Community Coordinator Procurement
Question and Answers

Questions and Answers Added 10/09/26

Q1: Could you confirm and clarify the budget for each community? I see £80,000 on offer over the 24 months. Is this expected to cover the staffing costs only?
A1: The funding for this contract is up to £80,000 for 1 Full Time Equivalent (FTE) Community Coordinator for 24 months for each of the 3 places. This contract does not include any delivery funding at this stage.

Q2: If we want to deliver community sessions, we'll need to source additional staff members. Does this need to be included in the £40,000 per annum?
A2: The community coordinator will be responsible for leading on the co-design of a local delivery plan with residents and partners. There is a separate delivery budget of £40,000 per place. This will be used to fund the delivery plan. We do not expect costs for the delivery of any activities to be included in this tender, it's purely to fund the coordinator.

Q3: Regarding venue hire, equipment, training, and so forth, does this also need to be included in the £40,000 per annum?
A3: There is no expectation for any delivery costs to be covered through this tender. The tender is purely for the costs of recruiting and deploying the community Coordinator role.

Q4: I noted a £40,000 delivery pot of funding; is this separate, or can it be applied?
A4: As answered in A2, the delivery pot will be allocated based on the delivery plan. The coordinator will be responsible for leading on the co-design of this plan with local residents. Delivery funding will be held centrally by Think Active. We are having further conversations with Sport England as to how delivery funding gets allocated.

Questions and Answers Added 16/09/26

Q5: To cover all 3 areas is the whole contract value £240,000 for a 2 year project?
A5: Yes, however the contracts for each place will be awarded separately. The budget for each coordinator is £80,000.

Q6: Does room hire or community space hire need to come out of this?
A6: No, this contract is purely for the employment of the coordinator. There is a separate delivery budget of £40,000 per place, but this does not form part of this contract. This will be used to fund the delivery plan which the coordinator will help pull together and activate. We do not expect costs for the delivery of any activities to be included in your submission. If room hire is required to undertake community consultation for the delivery plan, this can be covered through the separate delivery budget.

Q7: Do any equipment costs need to come out of this budget too?
A7: As above, we do not expect costs for the delivery of any activities to be included.

Q8: Based on what we have read, the management fee could be no more than £24,000.
A8: Yes in theory, however there will be a separate contract for each place. The contract value for each Full-time Coordinator is £80,000, including on costs and no more than 10% Management Fee. There is funding for 3 FTE Community Coordinator roles, one for each place.

Q9: We deliver XXXXXXXXXXXXX would you be receptive to an application from ourselves?
A9: We can't advise on the suitability of any organisation at this stage. We welcome applications from any organisations which feel they are able to demonstrate the following (as per the specification):

- experience of working within the Ward being applied for - and a strong understanding of the community that resides in the ward. We would also welcome bids from organisations that can demonstrate relevant experience delivering similar projects or programmes in comparable communities.
- experience of delivering community-led programmes within diverse communities
- experience of engaging physically inactive and underrepresented groups
- experience of partnership working across voluntary, community, statutory or health sectors
- experience of managing projects, budgets and reporting requirements
- a strong understanding of health inequalities and place-based working

1 Mill Street
Leamington Spa
CV31 1ES

01926 754028
hello@thinkactive.org
thinkactive.org

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- a commitment to co-production, inclusion and community empowerment
- the ability to operate within a test-and-learn environment and contribute to evaluation and learning

Questions and Answers Added 17/09/26

Q10: If the contract starts on the 1st November and is for 2 year (24 months) what happens if it takes a few months to recruit to the coordinator, can we still offer a 2 year contract or is it 2 years minus the time it takes to recruit?
A10: We would like coordinators to be in post as close to the contract start date as possible. However, we recognise that organisations will need sufficient time to run a fair and thorough recruitment process. We are seeking further guidance from Sport England on the contract arrangements, so we cannot confirm the final position at this stage. For the purpose of your proposal, please assume that a few months may be needed to recruit the coordinator and that the coordinator role would then be offered for a full two-year (24-month) period.

Q11: Can the coordinator role be offered as a job share or split between more than one person?

A11: Yes. The coordinator role can be shared between two or more people, including through a job share or part-time arrangements, provided that the combined hours are equivalent to a full-time role and the arrangement can be delivered within the available budget.

Q12: In our proposal we will include ideas for what we are going to deliver, how will the delivery budget (up to £40,000 per area) be signed off?

A:12 This procurement process is to select locally connected organisations to a contract to recruit, manage and deploy full-time Community Coordinators only. At this stage we are interested in understanding how you will go about this process (recruiting, managing and deploying the Community Coordinators). At this stage, we do not need to understand what will be delivered or a delivery plan. We instead expect this to be designed through a co-design/consultation process that the Community Coordinators will undertake with the local community once they are in post. Each area will have access to up to £40,000 investment to carry out these delivery plans, and how this will be used will be agreed in relation to delivery plans, following the consultation process. We are currently working with Sport England to understand the mechanics/processes of how this delivery funding will be deployed.

Q13: What is the £40,000 activity/delivery funding for, for example could we fund additional sessional workers?

A13: The use of the delivery funding should be led and informed by each place – based on the local co-design/consultation process and associated delivery plans, which will be agreed down track. Use of this funding may include wider staff costs, as required. As we are interested in a wide range of partners being involved in the delivery of the activity in each area, there is not an expectation that the host organisation or the Community Coordinator will deliver all the activity. It may be decided that other locally connected organisations are engaged to deliver specific areas of delivery and activity.

Q14: Does activity have to take place within the exact boundaries of each place, or will there be flexibility to deliver in neighbouring wards (for example if facilitates aren't available within Radford).

Q14: No - we are interested 'who' is taking part in activity (i.e. residents from the specific places we are working) rather than 'where' it takes place. We are also interested in movement in its broadest form, and we aren't expecting all the delivery to be about offering more activity. Delivery plans may include broader work, for example new messaging; incorporating physical activity within things that are already taking place; or influencing how people navigate their existing places and spaces within their everyday life (e.g. walking to the shops). We are looking for this to be designed based on the needs of local residents, based on the co-design process that the coordinator will undertake once in post.

Q15: Is the deadline 23:59 on the 4th October?

A15: Yes.

Q16: Can funding from the £80,000 be used to backfill the Community Coordinator role, whilst we are recruiting the post?

A16: Costs occurred to recruit, manage and deploy the Community Coordinator role can be covered in the 10% management fee. There is not an expectation that the role will need to be fulfilled until whilst any recruitment processes take place. Whilst we would like Community Coordinators to be in post as close to the contract start date as possible, we recognise that organisations will need sufficient time to run a fair and thorough recruitment process. Please refer to Q10 above regarding wider details of the contract timelines.

Q17: Do you have access to ward level data (i.e. health data) to support delivery plans and measuring outcomes?

A17: There is a partnership monitoring and evaluation sub-group currently developing a monitoring and evaluation approach for the work. This will inform what data and evidence we will require to be collected in each area. At this stage we are expecting this to include a mixture of mandatory data, plus bespoke approaches for each area. It will likely combine core metrics (e.g. number of people supported, inputted via the Sport England Moving Communities platform) as well as storytelling and ripple effects mapping. There will be support available to undertake this and we will work with each area to ensure we are capturing the change taking place and wider learning. The final approach and details re. this are subject to change and will be advised once finalised.

Q18: If we are interested in applying to host a Community Coordinator in more than one of the priority areas, should we submit a single or multiple application(s)?

A18: There are three separate opportunities and organisations are welcome to apply for one, two or all three. If you are interested in applying for more than one opportunity, you should submit an application for each area.

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