

Brief for the development of the CBA's Youth Advisory Group



Funded by Historic England

Deadline: 9.00 am December 12th 2022

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 70 [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.

The CBA secured funding from Historic England in April 2021 to support and grow the YAC network for the next three years. This funding also includes research and development to expand the reach of our youth engagement beyond the age of 16. The first phase of this work will focus on youth governance and aims to embed youth voice approaches within the CBA while providing an exemplar project for the heritage and archaeology sector.

- By the end of the project, the CBA will have a fully functioning Youth Advisory Board with trained facilitators on the CBA staff team, Youth Advisory Board members who have been trained for their role, a toolkit to support future recruitment and training support for prospective members of the Youth Advisory Board. Stakeholders will also be more informed on the purpose and process.
- The Youth Advisory Board will be the principal means by which the CBA begins to embed youth voice within the organisation and throughout its outreach projects.

The consultation phase of the development has been undertaken and we are now ready to move into the delivery element. This will focus on building the framework for the advisory group and utilising the learning from the consultation. An overview is available [here](#).

The purpose of this brief is to recruit a contractor who will develop this framework by devising and delivering training for staff and Advisory Group members, creating a toolkit for future recruitment and developing a process to safely recruit members to the Board.

2. Scope of the work

The project should create a training programme that:

- Introduces the idea of youth voice, leadership and partnership to stakeholders (i.e. partners, trustees).
- Introduces and teaches those who will be directly working with the young people how to facilitate a youth governance programme and support them during the process.
- Introduces the advisory group participants to the role of advisory group member (or other title), explaining how it works, expectations, what they will get from it, etc.

Based on the development and learning from the project, a toolkit for future recruitment and support for Advisory Board members should be created that can be utilised by both the CBA and external stakeholders.

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:

- Work in partnership with CBA staff to agree an approach to the development and training aspects of the brief.
- Training expectations are as follows, but we are happy to explore alternative options and delivery methods (online/in-person):
 - Information training for stakeholders for different groups (2 sessions)
 - Facilitator training (2 bespoke sessions for appropriate staff/volunteers)
 - Participant training (3 bespoke sessions)
- Toolkit creation (please note: the design element of the document will be undertaken by the CBA).
- A minimum of two sessions with an external evaluator (c. 1 hour in length per session).

4. Skills and experience required

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

- Experience of undertaking youth voice/governance training with charitable and/or volunteer organisations.
- Experience of undertaking youth voice/governance training with young people.

- Experience of developing and/or delivering youth governance projects.
- A demonstrable track record of youth voice and governance embedded within your own organisation (where applicable).
- Experience in the development of toolkits or similar advice-based documents.

5. Budget

A fee of £9,750 is available, inclusive of VAT and travel, should it be required.

6. Timetable

Schedule to be agreed with the successful consultant but should last no longer than 6 months.

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:

Joanne Kirton, Engagement and Delivery Manager – joannekirton@archaeologyuk.org

07738591744

Deadline: 9.00 am December 12th 2022

Please Note: interviews (if required) will be held on Thursday December 15th 2022