



## **Sounds of the South-West: Brief for freelance engagement officer**

This is a freelance position for about 6 days' work to deliver community events and a workshop inspired by the audio collections at Gloucestershire Archives. It is funded by the National Lottery Heritage Fund as part of the regional Sounds of the South-West project focusing on audio archives.

Gloucestershire Archives gathers, keeps and shares archives relating to the communities of Gloucestershire and South Gloucestershire. We're looking for a creative and inspiring freelance engagement officer to deliver engagement activities to showcase our audio collections.

The successful freelancer will work alongside our existing access & engagement and collections teams. They will have a track record of working with audio outputs/digital stories, diverse audiences and preferably co-creating project outcomes that can form part of future archive collections.

### **1. Summary of contractors' requirements**

- Working with engagement and collections experts at Gloucestershire Archives, young people and local education providers to develop and deliver archives-inspired events using already digitised audio materials
- Working with partners to promote engagement across our historic county and appeal to a wide cross-section of society
- Leading inclusive public workshop to inform future collecting of audio recordings to provide a fuller archival record for future generations
- Testing out success of using audio extracts versus full recordings
- Ensuring feedback is collected for evaluation and learning



## **2. Experience, skills and knowledge – what we are looking for**

### **Essential**

- Proven track record in delivering engagement with audio materials
- Proven track record of teamwork and partnership working, and inspiring others
- Excellent creativity, communication and presentation skills
- Experience and understanding of safeguarding issues

### **Desirable**

- Experience of developing and implementing education programmes
- Knowledge of, and enthusiasm for, history and the power of connecting communities through celebration of our heritage
- Experience of delivering events on-line

## **3. Delivery of the Contract**

Contractor agreement: This contract is offered on a freelance basis, and the successful person/people will be responsible for their own NI and tax owed. The contractor will report to the Archive Access & Engagement Manager, Gloucestershire County Council

It is expected to cover about 6 days' work.

## **4. Fees**

We have a budget of up to £1,800 of freelancer time plus £500 for participant travel expenses and £140 for marketing purposes to fund this work. Please submit your fee proposals including expenses, subsistence and VAT, as part of your tender. The freelancer/s will be remunerated on receipt of an invoice at agreed intervals/milestones.



## 5. How to apply

Please send an Expression of Interest (maximum 4 sides of A4 for EOI) and CV for key freelancer/s to include the following information:

- Brief statement detailing your understanding and interpretation of the purpose, context, specific objectives and scope of the project
- A method statement explaining how you will meet the brief requirements and outputs stated above
- Details of any arrangements for subcontracting parts of the work (if relevant) including the number of days and daily rates of staff
- A budget and timetable (resources plan) for the commission setting out days and how these relate to each consultant and their responsibilities
- Estimated costs allowed for travel and, separately, accommodation and other subsistence, if relevant
- Total cost for all work and expenses
- 1 reference from relevant projects conducted within the last 3 years
- The extent of professional insurance or indemnity cover

## 6. Criteria for choosing successful tenderer

Tenders will be reviewed according to the following criteria and weighting:

Quality: Skills and competencies (30%)

Quality: Appreciation of key issues and innovation in approach and content (30%)

Price: Demonstration that the brief will be met within the fixed fee budget, justification of costs and value for money (40%)

One or more candidates may be invited to interview prior to a final decision about an appointment being made. Gloucestershire Archives reserves the right to appoint on the basis of tender responses if it wishes to do so.



## **7. Timescales and submission of tender**

Closing date: 12.00 noon on 12 March 2025

Delivery to be completed by 9 May 2025

Please submit your tender to Gloucestershire County Archivist, Claire Collins, by email to [claire.collins@gloucestershire.gov.uk](mailto:claire.collins@gloucestershire.gov.uk) and Katie Scaife, Sounds of the South- West Project Manager, [katie.scaife@bristol.gov.uk](mailto:katie.scaife@bristol.gov.uk)

## **8. Further information**

For further information, please contact: ([claire.collins@gloucestershire.gov.uk](mailto:claire.collins@gloucestershire.gov.uk); [helen.bartlett@gloucestershire.gov.uk](mailto:helen.bartlett@gloucestershire.gov.uk) or [heather.forbes@gloucestershire.gov.uk](mailto:heather.forbes@gloucestershire.gov.uk))

Telephone: 01452 425295.

Gloucestershire Archives is based at Gloucestershire Heritage Hub in Alvin Street, Kingsholm near the centre of Gloucester. You can access the archives we hold in our public research room free of charge. Gloucestershire Archives is a Gloucestershire County Council service. We also provide an archives service for South Gloucestershire Council.

We are committed to diversity and inclusion and are improving our sustainability – be part of our growth.

For further details please see [www.gloucestershire.gov.uk/archives](http://www.gloucestershire.gov.uk/archives) and [www.heritagehub.org.uk](http://www.heritagehub.org.uk)