



Brief: Engagement Officer for Return of the true Night Rider

**Grey long-eared bat
project**

February 2021 to
February 2022

East Devon AONB Partnership

**Brief for Return of the night rider grey long eared project Engagement Officer
February 2021 -February 2022.**

1 Background

- a) The Return of the Night Rider- grey long eared project is a partnership project between the East Devon AONB and the Bat Conservation Trust (BCT) that has received funding through the Green Recovery Challenge Fund
- b) The East Devon AONB Partnership is co-financed by Defra (75%), Devon County Council and East Devon District Council (25%). An AONB Management Team coordinates the work of the Partnership, which is hosted by East Devon District Council and subject to the District Council's financial and employment regulations.
- c) Bat Conservation Trust is the leading non-governmental organisation in the United Kingdom solely devoted to the conservation of bats and the landscapes on which they rely.
- d) See Appendix 1 for project details
- e) The project will have a Steering Group who will guide the development of the project.
- f) A land management advisor will also be part of the delivery mechanism for this project.
- g) The day to day running of this contract will be supervised by the AONB Project Officer Pete Youngman.

2 The Services

You will undertake to supply the services of an Engagement Officer for the project
And deliver a series of events and activities designed to encourage people to engage with the Project

- a) Organise and lead a series of events and activities that encourage people to engage with the conservation of grey long-eared bats through grassland restoration, improve knowledge of this very rare species and connect people with nature
- b) Develop resources appropriate to the target audience groups
- c) Actively and effectively promote the project through a variety of media
- d) Liaise with AONB and BCT Officers over the layout and presentation style of all project promotional materials
- e) Encourage people to participate with the project and engage with its aims.
- f) Engage with local groups and organisations to maximise the variety of people engaging with the project targeting people that might not usually engage with such projects ..
- g) Attend and positively contribute to the Project Steering Group meetings.
- h) Ensure a risk assessment is carried out for all activities and this is approved in advance by the AONB Project Officer.
- i) Establish and maintain a system of participant feedback for all activities and be responsive to suggestions. Keep records of all activities including digital photographs and compile these to form a project evaluation report
- j) Undertake basic administration tasks required to complete the above responsibilities.

3 Contract outputs

- a) In line with the approved project plan details as shown in Appendix 1 organise and deliver events for the following
 - 3 Disability groups
 - 9 local primary schools
 - 5 Community Groups
 - 3 Activities for the wider community
 - 2 Post 16 education groups
 - 5 Citizen science eventsThese events should engage with at least 500 people.
- b) Undertake risk assessments to the AONB standard format in advance for all activities organised and overseen by you.
- c) Promote the project through a minimum of monthly press releases.
- d) Build up an email contact list of all participants to use for future promotion of activities.
- e) Distribute and collect feedback questionnaires from activity participants and collate response data.
- f) Attend and positively contribute to quarterly Project Steering Group meetings.

4 Place of work

This post will be primarily home based. You will provide services as listed above to East Devon AONB Partnership at Kennaway House, Sidmouth, meeting at their offices as required. It is expected that events and activities will be at venues within the project area and organised by you from your own premises.

5 Services Supply Agreement

It is emphasised that this is not an offer of permanent employment and the nature of the agreement is such that no notice will be given if the AONB Partnership decides it no longer requires the freelance service.

There is no obligation on the part of the AONB Partnership or Council to offer work to the supplier of services or any obligation on the part of the service provider to accept any work offered.

6 Fees and Payment

The fee for the work shall be **£ 13,650** for a total of 78 days work.

Your fees will be paid calendar monthly, starting in February by credit transfer to a UK Bank/Building Society account or by cheque on receipt of an invoice for the work carried out, which should be supplied on the last Thursday of each month.

Amounts payable under this agreement are regarded by the Council as freelance earnings of a self-employed person, taxable under schedule D. Accordingly, the Council **will not** deduct PAYE from the

service provider and will accept no liability for non-payment of statutory deductions that you may be liable for, e.g. Tax and National Insurance, to the Inland Revenue. You are advised to seek advice from the Inland Revenue regarding this matter as soon as possible.

7 Period of contract and hours of work

The period of contract is to be delivered between February 2021 and February 2022. The contractual hours will be delivered in a flexible manner which may require some weekend or evening work to suit the programme organised by yourself.

8 Health and safety

The contractor will ensure compliance with all Health and Safety legislation relevant to the contract. They will ensure a Risk Assessment is completed for all activities organised under this contract and take measures to minimise risks judged to be too high as part of this Assessment.

9 Insurance

The Contractor shall indemnify East Devon District Council against all claims in respect of injury to persons and property arising out of the execution of the contract. Evidence of insurance cover and premiums paid should be enclosed with your submission. Insurance cover should be not less than £5,000,000 per event or series of events.

The Contractor will indemnify and keep indemnified East Devon District Council and holds it harmless from any and all costs claims and expenses arising out of any action brought against the District Council or involving the District Council in respect of the infringement by the PC of any such third party rights.

