

Tender Brief for a new Council for British Archaeology Equity, Diversity, Inclusion and Equality Policy (to include a review and update of the CBA equal opportunities procedures and code of conduct)

1. About the CBA and the context for the work

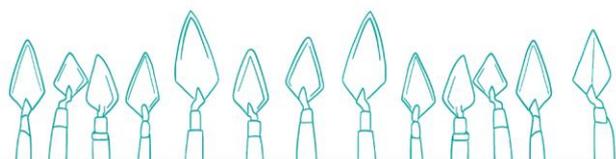
The [Council for British Archaeology](#) is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. Our mission statement is to enable anyone to have the skills 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 5,000 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.

Diversity Policy Statement

The Council for British Archaeology is committed to the belief that archaeology should be accessible to everyone, and that anyone should be able to pursue this interest actively, free from any physical, psychological, economic, social, or cultural deterrents.

Everyone has the right to be treated with consideration and respect. The CBA is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence. The CBA aims to ensure that all staff, volunteers, partners, clients, contractors, members, and the general public are treated fairly.

The CBA is committed to equal opportunities in employment. It will not discriminate unlawfully or unfairly against people on the grounds of age, disability, gender, gender reassignment, race,



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religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We welcome applications from a wide range of candidates with the right mix of talent, skills and potential, including those with criminal records.

You can review the CBA's current vision, mission and values in Appendix A at the end of this document, which sets out our commitment to EDIE across the organisation.

2. Project Overview and Scope

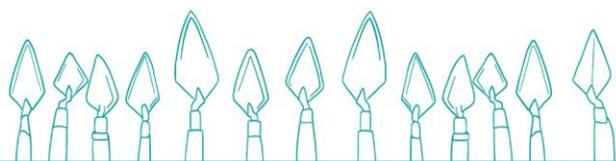
To ensure the CBA meets its commitment to EDIE, we require a new EDIE policy. We also wish to review our equal opportunities statement and procedures and our current Code of Conduct as part of this project.

In 2021 we commissioned Cornwall Museums Partnership to undertake a Diversity Review. They produced a Summary Report and 'Handbook for Change', including a section on policy. We have subsequently used the research and recommendations to enhance our commitment to EDIE throughout the CBA and embed it within our policies and procedures. As part of this work, we have spent two years developing and updating new and existing policies across the organisation. We are now at the point where a new EDIE policy is required that draws on the Diversity Review, pulls together the various policies that directly relate to EDIE (and equal opportunities), and which will shape how we operate going forward. In addition to this work, the CBA is currently developing a new brand identity and name change, which will better reflect our mission, vision and values (See Appendix A). The development of a new EDIE policy and review/update of our current equal opportunities provision and code of conduct will provide us with the foundation that we need to take this work forward.

We anticipate that, prior to development, the successful consultant will undertake consultation with the CBA Executive Team to assess the need and scope of the work to cover all activity.

We expect that a draft version of the policy guidance, code of conduct and equal opportunities provision will be reviewed by a small cohort of CBA staff and Trustees to provide feedback prior to it being finalised.

Upon completion of the new policy, the successful consultant will provide a briefing session to familiarise CBA staff (and possibly Trustees) with the document and answer any outstanding questions.



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At the end of the process, the consultant will be required to provide CBA management with recommendations for any actions needed to ensure that the CBA is compliant with the new policy guidance.

3. Required Outputs

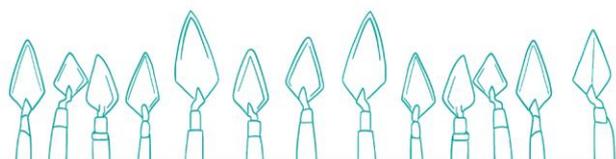
The following outputs will be required from the successful consultant:

- Work in partnership with CBA staff and trustees to develop a methodology and detailed timescale to implement the projects outputs to time and budget.
- Regular online progress meetings with CBA staff as needed (frequency to be agreed by CBA and consultant upon appointment).
- Undertake a review of:
 - The current EDIE policy and other relevant policies to understand the current provision.
 - The Diversity Review and 'Handbook for Change' created in 2021 as an aid to the development of the new EDIE policy.
 - review the current equal opportunities provision at the CBA
 - review the CBA's current Code of Conduct
- Creation of a new CBA EDIE policy that adheres to all current UK laws with opportunities for review and feedback by CBA staff/trustees
- Creation/update of the CBA's Equal Opportunities provision that adheres to all current UK laws.
- Update the CBA's Code of Conduct
- Creation of a recommendation document for implementing the new EDIE policy
- Provide a briefing session to familiarise CBA staff (and possibly Trustees) with the document and answer any outstanding questions

4. Skills and experience required

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

- Experience creating EDIE policies and guidance for organisations differing in scale and remit.
- Experience undertaking consultation with charitable and/or volunteer organisations.
- Experience of supporting organisations to identify and implement changes in practice



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- Up-to-date knowledge of UK laws relating to EDIE
- Successful delivery of consultancy project work on time and to budget.
- Excellent communication and relationship-building skills

5. Budget

A fee of **£3000** is available, inclusive of VAT and travel expenses.

6. Provisional Timetable

Early April: Project commences

- Early-Mid April: Project initiation meeting
- Mid-April to Late-April: Review period
- May: Policy creation and associated equal opportunities procedures drafted
- Late-May: Submission of draft documents
- Early-June: Feedback provided by CBA
- Mid-Late June: Completed policy, equal opportunities procedures and recommendations provided to CBA
- Late June: briefing session for CBA

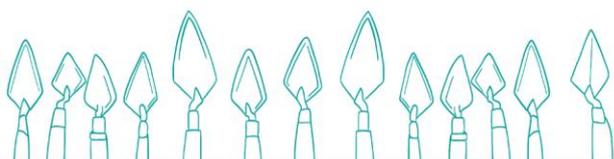
End of June: Project ends

7. How to apply

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

Applications and any questions should be sent to: jobs@archaeologyuk.org

Titled: FAO Joanne Kirton: Tender for CBA EDIE Policy



8. Appendix A

Our vision

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

Our mission

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn, and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives on how we recognise and value things and places - everywhere.

To grow the public value of archaeology by connecting commercial, academic, and community groups to demonstrate the social impact of archaeology.

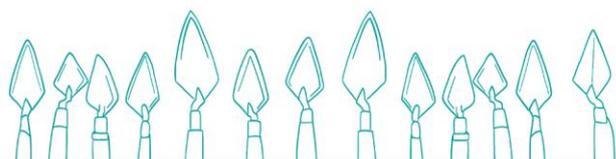
Our values

Our values define how we work and approach championing archaeology, widening public participation, and making it more relevant and accessible to a wide range of people.

The CBA aspires to be:

Inclusive and participatory

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people discover and explore stories, connections, and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice



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Curious and enquiring

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

Collaborative

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcome.
- There are many ways to participate in archaeology, and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

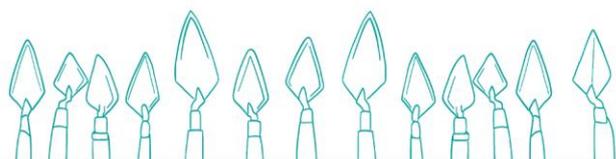
Creative, communicative, and connective

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being, and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

Caring and campaigning

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

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