



WOODLAND TRUST

Invitation to Quote

Product or Service required

A self-employed part time events and engagement contractor to work as part of a small team (which includes a Visitor Experience Manager, a Membership Officer, Volunteers and a local Estate Maintenance Contractor), to assist with the delivery of visitor experience at Skipton Castle Woods in North Yorkshire.

This duration of this contract is fixed at 18 months starting in June 2019.

Expected outputs

Visibility on site

To be a regular visible, branded presence on site or in Skipton with the aim of:-

- Maintaining high standards of housekeeping in the woodland
- Monitoring leaflet levels and ensuring all signage, benches and infrastructure are in good, clean condition at the start of each working day
- Checking the woodland for any repairs or maintenance issues and reporting those in a timely manner
- Opening and closing of the Welcome Barn and its safe operation as a visitor welcome area
- Ensuring visitor behaviour on site is in line with local procedures
- Recording visitor numbers
- Acting as a point of contact for Woodland Trust.

Event delivery

To assist with the delivery of events which includes:-

- Leading guided walk sessions or speaking publically on a number of subjects and topics (after training).
- Being part of a wider team to deliver large scale events and engagement in the woodland
- Checking admission tickets on arrival and providing clear and accurate information
- Acting as an event steward on site to ensure the safety of all staff, volunteers and visitors
- To help set up and take down events and display equipment which includes moving some items around the woodland
- The local distribution of event leaflets and print e.g. posters
- To liaise with event contractors and suppliers to ensure the highest standard of event delivery
- Taking responsibility for your own safe working practices to ensure the well-being of all contractors, visitors, staff and volunteers on site.
- Acting as a Basic First Aid responder should an incident arise

Visitor engagement

To represent our cause through visitor engagement, education and excellent customer service which includes:-

- Ensuring the Welcome Barn area is open and operational during agreed dates/times
- The completion of daily visitor statistics log sheets and other administration
- Encouraging visitors to complete visitor feedback forms
- The promotion of future events, campaigns and areas of interest through quality conversations with our visitors
- The promotion of onsite activity including trails, nature detective activities, points of interest, species spotting and nature recording
- Setting up/taking down of ad-hoc drop in and play stations e.g. pond dipping, bird feeding, natural crafts and play
- Communicating the aims of the Woodland Trust; The protection, restoration and creation woods and the importance of trees outside woodlands

Specification/location details

Please refer to the role description document – Skipton Engagement Contractor.
You will be home based with internet access, mobile phone and your own transport.

- Length of contract: May 2019 – November 2020 (18 months)
- Number of days 2019 – 90
- Number of days 2020 - 138

Typically you will be contracted flexibly three days a week. This includes working on a Saturday or Sunday, twice a month.

Your contracted days must include these event dates in 2019 (2020 to be confirmed).

Wednesday 29th May (subject to starting date)
Saturday 8 June
Sunday 7 July
Sunday 21 July
Thursday 1 August
Saturday 10 August (evening walk)
Sunday 22 September
Saturday 5th October
Saturday 12 October (night time event, 10hr working day)
Saturday 7th December

Budget – Please quote to meet the specification. The Woodland Trust does not bind itself to consider or accept the lowest or any quotation.

You are responsible for your own tax return, income tax & PAYE. Rates should include allowances for expenses e.g. income tax, PAYE, travel/phone costs etc.

A standard working day is 7.30hrs excluding breaks.

Please quote for:-

- A standard full day rate
- A total for 2019 -
- A total for 2020 -

Environmental considerations

- Working conditions are outlined in the role description document.

Health and Safety, maintenance, security and public interaction

- Evidence of public liability insurance and current DBS checks must be provided.
- Evidence of a full valid driving license and business vehicle insurance must be provided.
- A current First Aid Certificate must be provided.

Contract

- Standard Woodland Trust contracts will apply (see attached)
- A break clause for a review will be inserted at 6 months (December 2019)
- One months' notice is required to terminate the contract (excluding breach of terms)

Payment

- Payment is made in arrears. This can be monthly or quarterly.
- Payment is made 28 days from upon receipt of an invoice quoting the relevant purchase order number.

Background

Skipton Castle Woods is a 36 acre ancient woodland site in the market town of Skipton, North Yorkshire.

The woodland, owned by Skipton Castle, is under the full management and care of Woodland Trust.

<https://skipton.woodlandtrust.org.uk>

Timescale

The project is split into two work streams – please consider these dates when proposing your payment schedule as payments should be authorised to match delivery of outputs through the project timeline.

Workflow	Key dates
Tender out	01 April 2019
Date tender submissions returned	24 April 2019
Invitation for interview	w/c 13 May 2019
Appointment (subject to reference checks)	28 May 2019
Start date	3 June 2019

Responses

If you wish to quote for the above product or service please submit your response which should include

- A CV (max 3 pages) and covering email outlining how you meet the skills and experience requirements.
- Confirmation that you are available for the dates and contract period included in the tender.
- Two professional reference contacts.
- Your quote and preferred payment schedule.

Please do not include other certification (DBS etc.) unless contacted for interview.

Deadline: **24 April 2019**

Late responses will not be considered.

Please use the contact details below. Note that email is the preferred method of response.

WT Contact	Skipton Castle Woods Visitor Experience Manager
Telephone	0343 770 5489
Email	skiptoncastlewoods@woodlandtrust.org.uk
Address	Woodland Trust Kempton Way, Grantham, Lincs NG31 6LL

The Woodland Trust does not bind itself to consider or accept the lowest or any Quotation. Any Quotation shall constitute an offer made to the Woodland Trust and shall remain open for acceptance for a period of 90 days from the closing date for submission of offers and will not in the meantime be withdrawn. **Prices are to be submitted by the Offeror on the basis of the Specification.** This offer and any contract arising from it shall be subject to the Woodland Trust Terms and Conditions **and the specification attached.**