

Brief for Towards at Sustainable Young Archaeologists Club Project: Environmental Sustainability Assessment Report and Recommendations

Funded by Historic England

Deadline 16th November 2026

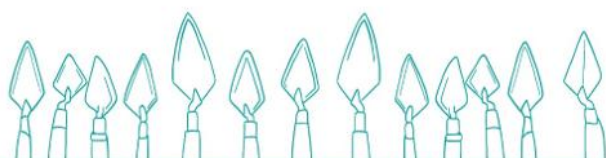
1. About the CBA and the Context for the Work

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 to enable anyone to have the skills and opportunity to tell the stories of people and places that connect us to our world, help us understand it and make it a better, more inclusive place. We are a membership organisation with around 4000 members and subscribers and provide support to the CBA network of regional groups. Our work is broad in its scope, coordinating 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 and running the annual Festival of Archaeology across the UK.

The YAC is the CBA's flagship youth engagement project working with children aged 8–16, supported by over 500 volunteers across the UK. The YAC network typically delivers over 10,000 face-to-face and online activity places throughout the year.

In early 2023 the CBA launched its new Environmental Policy, which includes a commitment to become Carbon Net Zero by 2030. To achieve this, and ensure the long-term sustainability of the network, the YAC will also need to meet this aim, particularly as the YAC is also likely to be the CBA's biggest contributor to our carbon footprint.

This project aims to effect behavioural change across the YAC network to contribute to the reduction of the CBA's environmental impact and ensure its long-term sustainability. We also hope that this work will act as a catalyst for change for the wider CBA network. To do this we will need to better understand how the varied activities undertaken by the YAC groups contribute to the CBA's environmental impact and develop advice and guidance to encourage change amongst all the branches.



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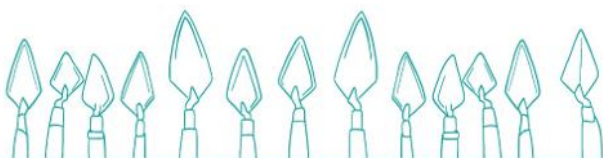
The project will take place over a 12-month period and be implemented across two phases of work.

The purpose of this brief is to recruit a contractor who will undertake **Phase One** of this project, which will focus on an environmental sustainability assessment and a general review of YAC activity. The environmental sustainability assessment will identify, measure and evaluate the potential impacts and alternatives for sustainability of the YAC Network and the CBA's management of it. The assessment and recommendations will then be utilised in Phase Two, which will work towards creating guidance and training for our branch volunteers to ensure they feel informed and empowered to take the strategy forward.

Whilst we are looking to recruit a contractor to undertake Phase One, there is the option for the successful applicant to undertake Phase Two as well. Please make your intention known in your application.

2. Scope of the Work

- Work with CBA staff to agree a suitable methodology and delivery plan for the environmental sustainability assessment and consultation.
- The consultant will undertake an environmental sustainability assessment. The environmental sustainability assessment will identify, measure and evaluate the potential impacts and alternatives for sustainability of the YAC Network and the CBA's management of it.
- Identify, measure and evaluate the principal environmental impacts associated with YAC activity and management, together with practical opportunities for reducing those impacts.
- Undertake a wider review of current YAC activity and working practices where these affect environmental sustainability.
- Consult YAC volunteers through a combination of online surveys and online focus groups, ensuring that the experiences of branches operating in different circumstances are represented.
- Recognise that branches use different venues, resources and delivery models, and develop recommendations that can be adapted to suit a range of local circumstances.



