

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](#).

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:

1. Cyber Security and GDPR

- Develop and deliver introductory workshop(s) for business leaders/decision makers to understand the importance of cyber security and cyber threats to their business
- Cyber Essentials Certification support - Work with individual SMEs to complete a 'cyber hygiene check' to evaluate their readiness and areas of development to submit their cyber essentials application and develop an action plan to address needs.

2. Digital Skills Mapping

Working with individuals SME organisations, to help they develop the skills to:

- Identify the right digital skills for the workforce to meet their organisational goals
- Create a skills gap map of existing roles/employees to identify future digital skills training needs
- Design and delivery of introductory workshops for business leaders/decision makers to understand the importance of digital skills analysis and planning to support their business activity.

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.

- Repeat delivery will be dependent on success and SME demand
- The length of specific courses will be determined by the consultant, but in negotiation with the UWE Bristol team, based on the topic requested
- Delivery method of workshops/support will be determined based on content and SME needs/preferences and may be:
 - In person at UWE Bristol, Frenchay Campus, Coldharbour Ln, Bristol, BS16 1QY
 - In person at the SMEs premises
 - In person at external premises within the WECA region
 - Online
- Transport to and from Frenchay Campus will not be expendable

Payment

Payment will be made upon completion of each individual course 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 the subject matter, including an example workshop outline and your approach to delivering training in an engaging method.
- Prior experience of providing consultancy services in the subject matter
 - Experience of delivering the above within a business setting is desired, especially with SME organisations
- Knowledge of the business landscape in the West of England is desired

Applications will be assessed against the following criteria:

1. Relevant experience
2. Example delivery plan of a potential training session and how this will be engaging and provide practical solutions/take aways for learners
3. Value for money - please provide your day rate for design and delivery
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 11 August 2022.

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.