1. About the CBA and the context for the work.

The Council for British Archaeology is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. Our mission statement is Archaeology for All and we believe that archaeology is fundamental to society enriching our lives, giving us a sense of who we are and helping us to think about the world around us. We are a membership organisation with around 5,000 members and subscribers and provide support to CBA network of regional groups. Our work is broad in its scope, coordinating almost 80 Young Archaeologists’ Clubs (YAC for short), helping to safeguard built heritage with Listed Building’s Caseworkers in England and Wales and undertaking a wide range of advocacy and projects, as well as producing British Archaeology magazine.

The YAC is the CBA’s flagship youth engagement project working with children aged 8 – 16 years of age, supported by over 500 volunteers across the UK. Under normal circumstances the YAC network deliver over 10,000 face-to-face activity placements throughout the year. However, due to the impact of C-19 pandemic, activity delivery has been significantly curtailed and the CBA (and YAC network) has moved much of their activity delivery and support online.

Currently, there are risks to our services from the impact of the crisis on partner organisations: this includes the collapse of some of our Young Archaeologists’ Club branches due to their inability to meet face-to-face, resulting in a loss of members and/or volunteers. We urgently need to provide online content for young people affected and create guidance for our volunteers around safe online delivery, as an interim solution.

The CBA has secured support of just under £50,000 from the Heritage Emergency Fund from NLHF. The funding is intended to stabilise the organisation and put us in a position to help the community archaeology sector recover from the effects of the pandemic. Funding has been secured to support the provision of online activity for YAC groups as part of this. This package of work covers developing a downloadable toolkit to support YAC volunteers in their delivery of online branch activity sessions. We have issued a separate brief in conjunction with this work, which covers enhancing the CBA’s Digital Safeguarding Policy for children and vulnerable adults.
2. **Scope of the work**

The key element of this contract will be to work alongside CBA Youth Engagement staff to develop the toolkit in collaboration with the consultant undertaking the enhancement of the Digital Safeguarding Policy.

We anticipate that, prior to development, the successful consultant will review the feedback and ‘need’ requests from the YAC volunteers gathered during consultation with the network from June - September 2020, to ensure the toolkit covers the necessary content.

We expect that a beta version of the toolkit will be reviewed by a small cohort of YAC leaders to provide feedback prior to dissemination to the network.

3. **Required outputs**

- **Online toolkit that:**
  - outlines what online meeting platforms are available to the YAC volunteers
  - the pros and cons of using each
  - costs for each platform and package (at time of writing)
  - provide step-by-step guidance on how to use each platform (which to be agreed) effectively to deliver activity sessions in a manner and format accessible to beginners and engaging for participants. This would include functionality and navigation.
  - provide an example of a session to demonstrate how it could work

- **Consultation exercise to trial toolkit with YAC Leaders**

4. **Skills and experience required**

- Up-to-date knowledge of online meeting platforms
- Experience of supporting organisations to develop online toolkits
- Experience of communicating guidance, support and instructions to a lay audience
- Experience of undertaking small-scale consultation with key stakeholders

5. **Budget**

A fee of £1750 is available, inclusive of VAT.

We have a small additional budget to use for further example activities and/or more detailed step-by-step guidance if we identify that this will be necessary.

6. **Timetable**

Our expectations currently are:

- Project initiation meeting in late October
• Work carried out in November
• Toolkit completed by early December (latest)

7. How to apply

Please send an application of no more than 2 pages highlighting your proposed approach, your relevant experience and how your insight could support our project, accompanied by a CV or other summary of your expertise/experience.

Applications and any questions should be sent to:

Joanne Kirton, Youth Engagement Manager, joannekirton@archaeologyuk.org 07738591744