



This project is funded by:



Arts and
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Community Archive and Heritage Group

Brief: Digital Skills Development Project

Over the next two years, the Community Archives and Heritage Group is undertaking a project to develop the digital skills of community archives and heritage groups. This project is one strand of the [‘Spaces, Places and Belonging’](#) programme (SPB). The SPB programme is funded by the Arts and Humanities Research Council (AHRC) and led by the National Archives. Community Archives and Heritage Group is one of the partners in the programme, **along with Leeds Museums and Galleries, and National Library of Wales.**

The ‘Spaces, Places and Belonging’ project is supporting community-led research and engagement across the UK’s heritage sector. As well as developing digital skills and encouraging networking, it will distribute over £550,000 through three grant schemes.”

BACKGROUND

Community Archives and Heritage Group

The Community Archives and Heritage Group (CAHG) is a group within the Archives and Records Association (ARA) which aims to support and promote community archives and heritage groups in the UK and Ireland. It brings together bodies and organisations concerned with community archives and provides a forum for the regular exchange of views and information. To find out more about CAHG, see the website at: <https://www.communityarchives.org.uk/>

Archives and Records Association (ARA)

ARA is the lead professional and membership body for archivists, archive conservators and records managers in the United Kingdom and Ireland.

The ARA aims to support its membership through training, continuous professional development, professional help and advice, and by providing a community to which the membership can belong and from which they draw benefit through open discussion and debate, as well as through gathering of information and advice.

Our strategic aims and further information about ARA is available in full on our website www.archives.org.uk.

Community Archives

Community archives and heritage groups are small volunteer-run organisations. They create collections that record the heritage of a community of people: such as people who have lived in the same place, or share an ethnic or sexual identity, or have a common experience of a profession or performance venue.

Typically, volunteers play a key role in creating a community archive, sometimes alongside professional archivists, librarians or museum staff. They operate under their own steam. Many of them, but not all, seek support or guidance from a local record office and museum. Some of them apply for funding from the Heritage Fund or other sources.

It is estimated that there are thousands of community archives and heritage groups around the UK and Ireland, though creating a comprehensive listing of them is very difficult. The Community Archives website currently has nearly 1000 archives listed in its directory at <https://www.communityarchives.org.uk/archives>.

These archives can be viewed on a map at <https://www.communityarchives.org.uk/interactive-map> and can be searched here: <https://www.communityarchives.org.uk/search-for-an-archive>

DIGITAL SKILLS DEVELOPMENT PROJECT OUTCOMES

As our contribution to SPB's work in developing digital skills and networks across the UK's heritage sector, over the next two years CAHG will:

1. Convene a half-day set of workshops on practical digital skills for the 2026 Community Archives and Heritage Group Conference.
2. Create a half-day workshop/focus group on digital skills to be run at four regional events in the course of 2026. Each event will be hosted by a partner organisation from that region, partly chosen based on its capacity/willingness to potentially foster and host a community archive network in that region going forward. An online version of the workshop will also be created.
3. Convene a national CAHG quarterly webinar series, consisting of at least 4 webinars over the year.
4. Update the Resources section of the Community Archives website and the SPB digital platform, with material created by the SPB project and elsewhere. Carry out other editorial work on the Community Archives website as needed.

5. Create new digital skills resources for community archives and heritage group, as informed by a survey and to the extent that the budget and timescales of the project permit

SCOPE OF WORK

The Community Archives and Heritage Group is seeking a freelance consultant or consortium of consultants to deliver the activities described above.

The work involves:

- Convening and organising all the events listed above, liaising with speakers and participants and regional partners.
- Identifying and organising experts to run the webinar and workshop sessions
- Recording, editing, and publishing the outputs of the activities above on the CAHG website, CAHG social media channels (in collaboration with the CAHG Communications Officer) and the SPB website and social media channels.

The work demands familiarity with the world of volunteer-run community archive and heritage groups, and the digital challenges that they typically face, such as cataloguing, scanning, website development and digital preservation.

The project will be guided and supported by a steering committee from the Community Archives and Heritage Resources Group.

We anticipate that the project will require the time equivalent of a minimum of 75 days of work, but the way in which that time is allocated is flexible.

There is a maximum budget available of £20,000 including any VAT. Reasonable out-of-pocket expenses for travel and subsistence related to workshops will be covered separately. The majority of the work will be carried out in 2026, though some tasks may roll over into 2027. There may be an opportunity for further work, subject to other budgets becoming available.

PROPOSALS

The consultant(s) will be required to submit a proposal including:

- A proposed project plan for achieving the activities described above, with details of how much time will be allocated to each activity, and an outline schedule of key milestones.
- Thoughts on the issues and challenges that the work involves

The proposal should also include details of relevant experience and skills, such as:

- Experience of organising workshops and webinars
- Experience of working with volunteer-led community heritage organisations
- Experience of developing training materials
- Experience of fostering and supporting networks of organisations
- Experience of editorial work, particular web publishing
- Digital skills relevant to community heritage

Cost breakdown

Please provide a breakdown of the proposed project costs in your proposal.

Examples of work

Please provide examples of any similar projects you have worked on the past.

Scoring criteria

Applications will be assessed on the basis of the following scoring criteria:

- Expertise & relevant experience 50% (500 marks)
- Cost 30% (300 marks)
- Delivery proposal 20% (200 marks)

Timescales

The project will begin at the start of January 2026. The CAHG annual conference normally takes place in July. The scheduling of the webinars and the regional workshops is subject to the consultant's proposal but should mostly take place in the course of 2026. Some tasks may run into 2027.

Contractor Personnel

Please include in your proposal details of who would be working on the project with a clear indication of who will be leading.

Monitoring

The consultant(s) will report to representatives from the CAHG Resources sub-group. The project will be managed by the CAHG Resources sub-group, the Chair of CAHG and the ARA Chief Executive. Any changes to work programmes and deadlines will be with the agreement of CAHG Resources Subgroup. The consultant(s) will be expected to prepare a quarterly progress report.

Quotations and timings

Completed proposals should be sent by e-mail to enquiries@communityarchives.org.uk by 5:30pm on Monday 1st December, 2025

Interviews, by Zoom or Teams, will be held on 9th or 10th December 2025.

The successful tenderer is expected to start work in mid-January 2026.

For an informal discussion contact: enquiries@communityarchives.org.uk