

**INVITATION TO TENDER:  
State of Glasgow's Historic Environment  
Snapshot Study and Community Engagement  
Activities  
Deadline to submit: 9am, 21st April 2021**



Glasgow City Heritage Trust wishes to engage a suitable Scotland-based professional to update our Snapshot studies into the state of Glasgow's historic built environment, assist with raising awareness of the city's Buildings at Risk, and engage with communities about their perceptions of the city's built heritage and the challenges and opportunities it presents.

**Glasgow City Heritage Trust**

Glasgow City Heritage Trust (GCHT) is an independent charity supported by Glasgow City Council and Historic Scotland. Established in 2007, we champion the city's unique architecture and built environment and promote and encourage the understanding, appreciation and conservation of Glasgow's historic buildings for the benefit of the city's communities and its visitors, now and in the future.

**Aims of the project**

- To update GCHT's Snapshot reports
- To engage with wider audiences about Glasgow's historic built environment
- To inform GCHT's work addressing the concerns of the city's residents around vacant/at-risk buildings and the general conservation of its built heritage.

**Proposed outcomes of the project**

- The Historic Sector has strong representation
- Our understanding of the Historic Environment, its opportunities, and solutions to existing and emerging challenges is enhanced
- Knowledge Disseminated informs better decision making
- Collaboration across the sector is enhanced

This role reports directly to the Development Officer.

**Our Vision**

**Snapshot**

This project will update the Snapshot reports produced by GCHT in 2018 and 2019 which provide a baseline of information about Glasgow's built historic environment. The chosen consultant will work with the Development Officer to undertake the research necessary to update the data provided in the previous Snapshots, including writing copy, updating the interactive maps, and assisting with presenting the Snapshot in a visually appealing and accessible online format. For reference the current Snapshot and mapping can be found on the GCHT website under "Resources". They will also write brief social media posts which summarise some of the statistics collected and direct people to GCHT's website.

**Community Engagement**

The chosen consultant will create 10 blog posts with accompanying social media posts that can be scheduled to go out as suited to the overall GCHT social media strategy. These posts will highlight at-risk buildings in Glasgow and will also direct readers to further sources of information (the GCHT grant programme, action groups, community partnerships etc).

The consultant will also work with the Development Officer to host 4 community engagement events with selected focus groups (groups whose views of heritage are underrepresented) around their perceptions of Glasgow's built historic environment, what action they believe needs to be done to maintain and enhance the historic environment, and what they perceive to be the barriers to these actions. The consultant will then collate this information for the Development Officer.

## **Key outputs/milestones**

**27th April 2021:** Appointment

**Week beginning 3rd May 2021:** Initial meeting to discuss the project and establish fixed deadlines

**Start of May - Mid July 2021:** Research phase and updating of the Snapshot (to be completed by 31st May)

**Mid July - Mid August 2021:** Blog and social media posts about Glasgow's Buildings at Risk are written and published, along with social media posts signposting people to the updated Snapshot

**Mid August - End of September 2021:** Undertake community engagement events and collate findings

## **Consultant specification**

### **Essential qualifications and experiences:**

- Strong report writing and research skills
- Experience of engaging with communities
- Experience of writing succinct, engaging copy such as blogs or social media posts

### **Essential skills, aptitudes and abilities:**

- Excellent written and oral communication skills and customer service skills
- Ability to compile, analyse and manipulate data accurately; experience with visually representing data through maps, graphs and infographics would be an advantage
- Proven ability to communicate successfully at all levels and build a network of contacts and partnerships with other organisations
- Innovative, flexible, enthusiastic, approach, able to initiate action
- Excellent planning and organisational skills with the ability to initiate, plan and manage projects and meetings
- Team player also able to work effectively alone with minimum supervision
- Informed interest and knowledge of Glasgow's historic built environment
- Must be IT literate
- Appropriately handle sensitive and confidential information and situations both internally and externally

## **Practical considerations**

- The total available budget is £7,500
- The invitation is open to Scotland-based professionals only
- The Trust requires a minimum of 30 days work between 3rd May and 30th September 2021, roughly divided into 15 days between early May and mid July, 10 days between July and August, and 5 days in September.
- The successful candidate must be able to work remotely with their own computer and internet access

## **Tenders are invited for professional services to:**

- Carry out the study as outlined in this brief
- Ensure the works are carried out within the agreed budget
- Communicate regularly with other members of the GCHT team to monitor progress

## **Tenders must include the following information**

- Qualifications and experience of the person delivering this project
- Proposed approach to the study, including methodology, work programme and reporting arrangements
- Your full contact details
- Proposed fee (fixed price is required)
- Analysis of fee into number of days' work and daily rate, expenses and other costs, VAT if applicable
- An indicative timetable for the work

## **Selection process**

Shortlisted consultants will be invited to interview remotely (via Zoom) on **26th April** to discuss their proposals/experience with the Project team. If you are unable to meet on this day, please indicate this.

A consultant will be appointed by the 27th April 2021.

If you would like further information or to arrange an informal discussion about the project, please contact Taylor Cross-Whiter, Development Officer: [taylor@glasgowheritage.org.uk](mailto:taylor@glasgowheritage.org.uk)