

Conservation Without Frontiers

**Tender for Provision of Co-ordinator Services for Europarc Atlantic Isles**

[EUROPARC Atlantic Isles](https://www.europarc-ai.org/wp-content/uploads/2023/04/SCC-Positive-action-guidance-2-1.docx) (EAI) section is the organisation that brings together all those involved in protected area management in England, Northern Ireland, Scotland, Wales, and Republic of Ireland including National Parks and Landscapes, government agencies, academia, and NGO’s. It also draws on the wealth of experience and expertise from the wider EUROPARC Federation (EUROPARC) members across Europe, and the wider world, to increase knowledge, innovation, and the continued sustainability of these areas.

EAI is a [section](https://www.europarc.org/about-us/structure/sections/) for the UK and Republic of Ireland of the wider [EUROPARC](https://www.europarc.org/about-us/structure/sections/) and one of seven other sections around Europe that co-operate through a partnership agreement to support and stimulate the work of the members of EUROPARC**.**

A [board of directors](https://www.europarc-ai.org/about-us/who-we-are/) oversees the work of EAI and supports the work of the co-ordinator.

The work of EAI is funded by the annual fees from the membership. The total expenditure budget for EAI for the year is £20,000.

EAI is seeking to recruit a freelance coordinator, on a rolling three-year contract, to run EAI on behalf of the board.

The role includes:

**Finance and Legality**

* Manage finances and work within budget.
* Liaise with treasurer re payments.
* Produce accounts for auditors.
* Manage Charity Commission requirements and keep up to date with legal requirements.
* Liaise with company secretary re Companies house requirements.
* Ensure EAI is legally compliant at all times.

**Membership**

* Recruit new members.
* Sell benefits to new and existing members.
* Advise board on membership rates.
* Liaise with Yorkshire Dales National Park Authority regarding invoicing

**Development and Learning**

* Develop and manage webinar programme and provide technical support for webinars(10-12/year).
* Organise face to face and online events as appropriate.
* Manage the mentoring scheme.
* Share info and good practice via a range of media.
* Seek and produce funding proposals as appropriate.
* Identify opportunities for EAI involvement with a range of partners.

**Representation and Liaison**

* Represent EAI and key events such as National Parks and National Landscapes conferences.
* Liaise with key Government agencies on a regular basis.
* Identify key events that EAI could be represented.
* Support board to represent EAI at events attended.
* Seek out, coordinate and respond to relevant consultations.

**Communications**

* Produce 10-12 newsletters a year.
* Produce, at least weekly, social media posts.
* Manage and update website content.
* Produce workplans that deliver EAI strategy.
* Writing and editing of reports and other materials.

**Board**

* Prepare and organise board meetings with the EAI Chair four times a year.
* Advise board on EAI work and projects.
* Work with the board to produce a three-year strategy.
* Regular update meetings with EAI Chair.

**Income generation**

* Seek funding as and when appropriate.
* Monitor and develop membership income.

**EUROPARC Federation**

* Attend monthly meetings of sections.
* Contribute to the work of the EUROPARC as outlined in Partnership agreement.
* Act as information conduit between EAI members and wider EUROPARC.
* Attend EUROPARC conferences.
* Organise section meetings at each EUROPARC conference.

Fulfilling the role takes about 50 days a year with the need for a very flexible working pattern as there are peaks and troughs in the annual workflow. There will also be opportunities for travel in the UK and Europe. Many meetings are held online.

**Person Specification**

The job requires a confident self-starter able to manage an organisation and be highly self-motivated who can work flexibly and with the EAI board for the development of EAI. The individual will need to be a good communicator and networker.

The individual will need knowledge and experience of:

* Organisations legal requirements, especially companies house, charity commission etc.
* Financial management – simple budgeting and production of management accounts, provision for auditors.
* Basic understanding of the learning processes.
* Networking and working with different organisations.
* Organising events in person and online.
* Governance – working with a board, recruiting board members and understanding the Memorandum and articles of association.
* Communications -social media, newsletters and presentations, writing and editing skills.
* Technical skills in producing newsletters, updating the websites and managing webinars.

The EAI board will support the role holder, but the majority of the time the individual will be working independently. This requires the ability to prioritise, take initiative and drive the organisation’s objectives.

A key part of the role is networking and working in partnership to deliver the different EAI products throughout the UK and with European colleagues. The individual will require good people and diplomacy skills as well as being culturally sensitive and aware of different ways of working.

Knowledge and understanding of the protected landscape and wider environmental sector are important.

**Application process**

1. CV showing your experience in relation to the person specification.
2. A concise proposal of two pages presented in letter format on how you would approach the running of the organisation and delivering the tasks identified and outlining your experience in doing this in past roles. Please give an indication of an hourly rate within this proposal.
3. The submission must arrive no later than 12 noon on Friday 28th February 2025. Tenders or additional information received after the deadline will not be considered unless explicitly requested by the Chair.

**Tender Selection Criteria**

The proposals will be assessed against the following criteria:

* Experience in providing similar services to similar networks.
* Competence in relationship management.
* An appraisal of the quality of communications.
* Planning and organisational skills of meetings and events.
* Ideas for moving the work and activities of EAI forward.
* Value for money including hourly rate.

Please send queries and applications to:

Anita.Prosser@europarc-ai.org

**Timescales for Tendering and appointment**

Applications close at 12 noon 28th February 2025

Shortlist for interview (if required) 5th March 2025

Interviews (if required) held on w/c 18th March 2025

Successful applicant informed w/c 25th March 2025

Handover period from previous secretariat begins 1 April 2025

Successful applicant starts after handover is complete from 23rd April 2025

**Other Conditions**

Length of contract

* The initial contract for the work will begin on 1 April 2025 and last until 31 March 2028, and be continued to be reviewed on a three yearly basis.

Ownership of the production of work-papers and supporting documentation.

* All work papers and supporting documentation for audits and other work will become the property of EAI***.***

Sub-contracting and assignment.

* The contractor may not sub-contract the services or any part of them and may not assign this agreement in advance or any part of it without the written contact and permission of the EAI board.

Termination and default of the contractor.

* The board may terminate the contract if the performance of the contractor is not of the required standard. In such circumstances the board will serve on the contractor a letter stating how their performance has deteriorated, and they will be given 28 days to improve the standard, or the contract will be terminated immediately. The board will not accept any responsibility for any costs which the contractor may incur as a result of the service level agreement being terminated in this manner.

Standard Format of Documentation.

* Tenderers should be aware that it is standard EAI procedure to ask for documents in a form that is compatible with members’ word processing systems. The successful tenderer will be expected to provide reports in this form. The current system used by members is Microsoft Office products for Windows 2010 onwards.