



# Invitation to Tender: Training & Consultancy Consultant

**Issued by:** The Young Women's Movement

**Issue date:** 28<sup>th</sup> May 2025

**Proposal submission deadline:** 9am, Monday 30th June 2025

**Interviews:** Tuesday 8th July

**Key contact:** Emma Hill, (current Head of Programmes and Operations; will be Acting CEO as of Monday 30<sup>th</sup> June) [emma@youngwomenscot.org](mailto:emma@youngwomenscot.org)

## Introduction and background

We are seeking an experienced Training & Development Consultant to work with us to further develop and grow our training and consultancy offer.

The role will focus on developing and refining The Young Women's Movement (YWM) training and consultancy offer that can be delivered externally to diverse audiences. The consultant will create bespoke consultancy packages targeted at businesses, public services and charities, with accompanying resources and a prospectus outlining our offering.

We have already developed initial training workshops through our Young Women Code programme delivering gender equality training to the tech sector and have previous consultancy projects in research, training and practical support e.g. co-design with young women. We are looking for someone who can build on this groundwork and develop a cohesive offer that can grow our income and expand our impact.

## About The Young Women's Movement

The Young Women's Movement is Scotland's national organisation for young women and girls' leadership and rights. We work collectively, lead meaningful change and help to create a more equal society.

Young women are at the heart of everything we do. Our movement is informed, shaped and led by and for young women who want meaningful change in their lives and across society. For 100 years, we have been a collective force that has changed, and will continue to change, things for the better for young women across Scotland.

Our work includes:

- Conducting feminist and participatory research and policy analysis, and engaging with local and national government to influence policy and legislative changes in the interests of young women
- Working directly with young women and girls to equip them to lead change on issues that matter to them and create safe spaces where they can gain confidence, knowledge and skills
- Amplifying the voices of young women and girls in their communities and in decision-making spaces

This is an exciting and pivotal time to work with the Young Women's Movement team. If you share our passion for creating tangible change for young women and girls, we want to hear from you.

Everyone who works with the Young Women's Movement:

- Has equality at the heart of everything they do.
- Takes a participatory approach to our work. We are for young women and by young women.
- Builds communities of friendship and support networks, finding joy in our collective actions and connections.
- Understands the impact of challenging inequality on those most affected by it. We lead with kindness and empathy, putting collective wellbeing at the core of our organisation.
- Delivers our work with integrity and is proud of the work we do.
- Is bold and brave. We do not shy away from challenging the status quo and taking radical steps to make gender equality a reality in Scotland.

## **Scope of work**

Working alongside our Senior Leadership Team and Leads, the consultant would:

- Review our existing training resources e.g. from the Young Women Code programme and evaluate past consultancy projects
- Assess market need and competitor offerings identifying gaps and opportunities based on the YWM's strengths and expertise
- Design a consultancy strategy/framework, identifying target audiences and value proposition
- Refine existing and create new training resources including full costings, supporting materials and templates
- Create customisable consultancy packages including pricing models
- Develop text for a compelling prospectus or brochure describing our bespoke offers for external audiences Communicate and liaise with our Advisory Collective of young

women to ensure that outputs are relevant and in line with young women's needs and experiences

- Deliver a 'train the trainer' session for internal staff and/or young women volunteer facilitators
- Provide guidance on impact metrics and evaluation tools to support the team to measure success

## **Deliverables**

- Summary of findings from the review period including target audience analysis, income generation strategy and suggested delivery model
- A prospectus which includes details of our training and consultancy offer, benefits and outcomes, booking process and pricing structures
- 3 ready to deliver training workshops that can be delivered to diverse audiences including slides, facilitator guidance, participant resources and evaluation tools
- Customisable frameworks for our external consultancy offer including discovery process guidelines, workshop templates, recommendation formats
- A guide and train the trainer for internal YWM staff to deliver training sessions independently

## **Person specification**

We are looking for a creative, results-driven individual with expertise in training development within the Scottish charity sector. The successful consultant will have:

- Proven experience in developing and delivering training to diverse audiences e.g. businesses, public services and charities
- Knowledge of both traditional and digital facilitation techniques with specific knowledge and experience in a Scottish context
- Demonstrated ability to design and deliver bespoke consultancy services
- The ability to work collaboratively with senior leadership/leadership to align consultancy efforts with YWM's mission and strategic goals
- Ability to create compelling, professional and high-quality training resources, toolkits and prospectuses
- Experience in developing sustainable training/consultancy models that contribute to organisational growth and income generation
- Ability to analyse market needs and position a training offer competitively.
- Understanding or awareness of gender equality, youth engagement/participation, inclusion and the issues facing young women and girls in Scotland
- Ability to engage with young women in our Advisory Collective, ensuring their voices and experiences are centred in the work
- Excellent communication skills, with the ability to create training resources and activities that are engaging and informative to diverse audiences

- A proactive, results-driven and self-motivated approach to achieving targets within timescales and budget
- Passion, commitment and drive to promote young women's equality and follow the vision of YWM

## **Timeframe**

The timeframe is flexible based on the consultant's approach and experience, but the full scope of this work would ideally be completed by no later than end of November 2025. We are flexible to work with the consultant's preferred working pattern and are open to a shorter time frame working multiple days a week or longer time frame working one day a week.

The Young Women's Movement team work flexibly across the week, but our usual working patterns are Monday – Thursday 9am-5pm and the consultant would, where appropriate, be available to meet and communicate with the team during those hours.

Some evening and weekend work may be required due to the nature of our work with young women and girls and for engagement with our Advisory Collective.

## **Location**

The Young Women's Movement Team work remotely with co-working spaces in Glasgow and Edinburgh. The consultant would be expected to attend occasional in-person meetings at one of our co-working spaces.

## **Budget**

We propose a total budget of up to £5,500 inclusive of VAT and all expenses (travel etc.)

Proposals should include details of how this budget would be allocated to meet the outcomes outlined above.

## **Submission of proposals**

If you are passionate about using your expertise developing training and consultancy to help us deepen our impact for young women and girls across Scotland, we would love to hear from you.

### **Stage 1**

We would like to see your CV outlining your relevant skills, experience and achievements (no more than two sides of A4) alongside a more detailed proposal (no more than 3-4 sides of A4) including:

- How you would approach this piece of work

- How you would engage with our staff team, Board of Trustees and Advisory Collective of young women
- Your alignment to our values and principles
- Testimonials from previous consultancy roles of a similar nature
- A budget breakdown that aligns with the project scope and demonstrates value for money
- The estimated number of days you would commit to this project / timeline of activity

Full proposals to be submitted to Emma Hill at [emma@youngwomenscot.org](mailto:emma@youngwomenscot.org) by 9am Monday 30th June 2025.

We will inform all applicants if they have been successful in progressing to the next stage by 5pm on Wednesday 2nd July.

## **Stage 2**

If we would like to take your proposal forward, we will invite you to a 30-minute interview with our Head of Programmes & Operations and Partnership and Events Lead. This will take place on Tuesday 8th July either in-person in Edinburgh or online via Zoom.

## **Contact and Queries**

For informal chat and/or queries please contact Emma Hill at [emma@youngwomenscot.org](mailto:emma@youngwomenscot.org).

The Young Women's Movement is Scotland's national organisation for young women and girls' leadership and rights. Scottish charity SC034132, registered company SC246153.