

Request for Proposal: Business Case Writer – Barking & Dagenham Run Festival

1. About the Project

Spaces+Places is an ambitious project bringing residents together to decide how to invest £1 million in community space for Barking and Dagenham.

In 2024, Barking & Dagenham Giving recruited a group of local people to build their understanding of local needs and learn about community spaces so they can recommend how to use the money. That group, known as Neighbourhood Stewards, have mapped what's already on offer in the borough, analysed local data, and shortlisted two ideas for investment.

One of these is the Barking & Dagenham Run Festival, a community running event that celebrates health, inclusion, and local pride.

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We are now entering the next phase, where each idea must be developed into a business case to present to the BD Giving Board in December 2025.

2. Purpose of this Role

We are seeking an experienced business planning consultant to develop a comprehensive business case for the Barking & Dagenham Run Festival. The role will involve:

- Working closely with the Neighbourhood Stewards to translate their vision and research into a viable Business Case
- Producing detailed financial projections (1, 3, 5, and 10 years) and a clear investment ask from the £1m fund.
- Outlining possible income streams, partner opportunities, and long-term sustainability pathways.
- Ensuring the final business case is costed, realistic, and demonstrates meaningful community benefit.
- Experience converting a vision into an implementation plan to be delivered with key milestones

You will have access to:

- The current proposal and feasibility findings
- Resident insights, surveys, and engagement data

- A business case framework and financial templates provided by BD Giving.

3. Deliverables

- A Board-ready business case by Wednesday 1st December 2025.
- Attendance at feedback sessions with the Neighbourhood Stewards (can be online or in person).
 - Wednesday 19th November;
 - Wednesday 26th November
- Outside of the sessions insights meetings or learning sessions might be organised to ensure the Neighbourhood stewards are learning about the process of putting together a business case outside of the Wednesday meetings.
- Collaboration with BD Giving staff for review and feedback.
- Clear articulation of the investment request, cost projections, financial plan, and impact summary.

4. Timeline & Commitment*

- **Start date:** Immediately upon selection
- **Completion date:** 1st December 2025.
- Weekly check-ins or updates, plus attendance at Wednesday group sessions (6–7:30pm).
- Time with neighbourhood to develop business case
- Time to write the business case for the board (Including financial forecasting)
- Flexible working – remote or at the Barking and Dagenham office

5. Person Specification

If you're passionate about community projects and have the skills to make numbers and strategy come alive, we'd love to hear from you!

We're looking for someone who:

- Has experience in business planning, fundraising, or financial modelling, ideally in the charity, events, or community sector. Someone who will be able to turn and event into an asset
- Is collaborative and able to communicate clearly with non-specialists. To this end, someone who can lead on costing, spot incidental costs and include the contingencies in the business case.
- An ideal candidate will be someone who has expert knowledge, with a background in big running/sporting events.
- Has a genuine interest in community-led projects and the ethos of Spaces+Places.
- Can translate vision and enthusiasm into structured, deliverable plans.

6. How to Apply

Please send a short Expression of Interest (Max 1 page) with your relevant experience including:

- Why you're interested in this project
- How you would approach the task
- The fee is **£1,800.00** (Inclusive of VAT).
 - We also welcome proposals from those who wish to contribute through **a shared value fee of £900** (Inclusive of VAT)
 - **Pro Bono: volunteer** your expertise and time towards this project idea (Ideal for those who have volunteer days to use)

Send to rukayah@bdgiving.org.uk by **Wednesday 5th November 2025**.

***Timeline:**

5th November (12pm): Application deadline.

6th November: Applications will be reviewed, and the successful candidate will be notified by the end of the day.

6th -10th November: Expected start date. All relevant documents and background information will be shared. The appointed candidate should begin developing the business case and arrange an introductory call with the Neighbourhood Stewards in the week of the 10th

19th November: Neighbourhood Stewards meeting – opportunity to present initial progress and gather feedback.

26th November: Neighbourhood Stewards meeting – the business case should be nearing first-draft stage for group review and discussion.

27th November: First draft due.

1st December: Final draft to be submitted.