

## Tender Brief for an updated Council for British Archaeology Volunteer Policy

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

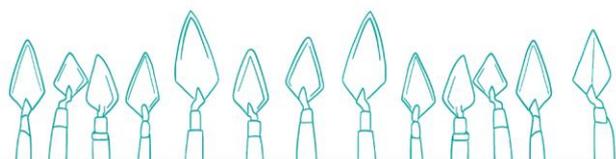
The [Council for British Archaeology](https://www.councilforbritisharchaeology.org) is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. Our mission 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.

### Volunteering at the CBA

The CBA has a wide network of regular volunteers through our youth engagement programmes (including our Youth Advisory Board), Festival of Archaeology, Casework Hub and Board of Trustees who volunteer their time throughout the year, numbering c. 650 individuals. We also regularly support paid and unpaid placements and occasional internships on short- and longer-term volunteer agreements. In some instances, our volunteers are remunerated for their time in a variety of ways, and we are keen to expand on this moving forward.

We are currently undertaking an audit of all our volunteer, placement and internship opportunities that occur over a 12-month period, so the successful consultant will have a clear idea of the current offer and scope once the contract commences.

**Please Note:** At present, our current volunteer policy does not include internships or placements, so we wish to expand the scope of the policy to support these. Furthermore, the current policy does not adequately recognise and support the variety of volunteer opportunities that we provide.



## 2. Project Overview and Scope

To ensure the CBA meets its commitment to support our volunteers, we require an updated/new volunteer policy.

In addition, supporting documents will also need to be reviewed and updated. We currently have the following additional documents in use:

- Volunteer Personal Details Form
- Volunteer Induction Checklist
- Volunteer Agreement

The current volunteer policy references and makes use of several other CBA policies and documents. These include:

- Safer Recruitment Policy
- Safeguarding Policy and Digital Safeguarding Policy
- Health and Safety and Fire Safety
- Code of Conduct (under review)
- Complaints Procedure
- Privacy Policy
- EDIE (under review)

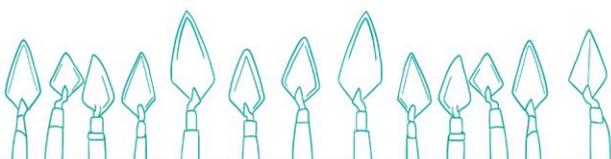
To ensure compliance and integration with CBA policies, these will be made available to the successful consultant for review.

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 and associated documents 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.

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. This should include suggested updates to associated CBA policies if needed.



## 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 volunteer policy and associated documents
  - Other relevant policies to understand the current provision.
  - The volunteer, placement and intern audit
- Creation/update of a CBA volunteer policy that adheres to all current UK laws with opportunities for review and feedback by CBA staff/trustees
- Creation/update of associated documents (as outlined above)
- Creation of a recommendation document for implementing the new volunteer policy
- Provide a briefing session to familiarise CBA staff (and possibly Trustees) with the document and answer any outstanding questions

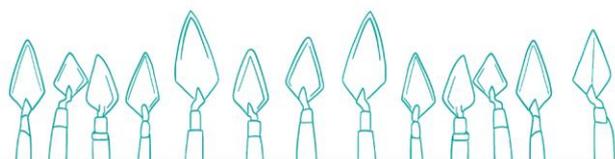
## 4. Skills and experience required

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

- Experience creating volunteer 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
- 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 **£2000** 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 documents drafted
- Late-May: Submission of draft documents
- Early-June: Feedback provided by CBA
- Mid-Late June: Completed policy, associate documents 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](mailto:jobs@archaeologyuk.org)

Titled: FAO Joanne Kirton: Tender for CBA Volunteer Policy

END

