Glenkens & District Community Action Plan Steering Group

Glenkens Community & Arts Trust

Tender Opportunity:

Glenkens Community Action Plan Refresh: Initial Research

(Freelance role, fixed-sum contract)

GCAT Context

The Glenkens Community & Arts Trust (GCAT) has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

• Interweaving Arts, Community and Heritage to enrich the life of the area.

• Delivering our Artistic Vision with passion and creativity.

• Supporting many activities core to the quality of life of people and environment of the Glenkens.

• Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

Community Action Plan Steering Group Context

The Glenkens Community Action Plan Steering Group (CAP SG) is the custodian of the Glenkens and District Community Action Plan (the CAP). It will maintain the CAP and agree any updates.

Such updates will be based on an evidenced understanding of the community's needs, achieved through effective communication and engagement with the wider community and by a diverse and representative membership of the Steering Group.

The CAP SG will also promote, support and assure delivery of the CAP.

CAP Refresh 2026

The CAP Steering Group is pleased with how well the current Glenkens Community Action Plan is driving delivery of the priorities of the communities of the Glenkens. However, it was published in 2021, and the external context and local need has evolved significantly since then.

GCAT has sourced funding from The Glenkens and District Trust for a two-stage refresh of the Community Action Plan.

This will consist of:

1. An initial stage of data gathering and analysis by a local researcher. **This is the subject of this tender.**
2. A second stage of community engagement and the creation of the Glenkens CAP 2026 by an external researcher. This will be the subject of a tender that will be issued in early 2026.

The Tender

We are seeking applicants for:

- **Data gathering and first-level analysis to support the refresh of the Glenkens CAP.**

Specifically:

1. Analysis of Glenkens LPPs for Glenkens-wide themes, mapped onto existing CAP themes where appropriate. Particular focus on what communities want to retain, as well as emerging projects.
2. Survey of local charitable organisations, synthesis and analysis of findings.
3. Analysis of regional and national context - policies, strategies, trends. Including learnings from other CAPs.
4. Local demographic statement of need.
5. Land Use opportunity mapping for the Glenkens (NatureScot tool)

The client for this role will be the Chief Executive of GCAT, with additional support from the CAP Steering Group.

Deliverables:

- An agreed Report with chapters 1-5 as above.
- The findings of chapters 1, 2 and 5 will be used in Stage 2 to create a first-draft CAP for community review.
- Chapters 3 and 4 should be written such that they can be imported directly into the CAP.
- **£6,000**

To support these deliverables, you will:

- Carry out a detailed read of the existing CAP documents, including the Glenkens Land Use Vision.
- Work with the GCAT Chief Exec and CAP Steering Group to understand the detail of the CAP refresh process and current context within this.
- Deliver first-draft, second-draft and final versions of the Report as above.
- Attend meetings as reasonably required with the GCAT Chief Exec and CAP Steering Group.

Timeline:

- Applications close: 26th October 2025
- Shortlisting and selection process: Week of the 27th October
- Contract start date: Soon after that.
- Report signed off by 30th January.

Application Process:

- Apply by email to helen@catstrand.com by midnight, 26th October.
- Include your CV and a cover letter setting out your strengths with regard to this tender and your match with the Person Specification.
- Include 1 or 2 past examples of your work that you feel are particularly relevant.

Person specification:

- Essential: Experience in desk-based research and analysis.
- Essential: Lived experience of rural communities
- Essential: Able to accept responsibility for delivering a high-quality product on time.
- Essential: A collegiate worker, able to take on board edits and amends and to work within the GCAT and CAP Steering Group ethos and voice.
- Desirable: Experience in creating and collating effective surveys.
- Desirable: Lived experience of the Glenkens communities
- Desirable: An existing connection with GCAT of Glenkens CAP projects.

Details:

- Lump sum contract: £6,000 ex VAT.
- No travel expenses included.
- Payment by invoice to GCAT.
- Payment schedule: 50% on allocation of tender, 50% on completion of deliverables.
- Tax and NI remain your responsibility.

Not included in scope:

- The second stage of the CAP refresh
- Printing of the Report or any surveys – that can be done at the CatStrand as required.

This work is funded by the Glenkens and District Trust.

GLENKENS
& District Trust