

The Wiltshire and Swindon Voluntary Sector Consultants Network list has been independently compiled by volunteers for reference only.

Wiltshire Community Foundation has not vetted those listed and does not endorse anyone on the list. Wiltshire Community Foundation is not responsible for the outcomes of using any of these consultants and recommends that you check details of any previous work and references.

SOME IDEAS FOR CHOOSING A CONSULTANT¹ (This is very dependent on the scale of your need)

Check: Is the organisation open to change in response to what emerges from the consultancy?

Think: Who should be involved in deciding the purpose of the Consultancy - Staff, Trustees, Volunteers, Users? You could create a small steering group.

What is the brief?

What does the organisation want to achieve through this work?

What is the focus and purpose?

What can be done internally? What is an external consultant needed for?

What is your budget? How much do you have to spend on this? Do you need to find someone who can work for no fee (pro bono work)?

What is the timescale? Do you have a deadline for when it must be finished?

What knowledge, skills and experience ideally should the consultant have?

What approach, ways of working and values?

Who will they be accountable to?

What will be the outputs? – report, presentation to meeting...

Write a concise clear brief

Identify potential consultants

Think about how local they should be depending on the likely frequency of contact – time and travel cost.) Try to identify 3 possible consultants through

- this network list
- local development agencies
- other local organisations who have used consultants
- directories and lists on regional and national organisation websites (see below)

Think through your selection process

This will depend on the size of your project

- Have exploratory telephone calls (this may help you clarify your brief) NB Check the consultant's availability for your timescale
- Send out your brief

The Management Development Network MDN Independent trainers and Consultants for the Voluntary and Community Sector has a detailed process for choosing and briefing a consultant or trainer
Voscur also has a template for selecting a trainer or consultant

- Ask for a written proposal or more formal tenders to meet your brief
- Set up a meeting/meetings with a group; ask for a presentation
- Talk to other organisations the consultant has worked with
- Make a decision

Agree a written signed contract with the Consultant

And most important keep contact with your consultant regularly and monitor progress against timescales carefully

National and Regional Sources of Consultants

If you have a national organisation they may be able to help

Management Development Network MDM www.mdn.org.uk

NCVO www.ncvo.org.uk/practical-support/consultancy

VolResource www.vr.volresource.org.uk

Voscur www.voscur.org/directories

Compass Partnership www.compasspartnership.co.uk

Cranfield Trust www.cranfieldtrust.org/free-management-consultancy

NAVCA www.navca.org.uk/how-we-can-help/consultancy