



## Working for Carers Compliance Consultant

### 1. Introduction

Carers Trust is inviting suitable applicants to tender to undertake an audit, analysis and review of documentation (finance and participant files) for the [Working for Carers](#) project, ensuring robust evidence, controls and recording-keeping are in place, and create guidance and recommendations for Carers Trust.

Working for Carers is led by Carers Trust and delivered in partnership with four carer-focused organisations in London (Carers Trust Network Partners). The project is jointly funded by The National Lottery Community Fund and the European Social Fund (ESF) as part of the Building Better Opportunities (BBO) programme.

### 2. Carers Trust

Carers Trust is a major charity for, with and about carers. We work to improve support, services and recognition for anyone living with the challenges of caring, **unpaid**, for a family member or friend who is ill, frail, disabled or has mental health or addiction problems.

Carers Trust's vision is of a world where the role and contribution of **unpaid carers** is recognised and valued; and where carers have access to the trusted quality support and services they need to live their own lives.

Carers Trust is the largest provider of comprehensive carer services in the UK. We do this with a UK wide network of quality assured independent partners, and through the provision of grants to help carers get the extra help they need to live their own lives. With these locally based Network Partners we are able to support carers in the community with information, advice, emotional support, hands on practical help and access to much needed breaks.

### 3. Working for Carers

Working for Carers is a London-wide project that supports unpaid carers and former carers, aged 25 or over, to move closer to employment. The project is being delivered between October 2016 and September 2022, with funding of over **£3.73million**. Working for Carers aims to support **1,556** carers and former carers in London to move towards employment.

Carers Trust is working in partnership with Network Partners (local carers organisations) to deliver the project across all London boroughs. The funding is split into two parts: 1) North, East and West London, and 2) South and Central London. There are two Hub Network Partners (four in total) in each grant area:

- **North, East and West London:** Harrow Carers; and Redbridge Carers Support Service

- **South and Central London:** Camden Carers Centre; and Carers Lewisham.

Employment Personal Advisors, employed by the Hub lead carers organisations work directly with carers, assessing their needs and supporting them to develop an individual action plan.

#### **4. Building Better Opportunities**

Working for Carers is jointly funded by the European Social Fund (ESF) and The National Lottery Community Fund, via the Building Better Opportunities (BBO) programme. The Managing Authority for the ESF is the Department for Work and Pensions (DWP).

Projects funded by BBO are required to retain all documentation associated with the project until at least 31 March 2034. This includes evidence for finance claims, participant files, publicity, work to implement BBO's cross-cutting themes (equalities and sustainability), and other project documents, such as signed agreements, policies, and evidence of procurement.

The Managing Authority and the European Commission could carry out audits at any time. An audit could involve a spot check of expenditure or a full investigation of participant files. This may happen at random, both during the delivery of the project and after the end of delivery (until 31 March 2034).

The National Lottery Community Fund is responsible for monitoring performance of BBO projects. At the end of each quarter, The National Lottery Community Fund requests a sample of finance claims and participant files to check projects are meeting compliance requirements.

Guidance on meeting compliance requirements is published by [ESF](#) and [The National Lottery Community Fund](#).

Evidence for Working for Carers participant files is stored on CharityLog (Management Information System); all other evidence, including evidence for finance claims, is stored on SharePoint. Both systems are accessed by staff based at Carers Trust and the four Hub Network Partners (where permissions have been granted).

#### **5. Compliance consultant: aims and objectives**

The aim of this piece of work is to support Carers Trust to demonstrate robust evidence, controls and record-keeping for the Working for Carers project, and be fully prepared for audits that may be undertaken by the funders or Managing Authority.

The objectives are to:

- Gain a thorough understanding of ESF compliance requirements during the period 1 October 2016 to 30 September 2020 and create log evidencing how and when requirements have been met.
- Ensure all required evidence is filed on SharePoint for finance claims between 1 October 2016 and 30 September 2020.

- Ensure all evidence is filed on CharityLog for participants that have exited the project by 30 September 2020.
- Ensure all evidence for finance claims and participant files are stored in a meaningful way, so they can be easily retrieved.
- Develop guidance for Carers Trust on evidence stored for the project, including a summary of changes to funders' requirements.
- Identify compliance risks for the project and provide recommendations on key tasks required to continue to meet compliance requirements within the project between April 2021 and September 2022.

The successful applicant will work closely with the Working for Carers Programme Lead at Carers Trust and the project teams in the four Hubs (Network Partners).

## 6. Timetable

The work is due to be completed by 31 January 2021, with deadlines set as follows:

<b>End of November 2020:</b>	<ul style="list-style-type: none"> <li>• Develop expert understanding of BBO compliance requirements for finance claims and participants records via guidance and updates provided by ESF and The National Lottery Fund, guidance produced by Carers Trust for Working for Carers partners, feedback from audits, and inductions with the Programme Lead, Working for Carers, and Project Managers at the Hub Network Partner teams (attending a Management Team meeting).</li> </ul>
<b>End of December 2020:</b>	<ul style="list-style-type: none"> <li>• All evidence filed in a meaningful way for finance claims between 1 October 2016 and 30 September 2020.</li> <li>• Audit guidance developed for finance claims.</li> </ul>
<b>End of January 2021:</b>	<ul style="list-style-type: none"> <li>• All evidence filed in a meaningful way for participants who have exited the project up until 30 September 2020.</li> <li>• Audit guidance developed for participant files.</li> <li>• Recommendations for future compliance support for the project.</li> </ul>

Applicants will be asked to provide their daily rate and number of days they will work on the project, as well as a draft workplan. The workplan will include induction meetings with the Programme Lead and Hub leads, and progress meetings with the Programme Lead.

The start date is negotiable but will be no earlier than 21 September 2020 and no later than 1 November 2020. Deadlines can be moved forward, but this would need to be agreed with Carers Trust. The work will involve meeting with, and setting deadlines for, staff at Carers Trust and the four Hub Network Partners (carer organisations).

## 7. Budget

The maximum budget available for the work is: **£12,500**, inclusive of all costs and VAT.

Payments will be made in instalments (frequency to be agreed) on receipt of an invoice and timesheet detailing work completed to date.

## 8. Specification

Carers Trust is looking for a consultant with the following attributes, experience, and skills:

- Experience of working on, or supporting, projects funded by the European Social Fund or other European Commission funding.
- Experience of meeting ESF compliance requirements for a funding body and providing evidence to support both finance claims and project delivery.
- Excellent attention to detail and record-keeping.
- Ability to work with spreadsheets, databases and information sharing sites, e.g. SharePoint.
- Good interpersonal skills, with the ability to develop productive relationships with stakeholders based at numerous locations.
- Excellent written communication skills, with experience of writing guidance for others.
- Good understanding of GDPR and wider data protection issues.
- Ability to undertake a discrete piece of work independently and within a set timeframe, and to take a proactive approach to setting and managing deadlines for themselves and others.

The successful applicant must be able to work from home and attend meetings via tele/videoconferencing and manage their time around the agreed timetable.

## 9. Further information and how to apply

You must complete and return the award questionnaire in accordance with the instructions below. Any attachments other than those specifically requested will not be considered in the evaluation.

Submissions should be sent to [grants@carers.org](mailto:grants@carers.org) by 23.59, 1 September 2020.

### Key dates

Milestone	Date
Submission deadline	1 September 2020
Interviews with Carers Trust (shortlisted candidates)	15 and 16 September 2020
Notification of outcome	18 September 2020

### Queries – Who to contact at Carers Trust

Please email [grants@carers.org](mailto:grants@carers.org) with any queries.