

# Working with a Freelance Consultant

- \*Identify the task or project, and the links with your group or organisation's Mission and Business/Development Plans
- \*Define the aims of the project and where you want the organisation to be at the end of the process
- \*Agree a realistic initial budget, and timescale for the work required
- \*List any written materials you want the consultant to produce, e.g. policies, reports, etc.
- \*Decide who will write the initial brief, a volunteer/s or member of staff, for discussion with the consultant (bullet points and questions are sufficient at this stage)
- \*Decide whether or not you need a group to work with the consultant (this can help keep costs down if funds are limited), and who will be the day to day contact
- \*Arrange to meet with the consultant for a free, no obligation discussion of your needs
- \*If you agree that this is the right consultant for you, move on to drafting a Brief, which forms the basis of a Letter of Engagement (the contract).

**The Brief** should include:

- \*relevant background details on the group or organisation and its mission, objectives and plans
- \*the issue/s to be worked on, and the expected outcomes of the consultancy – both immediate and longer term
- \*the funds available, either as a range or an upper limit
- \*the timeframe for completion of the work agreed
- \*the timing and method of payment, in stages or on completion of the project, by cheque or BAC's transfer
- \*contact details for the liaison person in your own organisation.