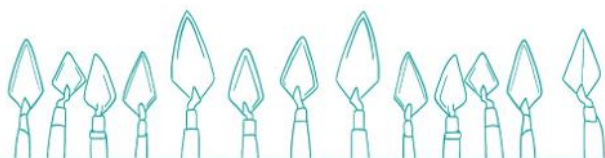
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- Consider how proposed sustainability measures will operate alongside existing CBA and YAC policies and requirements, including safeguarding and health and safety.
- Meet regularly with CBA staff to review emerging findings, test recommendations and monitor progress.
- Work with the project evaluator to support ongoing monitoring and the final evaluation of the project.
- Ensure that accessibility, inclusion, affordability and the volunteer-led nature of the network are considered throughout the work.
- Produce practical recommendations that can inform resources, training and activities for volunteers and young people, as well as the CBA's wider work towards Net Zero by 2030.
- The consultation should utilise a mixture of online surveys and online focus groups with YAC volunteers, who are the key stakeholder of this project.
- The contractor will also be expected to work with the project's evaluator to monitor the progress of the work and for the final evaluation.

3. Required Outputs

The following outputs will be required from the successful consultant in Phase One:

- An **agreed methodology and consultation plan**, developed in partnership with CBA staff.
- An **Environmental Sustainability Assessment Report** covering the YAC network and the CBA's management of it.
- A **Recommendations Report** setting out prioritised, practical and proportionate actions for the CBA and YAC branches.
- **Regular progress updates and presentations of emerging findings** to CBA staff.
- **Relevant information and evidence for the external evaluator**, supporting the monitoring and final evaluation of the project.



4. Intended Outcomes (across the full project)

Phase One

- The CBA has a clearer understanding of the environmental impact of the YAC network and the way it is managed.
- The most significant and achievable opportunities for reducing that impact are identified and prioritised.
- Branches can introduce realistic recommendations that reflect their different venues, resources, activities and local circumstances.
- The CBA has a practical basis for monitoring progress, evaluating behavioural change and identifying areas for future improvement.

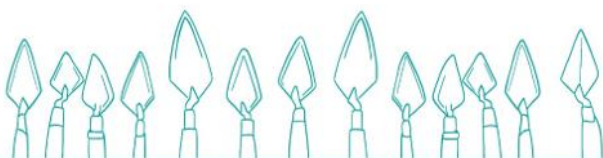
Phase Two (for reference)

- Sustainability guidance is compatible with safeguarding, health and safety, accessibility and other relevant CBA and YAC policies.
- Children and young people develop a greater understanding of environmental sustainability and how it relates to archaeology and heritage.
- Sustainable practices become more consistently embedded across the YAC network.
- The project generates learning that can be shared with the CBA's wider network, including groups and affiliates.
- The work makes a measurable contribution to the CBA's ambition to reach Net Zero by 2030.

5. Skills and Experience Required

The contractor should be able to demonstrate most, if not all, of the following experience:

- Successful delivery of consultancy project work on time and to budget.
- Experience of delivering environmental sustainability assessments, audits or reviews, ideally for charities, educational organisations, community networks or other organisations with distributed activities.
- Knowledge of environmental sustainability and carbon-reduction principles, including the ability to identify and prioritise practical, proportionate actions.
- Experience of undertaking consultation with charitable and/or volunteer organisations, with an understanding of the opportunities and constraints involved in implementing change across a dispersed network.



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- Experience of converting research and assessment findings into clear, practical recommendations for non-specialist audiences.
- Excellent communication and relationship-building skills.
- An understanding of equality, diversity, inclusion and accessibility, and the ability to apply these principles to consultation, training and resource development.
- An understanding of safeguarding responsibilities when working on projects involving children and young people, even where the consultant's contact with young people is indirect.

6. Budget

A fee of **£4,000** is available, inclusive of VAT.

7. Timetable

- Schedule to be agreed with the successful consultant but should last no longer than four months.
- Must be completed by the end of March 2027.

7. How to apply

Please send an application of no more than four pages highlighting your proposed approach, relevant experience and how your insight could support our organisation.

Applications and any questions should be sent to:

Rachel Bishop, Youth Engagement Officer – jobs@archaeologyuk.org

Deadline: 9.00 am 16th November 2026

Please Note: interviews will be held during week commencing 23rd November 2026.

