

Statement of requirement: Contract to prepare online material to encourage people to explore Scotland's pebble beaches, June-August 2021

The Scottish Geology Festival

The Scottish Geology Festival is being organised by the Scottish Geology Trust, and will run from 1 September to 17 October 2021. Events within the Festival are mostly delivered in partnership – the Trust will coordinate and advertise a programme of events across the country, aimed at a range of audiences including families, outdoor enthusiasts, local communities and those that are already interested.

We have received Events Scotland funding to support the Festival, and to organise 30 events for families on some of Scotland's most beautiful beaches. These will encourage visitors and local people to explore the variety of pebbles on a beach, and make connections from local bedrock to beach processes to climate change. The activities will be led by trained science communicators and volunteers, who can encourage deeper exploration, and are being developed as part of Scotland's Year of Coasts and Waters.

The beach pebble guide

The Trust is developing a new online guide to support Scottish Geology Festival events and encourage people to explore Scotland's pebble beaches. This material will be a key component in supporting beach activities during the Scottish Geology Festival, and as part of our Covid-19 contingency planning, so that people can explore local beaches even if there are restrictions on travel and events. The guide will also be available afterwards as a stand-alone activity, to encourage families, schools and youth groups to explore local beaches and find out more about their local geology.

The beach pebble guide will include:

- an overview of Scotland's geology and the different types of pebbles that are typically found on Scotland's beaches
- background information about beach processes, pebble formation and sea level change
- a set of activities that can be carried out on any pebble beach, to encourage anyone, especially young people, to discover the variety of local pebbles, find out about local geology, and explore issues around sea level and climate change
- links to further resources including promotion of the Scottish Geology Trust and careers in earth science.

The content and format of the guide will be agreed in discussion between the contractor and SGT.

Contract description

The Scottish Geology Trust is seeking a contractor to prepare the beach pebble guide and deliver online training to introduce the guide and activities to the facilitators and volunteers who will run beach activities during the Scottish Geology Festival.

The fee of £1200 (VAT included if applicable) will be paid on successful completion of the contract: a request for an interim payment would be considered.

The Contractor will:

- Prepare text, images and suitable diagrams for the beach pebble guide.
- Work with SGT staff, trustees and other key partners to develop the material, circulating drafts and taking feedback into account.
- Assign copyright to the Scottish Geology Trust of all written material, images and diagrams.
- Gain appropriate permission for reuse for all images, diagrams etc from other sources.
- Deliver two online training sessions, lasting around 2 hours, for partner organisations, facilitators and volunteers. These sessions will introduce the guide and activities.

Timescale

End June Contractor appointed.

End July Draft beach pebble resource circulated to SGT for comments.

Tuesday 17 August Festival Programme launch, beach pebble guide launched online.

w/b 23 August Online training sessions for partners, facilitators and volunteers.

Wednesday 1 September Festival launch.

Person description

The contractor will have:

- experience in preparing written educational material, preferably for informal learning in an outdoor setting
- experience in delivering training
- a high standard of written work and experience in diagram and document preparation
- proven ability to deliver a project to a tight deadline, taking feedback into account.

Conditions of employment

This commission is not a contract of employment and the successful applicant is understood to be working on a freelance basis. All personal insurance will be your own responsibility as a self-employed supplier of services to the Scottish Geology Trust, and we will have no employer's liability in respect of any matter arising from the supply of services under this contract.

You will be responsible for your own income tax and national insurance arrangements, with your fee being paid without deduction of income tax and national insurance contributions. You should include your fee earned under this contract in your self-assessment return to HM Revenue & Customs.

How to apply

To apply for this contract, you should submit:

- a one-page outline of how you would approach the above contract, including examples of relevant experience
- a brief CV and the names and contact details of two referees

Applications should be in a single pdf document attachment, sent by email to Angus Miller, engagement@scottishgeologytrust.org by 5pm on Friday 18 June 2021. We expect to confirm the contract and for the contractor to start work by the end of June.