media
    - Printed materials
    - Working with organisations recognised for best practice to promote them through DHC website
    - Through delivering a successful event, further grow the organisation's reputation
  - Define and deliver the Awards process
    - Development and management of the award application and assessment process, including identifying the panel
  - Administration
    - Managing the awards process and supporting the panel
    - Travel and accommodation for keynote speakers etc.
    - Close liaison with the Charity's Administrator to deliver all other aspects of administration related to the delivery of the event
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## Key skills required

- Proven track record of project management
- Demonstrable and recent experience of acting as a Project Manager on similar projects
- Expertise in all facets of project management – scoping, cost tracking, achieving deadlines, risks, issues, governance etc.
- Exceptional stakeholder management and engagement skills across a variety of sectors
- Knowledge of Cornwall's business community and health and wellbeing sector and experience of working with them
- Knowledge of the wider health and wellbeing sector relevant to a life course approach
- Excellent communication skills

## Expressions of interest and timeline

Expressions of interest must be received by email to [helen@duchyhealthcharity.org](mailto:helen@duchyhealthcharity.org) no later than 12.00p.m. on Friday 8 November 2024.

Please include why you think you would be the Charity's best choice to deliver this project and share your ideas for how the project might be achieved.

If you require any clarification of any of the points contained in this document, please contact Helen Newton via email at [helen@duchyhealthcharity.org](mailto:helen@duchyhealthcharity.org).

Any Expressions of interest received after the closing date will not be considered.

Expressions of interest will not be opened or considered until after the deadline has expired.

Stage	Date
Deadline for receipt of Expressions of interest	12p.m. Friday 8 November 2024
Review and evaluation of Expressions of interest by the Steering Group	w/c 11 November 2024
Candidate presentations to Steering Group	w/c 18 November 2024
Board Meeting to agree successful candidate	2 December 2024
Successful candidate confirmed	By 6 December 2024
Successful candidate commences	December 2024/January 2025
First event	Autumn 2025

**The Charity reserves the right to amend this timetable and steps following the submission of Expressions of interest are provided for indicative purposes only.**

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