# KCLSU Senior Leadership Team Development Tender

**Abstract**

As a registered charity KCLSU is overseen by a Board of Trustees, who in turn have delegated the operational and strategic management of the charity over to the CEO and his Senior Leadership Team (SLT). The CEO has been in post since May 2018 and was tasked with creating a new strategy, which was approved in June 2019. In addition to creating a strategy the CEO, has obtained board approval to change the SLT from 4 to 3, by merging two roles into one, which was done to bring two of the key services under one directorate. Furthermore, the SLT is made of colleagues that have been in post from 3 months to 22 years. Providing a balance of fresh approaches to historical challenges as well institutional memory of past successes and challenges into the implementations of KCLSU objectives. The CEO is keen to ensure that the SLT are an effective leadership team that can deliver upon the new strategy as well as a team that can collectively work together to overcome challenges of running a Students’ Union.

The deadline for the tender submission is 5pm 8th October 2019.

**Document owner**

<table>
<thead>
<tr>
<th>Name</th>
<th>Denis Shukur</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Chief Executive</td>
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</table>

**Document Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
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<th>Author</th>
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</thead>
<tbody>
<tr>
<td>23/09/2019</td>
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KCLSU Senior Leadership Team Development Tender

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1. Executive Summary

KCLSU is commissioning executive coaching to develop the Senior Leadership team and create a deeper shared understanding of colleagues individual preferred communication style and directorate, Key Performance Indicators and projects, to deliver the Six Year Vision successfully.

2. Purpose/Objectives:

To undertake a series of activities that can assist KCLSU’s SLT to transition from Tuckman’s ‘Forming’ to the ‘Performing’ Stage. As well as support the SLT in there personal development via a 360.

- **Key Deliverables**
  - Individual and confidential Face to Face (or digital) meetings with Current Team Members, understanding their experience of working as an SLT member at KCLSU.
  - Three sessions which include
    - Initial session to cover (up to a day)
      - Development of team expectations
      - Identification of individual/team behaviours and dynamics and methodologies/practices for working with the various team traits.
      - Provisions of conflict resolution solutions.
    - Mid Point Session (0.5 half day session, 3 to 6 months after initial session)
      - Monitoring sessions to review how the team is progressing from initial session.
      - In case of change in team members to undertake team dynamic and behaviour work.
    - Review Session (0.5 half day session, 9 to 12 months after initial session)
      - Reviewing session on how the team has performed since initial sessions.
      - Identification of success and challenges.
      - Facilitation of overcoming team development challenges session.
      - 360 for all of the SLT members
  - A detailed report highlighting the outcomes and key actions of each of the sessions.

3. Background

The King's College London Students’ Union (KCLSU) is a registered charity and a member led organisation. It is the associated Students’ Union for King's College London and with its 145-year history it is the oldest Students’ Union in the UK. One of our early Presidents, Ivison Macadam, went on to become the founding President of the National Union of Students in 1922 and more recent Presidents have overseen an increase in student participation across many areas of its offerings. The Students’ Union has a presence in four campuses. KCLSU services in the region of 30 thousand students and does this via providing a wide range of services ranging from Student Voice/Life to Events and Activities.

4. Stakeholders

The stakeholders that will be involved in the work of the external partner will be:

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Description of relationship</th>
<th>When will be in contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive</td>
<td>To provide context of progress to date and vision for leadership performance and behaviours</td>
<td>Prior to the initial session and prior to mid point and review sessions. To receive action plan.</td>
</tr>
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</table>
5. Responding to the Tender

- The tender process will take the form of a written response.
- There will be no formal interviews, and tenders will be scored by the SLT members. If there are questions that need clarification, the CEO will be in touch to seek these clarifications. The successful tender will be informed via phone and unsuccessful tenders will be informed via email.
- Written responses must explain your knowledge and experience in the following areas as well as how you would undertake work to meet the deliverables and purpose:
  1. Experience of undertaking and facilitation of Senior Management Team Development sessions, plus 2 references from organisations confirming this. (25%)
  2. An outline of the how each of the three sessions will look as well as listing key outcomes. (35%)
  3. An outline of how the face to face interviews will look and questions that will be posed. (25%)
  4. Value for money: Breakdown of Total Costs (including VAT where applicable) (15%)

- All tenders will need to submitted via email to Denis Shukur on denis.shukur@kclsu.org and use the subject title: **KCLSU SLT Development.**

6. Application Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Note(s)</th>
</tr>
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<tbody>
<tr>
<td>Tender opens</td>
<td>24th September 2019</td>
<td></td>
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<tr>
<td>Deadline for tender</td>
<td>5pm 8th October 2019</td>
<td>Late tenders will not be accepted after this deadline.</td>
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<tr>
<td>selected</td>
<td>14th October 2019</td>
<td></td>
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<tr>
<td>Face to Face sessions</td>
<td>15th to 8th November 2019</td>
<td>Meetings with each of SLT independently. Could be arranged to occur on a particular day</td>
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<tr>
<td>Initial Session</td>
<td>8th November 2019</td>
<td>Some flexibility can be afforded with changing the date.</td>
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7. Budget

The total maximum budget for this project is **£3k (including VAT)**. This budget must cover all of the outlined outcomes and associated costs for achieving them. If further costs are associated, the Union would be keen for the providers to indicate those costs.
8. Contact Details

Please direct any questions relating to this brief or the tender to Process to Denis Shukur (Chief Executive).

Email: denis.shukur@kclsu.org
Mobile: 07942 90 70 50