10 Travelling and expenses.

You will be expected to provide your own vehicle, taxed and insured for business use as required. Travel necessary for the delivery of the project will be re-imbursed. Payments will be calculated on the basis of existing mileage rates for casual users and on evidence of travel undertaken.

Expenses incurred including phone calls, postage and other sundry expenditure will also be re-imbursed monthly subject to presentation of an itemised account. Such expenses not to exceed **£500** for the period of the contract

11 Quality of Service

If the AONB Manager believes that the quality of the services are deficient, the Manager shall formally notify the service provider in writing, outlining the areas where service provision has been unsatisfactory and provide an invitation to a meeting to discuss matters. Where faults are agreed, the service provider will undertake to remedy these faults within agreed timescales.

12 GDPR Data protection

The AONB team will provide you with personal information relating to individuals who have business or dealings with the AONB Partnership. Such personal information must not be disclosed for any other purpose than in respect of East Devon AONB business, as instructed by your manager or superior. Personal information and other information deemed confidential must be held in strict confidence.

13 Intellectual property and Copyright

Any unique/new material, design or data/information developed as a result of this contract will remain the intellectual property and copyright of the East Devon AONB Partnership.

14 Project management

Pete Youngman, East Devon AONB Project Officer, will lead this contract with support as required from:

There will be a Project Steering Group that will oversee the delivery of this project this will consist of a representatives of the Bat Conservation Trust, East Devon AONB, conservation bodies and local bat experts

15 Quotation submissions and timescales

Your quotation submission should be sent to Chris Woodruff the AONB Manager at Chris.woodruff@eastdevonaonb.org.uk and copied to pete.youngman@eastdevonaonb.org.uk To arrive before 8.00 am on January 25th. Shortlisted submissions will be invited for an on-line interview in the afternoon of January 26th. We will let you know of our decision by January 28th

Your quotation for this commission shall include a completed quote proforma and the following:

1. Approach: Describe how you would discharge the Brief. (maximum 700 words)
2. Skills and capability: Identify your qualifications, skills, relevant experience and knowledge for the work required. We require assurance that you have sufficient resource to carry out the brief in the timescales outlined. (maximum 600 words)
3. Project management: Describe your methods for delivery and communication. (maximum 300 words)
4. Examples: Please provide up to two examples in the last two years that demonstrates your ability to carry out the project.
5. Fee proposal: Please provide a fixed fee lump sum estimate for this commission, broken down into key tasks and stages.

Please provide details of two References to support your application.

Please send all submissions via e-mail.

16 Evaluation

Evaluation of quotations will be based on 20% price: 80% quality. Quality will be judged by reviewing submissions against the following criteria:

- a) Ability to deliver the project to the programme outlined
- b) Details of similar work undertaken with demonstrable experience of engaging with a variety of audiences to stimulate their interest and improve their knowledge of wildlife and landscape
- c) Ideas and innovation on how best to carry out the project in the current circumstances
- d) Appropriate professional capability and experience in relation to requirements of the brief
- e) Demonstrable knowledge of wildlife and landscape and local knowledge of project area
- f) Demonstrable organisational/project management skills

17 Contact

If you wish to discuss this contract in any way please contact
Chris Woodruff, East Devon AONB Manager
Email chris.woodruff@eastdevonaonb.org.uk

DDI 01805 621158 Mobile 07929 788352

Return of Quote Form

To:

Chris Woodruff
AONB Manager
East Devon AONB Partnership (East Devon District Council)
Kennaway House
Sidmouth
Devon
EX10 8NG

Having examined the attached Brief for an Engagement Officer for Return of the true Night Rider – the grey long-eared bat project, we offer to provide and complete the whole of the said contract in conformity with the Contract Brief and the East Devon District Council Financial Regulations and Standing Orders for the fixed sum of:

CONTRACT TOTAL **£ (Ex VAT)**

I understand payment will be made on an agreed schedule on the submission of invoices and on satisfactory completion of work.

I undertake to complete the contract in the timescale stated in the Brief. This Contract Brief and confirmation letter/email, together with your written/email acceptance thereof shall constitute a binding contract with us.

