

## Food, Farming & Countryside Commission:

### Invitation to tender: Facilitation for FFCC Scotland Inquiry

**Project:** Facilitation for Scotland Inquiry

**Term:** 1 year freelance contract (with option to extend)

**Place of work:** Home working (must be Scotland-based)

**Reports to:** Lead Places Researcher / Co-Chairs (see Governance below)

**Responsible for:** Coordination of Scotland Inquiry (see Key Responsibilities below)

**Contract Value:** £20,000-25,000 (inclusive of any applicable VAT) over the contract's length. Expenses will be paid according to the FFCC expenses policy. Contractors should specify a day rate and number of days to be delivered as part of the contract. A draft contract is available

**Start date:** w/c 1<sup>st</sup> February 2021 (subject to agreement)

**Deadline for applications:** COP Monday 18<sup>th</sup> January 2021

#### Background on Food, Farming & Countryside Commission (FFCC):

By building connections between people and across disciplines, we have a huge opportunity to find new ways to solve our current economic, health, climate and nature crisis.

After two years of inquiry with producers, policymakers and communities around the UK, we produced the recommendations in our report [Our Future in the Land](#). In our second phase, as an independent charity, we're shifting gear to turn these into practical actions and real change. We will focus wholeheartedly on our core mission – connecting food, farming and the public's health, for a just transition to a greener, fairer economy, in response to the climate, nature, health, and now Covid-19 emergencies. With our partners in governments, businesses and communities, we will be helping to convene collective leadership on these difficult questions, implement our recommendations, and resource communities to become more resilient and adaptable for the changes ahead.

To support our UK-wide work we are running six place based inquiries, three county inquiries in England and one each in Northern Ireland, Wales and Scotland.

The Scotland Inquiry is co-chaired by Professor Lorna Dawson (James Hutton Institute/SEFARI Gateway) and Mat Roberts (Shetland Amenity Trust). There will be a cross sectoral Inquiry Leadership Group to steer the work of the Scotland Inquiry in collaboration

with the Commission's team across the UK. The Scotland Inquiry produced the [Scotland Field Guide for the Future](#) in 2019.

While the Scotland Inquiry's activities remain to be finalised, initial work strands include:

- Exploring the role of digital tools and platforms as enablers for agriculture and food production, to understand how producers operating with agroecological principles can be connected to markets and what additional support will be required.
- Working with partners including the Scottish Land Commission to highlight case studies of ownership and decision making around land, particularly those that make connections between agriculture and the environment (for example including peatland restoration and net zero crofting). Also to understand updates and learning from Regional Land Use Partnerships and to share learning from Scotland to support and inform UK-wide work on a Land Use Framework
- Working with partners including the Alexandra Rose Charity and active food poverty initiatives in Glasgow to support the brokering of links between the city of Glasgow and its rural surrounding communities and agroecological producers, in order to explore the potential for a project inspired by the Beetroot Bond recommendation from [Our Future in the Land](#) (see pages 26-27), through a social justice lens, to explore how people (including those on low incomes) can increase their access to food that is beneficial for their health and the health of the planet
- Coordinate with SEFARI Fellow on 'agroecological principles in Scotland' project

### **Key responsibilities:**

#### **Convening partnerships**

- Provide strategic coordination for FFCC work in Scotland
- Draw up delivery plans and manage implementation
- Strengthen and build relationships with key stakeholders including ministers, senior civil servants & political parties, in Scotland and where relevant across the UK
- Strengthen and build partnerships with other relevant bodies to support delivery of strategic outcomes

#### **Coordination**

- Coordinate meetings and events (alongside administrative in-kind support from member organisations)
- Coordinate communications with group members and other partners
- Coordinate (and commission) local community engagement activities
- Attend regular catch ups with Lead Places Researcher
- Coordinate and attend regular catch ups with Co-Chairs
- Coordinate with SEFARI Fellow
- Engage and manage project staff as needed

## Funding

- Work on identifying additional sources of funding and preparing funding bids (alongside Lead Places Researcher and funder relations role in team)
- Monitor spend and report on any budget for the inquiry's work

## Communications and learning

- Act as central point of contact for organisations/stakeholders/media in Scotland who are interested in hearing about the group's work and represent FFCC Scotland in media inquiries
- Author briefing papers and reports (in conjunction with Scottish Co-Chairs)
- Feed into FFCC UK-wide communications channels to amplify stories and work of the Scottish inquiry
- Update news on FFCC website/social media for Scottish inquiry
- Contribute to sharing learning and good practice with the network of country and county inquiries e.g. regular catch ups, writing blogs for website, sharing resources

## Governance

- Reporting to Lead Places Researcher on delivery
- Reporting to and working closely with Co-Chairs on strategy, work planning and strengthening and building relationships with stakeholders

## Person specification:

Essential	Desirable
Relevant degree	5 years relevant work experience
Knowledge of one or more: farming, food production, soil health, land management, environmental conservation, rural policy, food policy	Knowledge of some of: land use, public procurement, public health, food supply chain logistics, food waste, local food economies, crofting
Strong facilitation and action research skills/skills in other emergent ways of working	Existing contacts with some of: policy makers, farming communities in Scotland
Demonstrable project co-ordination, organisational and administrative skills	Experience of producing and writing materials /newsletter /website content
Capacity to communicate clearly and succinctly in writing and verbally, including with people and groups from diverse backgrounds	Experience of organising networking and other events

Confident in the use of IT systems, digital tools, blogging and social media	Driving licence
Good problem-solving and negotiation skills	
Resilient, resourceful, flexible, enthusiastic	
Experience of working independently	

### Application process:

Please submit a proposal and a CV – each no longer than two pages, outlining:

- Your proposed approach to delivering the key responsibilities
- Your proposed budget, day rate and number of days to deliver (a timeline for the work is not necessary at this point)
- Your relevant prior experience and suitability for the work
- How you would identify the key opportunities and risks
- Two references (clients or previous employers)

Contracts will be awarded based on the applicant whose offer is assessed to be the most advantageous in terms of proposed approach, relevant experience and value for money.

Proposals will be scored according to the following criteria:

- Proposed approach to deliver the project (understanding of what is required, appropriate methodological approach)
- Skills and experience of the applicant to carry out all elements of the work
- Value for money (we are not bound to accept the cheapest proposal)

Proposals and any questions about the ITT should be sent to Sophie Reid, the Food, Farming and Countryside Commission's Lead Places Researcher; [sophie.reid@ffcc.co.uk](mailto:sophie.reid@ffcc.co.uk)

There is no deadline for questions but please note that Sophie Reid works part-time (Tues/Weds) and may not respond immediately.

Deadline for Applications is **COP Monday 18<sup>th</sup> January 2021**

Interviews will be held **25<sup>th</sup> January 2021**