

Digital Skills - Workforce for the Future

Call for Digital Consultants

Introduction

The University of the West of England, Bristol (UWE Bristol), are offering bespoke support for SMEs based in the West of England through their Digital Skills - Workforce for the Future project. This project is funded by the European Social Fund and the [West of England Combined Authority](#). The main aim of the programme is to support SME's in the region to develop their digital skills and capabilities to support business growth and develop their current and future workforce.

Information on the support provided through the project is available here: [HOME - Digital Skills - Workforce for the Future](#).

About UWE Bristol

UWE Bristol has successfully run a large number of economic development programmes across the South West, including Scale Up 4 Growth in the West of England and Gloucestershire (www.scaleup4growth.co.uk) and the Digital Innovation Fund (www.digitalinnovationfund.co.uk). The University is passionate about supporting local economies and has awarded over £7m of grants to the region's businesses, generating £15m of local investment and creating and safeguarding over 1000 jobs.

The role of the Digital Consultants

We are looking to create a bank of External Consultants with expertise in one or more of the below areas to design and deliver bespoke training content, provide digital audits and offer mentoring support to SMEs engaged with the project.

Topic areas being covered by the project include:

- System requirements and choosing the right digital tools
- Data management and data analytics
- Process streamlining
- Cyber security
- Digital Leadership
- Digital technology adoption
- Digital Strategy
- Digital Fundamental Skills
 - (1-2-1 or small group support for Office 365 products, Google Workspace etc)

Working with the Digital Skills Team and academic colleagues, external consultants will identify possible skills gaps and training needs and develop fitting content to meet this. This will be in the form of workshops, supporting businesses to undertake relevant audits and/or mentoring to embed learning or other activities as identified. This may be in conjunction with academic colleagues for co-delivery or stand-alone course development, ensuring consistency across our wider offer.

The exact content of courses and activities will be determined based on our discussions with SMEs and may comprise of any combination of the above mentioned and beyond. Specific knowledge in at least one of the abovementioned areas is essential, and a broad and in-depth knowledge across the specified areas is beneficial.

The project is already delivering and will continue until the project closure on 31 March 2023.

Commitment

Consultants will work with UWE Bristol staff across the duration of the project to determine timescales and schedules for delivery.

- Provision of all services requested will be dependent on success and SME demand
- The length of specific courses and mentoring programmes will be determined by the consultant, but in negotiation with the UWE Bristol team, based on the topic requested
- Delivery of courses is expected to primarily be face-to-face, and take place at:
 - UWE Bristol, Frenchay Campus, Coldharbour Ln, Bristol, BS16 1QY
 - Some delivery may take place online
- Transport to and from Frenchay Campus will not be expendable

Payment

Payment will be made upon completion of each individual course/activity and agreed between you and UWE Bristol. Consultants will need to be set up as suppliers to UWE Bristol and will be required to provide invoices for their services.

Applications

Applicants must demonstrate the following:

- Prior experience of delivering workshops/courses in your chosen area(s)
- Prior experience of providing consultancy/mentoring support services
 - Experience of delivering the above within a business setting is desired
- Knowledge of the business landscape in the West of England is desired
- Experience of working with SME's is desired

Applications will be assessed against the following criteria:

1. Relevant experience
2. Example delivery plans or outlines of relevant support offers you can provide
3. Value for money - please provide your day rate
4. Environmental sustainability

To apply, please provide a CV and covering note explaining how you meet the above criteria, and listing your areas of expertise, to the Digital Skills - Workforce for the Future team (DigitalWorkforce@UWE.ac.uk) no later than 11.59pm on 14 November 2021.

The team will get in touch to let you know if you've been successful shortly afterwards. You will need to be set up as a supplier on the University systems and sign a contract prior to undertaking work.