We are,

NAME _____ SIGNATURE(digital) _____

ADDRESS _____ STATUS _____

POSTCODE _____ DATE _____

TEL NO _____ EMAIL _____

Appendix 1 Project Plan

When?	What?	Materials and Resources Required?	Who is it for?	Where?	Who will carry out the task?	What will change and how will you know?	Ultimate habitat/ natural feature this project is working towards
Give us the dates you expect to start and end each task. Please list tasks in chronological order.	List the key tasks you will do to help you achieve your project aims.	Specify the sorts of inputs you will require including people (staff/volunteers), materials and relevant activities. For example, numbers and species of plants where known; people with specific skills or roles needed; specialist activity days such as promotion/training/surveys etc.	Tell us who the task might be aimed at. For example local residents, young people age 16-24, people with disabilities	Tell us where the task will happen (including mid point Ordnance Survey Reference) and why here (this might relate directly to the people you want to reach or the habitats you wish to work on).	Tell us who will be responsible for managing the task (for example, paid project officer, Volunteer Manager, or a named partner organisation) and who will be undertaking the work.	What will result from this task/activity and which of your project output(s) does this contribute to? How will you evaluate the success of this task or activity?	Specify the habitat or feature that is planned to be created or restored in the long-term. This ultimate aim might go beyond the time allowed within the project period. E.g. lowland heathland creation, carbon sequestered
Dec 20 - Jan 21	Initial meeting of Steering group (SG) - confirmation of project delivery programme, evaluation model, PR, comms, agree and award of community engagement contract. Undertake GIS mapping work to identify existing species rich grassland and and potential areas for enhancement to assist in targeting process	virtual meeting - staff time - creation of project PR and communication channels	setting up + creation of PR/media to promote to target groups	-	AONB Project Officer will convene the SG, Advisor and SG would develop the evaluation and PR approaches. Publicity will be delivered by East Devon AONB Comms Officer and BCT BCT GIS Officer to assist Advisor.	Preparation for change	-
Jan 21 - Mar 21	Develop resources and establish engagement programme with target groups, schools and organisations across the project area. Undertake generic risk assessment for activities Recruit volunteer assistants	Virtual meeting software package. Printing for resources for schools groups, Engagement props, Laptop projector and screen, Bat detectors for bat walks. First Aid kits.	Engagemnt with school groups, community groups ad other targetted groups. all groups	Initial work will be home office based	Engagement Officer contractor, supported by Advisor BCT staff and AONB Team.	Preparation for change	-
Jan 21 - Mar 21	Based upon targeting work develop target farms/areas and create links with Dorset through AONB and WT partners + others. Make initial contact with landowners farmers in preparation for site visits	-	Land owners/ farmers	Project Area away from existing BRB action area.	Project Advisor	Knowledge transfer - Output Work towards our target of 18ha of enhanced grassland and working with 50 landowner/farmers	Floristically rich grassland, that is good foraging habitat for Grey long-eared bats, better for pollinators and better carbon storage capacity
Feb 21-April 21	Start site visits provide advice early wins for land managemnt change.	As judged necessary by Advisor	Land owners/ farmers	Project Area away from existing BRB action area.	Project Advisor	Knowledge transfer and early changes in grassland management for early adopters. Change in management adopted. Output Work towards our target of 18ha of enhanced grassland and working with 50 landowner/farmers	Floristically rich grassland, that is good foraging habitat for Grey long-eared bats better for pollinators and better carbon storage capacity
April 21-Oct 21	Develop and deliver monitoring programme for known roosts and habitats of interest.	Audiomoths-bat detectors		In project area	Project Advisor	Improved knowledge of Grey long-eared bats in the project area through gathered data Outputs Better knowledge of a minimum of 4 bat roosta and 5 foraging areas. Additional data has been collected.	
April 21-July 21	Engagemnt with schools, bat walks and other engagemnt activities	Resources previously prepared	Engagement audiences	In and around the project area	Engagement Officer assisted by Advisor or volunteers on bat walks.	Improved understanding Output We have accessed a proportion of our 500 target people, improved understanding can be assessed by questionnaire surveys or simple quizzes as appropriate for the specific audience.	
June 21- Sept 21	Site visits and farm walks on target farms	-	Land owners/ farmers	Whole target area as BRB will have finished.	Project Advisor supported by Engagement Officer	Improved understanding Output Work towards our target of 18ha of enhanced grassland and working with 50 landowner/farmers	Floristically rich grassland, that is good foraging habitat for Grey long-eared bats, better for pollinators and better carbon storage capacity
July 21-Aug 21	Focus engagement activities on general public and identified groups		Engagement audiences	In and around the project area	Engagement Officer assted by volunteers	Improved understanding Output We have accessed a proportion of our 500 target people, improved understanding can be assessed by questionnaire surveys or simple quizzes as appropriate for the specific audience.	
Sept 21- Dec 21	Carry out any targeted habitat or land management changes	As judged necessary by Advisor	Land owners/ farmers	Project Area	Project Advisor	Knowledge transfer and changes in grassland management Outputs Work towards our target of 18ha of enhanced grassland and working with 50 landowner/farmers Ch	Floristically rich grassland, that is good foraging habitat for Grey long-eared bats and better connectivity between roosts and foraging areas
Aug 21-Mar 22	Completion of engagement activities		Engagement audiences	In and around the project area	Engagement Officer	Improved understanding Outputs . We have accessed a proportion of our 500 target people, improved understanding can be assessed by questionnaire surveys or simple quizzes as appropriate for the specific audience.	
Dec 22 - Mar 22	Complete project evaluation	-	Project partners, funders and others who might benefit from lessons learnt during the project.	In project area and with engagement audiences in the surrounding area.	Independent evaluator	-	-
On-going	Regular AONB and BCT communication and liaison with project staff. Steering Group meetings quarterly - 3hrs via video link	-	-	-	BCT and AONB staff	Good communication established and maintained.	-

