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| **Co-ordination and delivery of Nature Engagement activities.**  |
| 2024 Brief  |
| East Devon National Landscape Partnership  |

**Background**

As part of their commitment to the Colchester Declaration, the East Devon National Landscape (NL) team wish to organise a series of engagement events throughout the year to encourage exploration, enjoyment, exercise and learning opportunities in nature within the East Devon National Landscape. This includes reaching out to hard-to-reach groups.

**2 Services**

You will undertake to supply the services of a Nature Engagement Coordinator for the East Devon National Landscape and develop and deliver an agreed programme of events and activities designed to encourage people to explore, enjoy, discover nature, and learn about the National Landscape. This contract will develop the engagement programme across the contract period for 2024 with the aim of delivering events from March 2024. The contractor will:

1. Develop, organise, promote and deliver an agreed series of events and activities (a minimum of 10) taking into account the 2023 #SSS events evaluation and the #SSS programme outline for 2023 ([here](https://www.eastdevon-nl.org.uk/wp-content/uploads/2024/01/2023-SSS-Events-Evaluation-Programme-Outline.pdf)).
2. Develop/prepare resources appropriate to the targeted audience activities
3. Liaise with NL Officers over the content, details and promotion of events
4. Promote the events and encourage opportunities for people to participate in activities during the events
5. Ensure a risk assessment is carried out for all activities and this is approved in advance through the NL team.
6. Establish and maintain a system of participant feedback for all activities using a standard feedback form and be responsive to suggestions.
7. Keep records of all activities including the number of and approx. age of participants and digital photographs and compile these to form a project evaluation report, ensuring permissions are secured from participants for use of any photos where necessary.
8. Undertake basic administration tasks required to complete the above responsibilities
9. Prepare descriptions of events to be publicised to the general public, check content with National Landscape Manager/Project Officer and Comms Officer as instructed.
10. Provide text suitable for inclusion in the Eventbrite booking system a minimum of 3 weeks prior to each event. Circulate details to relevant community groups in areas close to the events with a link to the Eventbrite booking. Events will be entered into Eventbrite by the NL team.

**3 Place of work and working arrangements**

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

You will supply and operate your own IT equipment and telephone within the value of your quote.

**4 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 NL Partnership decides it no longer requires the freelance service.

There is no obligation on the part of the NL 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.

**5** **Fees, travel, expenses and payment**

The fee for the work shall **not exceed £4,999** for a total of 25 days work. Travel and sundries should be claimed as detailed below.

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 45p/mile and on evidence of travel undertaken. Expenses incurred such as postage and other sundry expenditure will also be re-imbursed monthly subject to presentation of an itemised account.

Such expenses not to exceed £250 for the period of the contract.

Your fees will be paid calendar monthly or as otherwise mutually agreed, starting in January 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. Applicants will be required to complete an IR35 assessment prior to commencement of contract.

**6** **Period of contract and hours of work**

The period of contract is to be delivered between 12 February 2024 and 12 November 2024**.**  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.

**7 Health and safety**

The contractor will ensure compliance will 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. Risk assessments must be circulated to the NL Project Officer or other NL team member in their absence at least a week before events for approval.

**8 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.

**9** **Quality of Service**

If the NL Manager believes that the quality of the services is 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.

**10** **GDPR Data protection**

The National Landscape team will provide you with personal information relating to individuals who have business or dealings with the NL Partnership. Such personal information must not be disclosed for any other purpose than in respect of East Devon NL business, as instructed by your manager or superior. Personal information and other information deemed confidential must be held in strict confidence. All personal information and data collected through the contract for the purposes of delivery shall be returned to the NL at the end of contract and deleted from your systems.

**11**  **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 NL Partnership.

**12** **Project Management**

The NL Project Officer will lead the management of this contract and provide support as required unless otherwise instructed.

**13** **Contact**

If you wish to discuss this brief in any way, please contact Pete Youngman, National Landscape Project Officer

pete.youngman@eastdevon-nl.org.uk

01404 642030

Your contract quote (quote form below) should be sent to

chris.woodruff@eastdevon-nl.org.uk

To arrive by Feb 1st, 2024. You may be invited for interview the week beginning Feb 5th with the contract scheduled to get underway with a start-up meeting on the week beginning Feb 12th if possible.

**Return of Quote Form** (a digital response preferred)

To: Chris Woodruff

AONB Manager

East Devon NL Partnership (East Devon District Council)

Kennaway House

Sidmouth

Devon

EX10 8NG

(Email chris.woodruff@eastdevon-nl.org.uk)

Having examined the attached Brief for the Nature Engagement Coordinator contract 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)**

**Based upon an hourly rate of:** **£ /hr**

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:**

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| Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Phone: |  |
| Signature:(digital) |  |