



FREELANCE CONTRACT BRIEF: TRAINING PROVIDER

CONTRACT:	Facilitator to design and deliver online workshops
STATUS:	This is a freelance role
PROJECT:	<i>Supporting Decolonisation in Museums: Focus on Ukraine</i>
DAYS:	Dates and times of workshops to be agreed.
FEE:	The guide price for this contract is £3000 GB including VAT
LOCATION:	Workshops will be delivered online
REPORTING TO:	Maria Blyzinsky (ICOM UK) and Anastasiia Manuliak (Ukrainian Institute)

Deadline for applications: 1 July 2026, 13.00 UK time

Date for interviews: 14 or 15 July 2026

INTRODUCTION

The trustees of ICOM UK are seeking to appoint an experienced facilitator to design and deliver engaging workshops on decolonisation, cultural history and cultural sensitivities relating to Ukraine. Content for the workshops will be based on the publication: *Supporting Decolonisation in Museums: Focus on Ukraine* ([free to download here](#)).

The publication is the result of an international partnership project, initiated by the [Ukrainian Institute](#) and developed in collaboration with ICOM UK, [ICOM Ukraine](#) and the [Museums Association](#), supported by the [British Council](#). The English language version was launched in 2025 and the Ukrainian translation will be launched in June 2026. It is freely available to download from all the project partners' websites.

The purpose of the Guide is to support museum and cultural heritage professionals globally to include Ukraine in their decolonisation practice. The workshops may also be of interest to people working in other memory institutions and related sectors such as academia, journalism, publishing and politics. The workshops should follow a similar approach to the Guide, being aimed at those with limited knowledge about Ukraine. Reliable information will equip participants with the confidence to challenge harmful colonial narratives, negative stereotyping, misrepresentation and mislabelling of Ukraine and its cultural heritage.

About ICOM UK

ICOM UK is the UK's only museum sector membership organisation with a dedicated international focus. As a professional membership body, we connect members based in the United Kingdom and the UK's overseas territories to the global museum community. Through advocacy and participation in collaborative projects and with a lively events programme, ICOM UK actively contributes towards the international heritage agenda.

ICOM UK currently has more than 3,500 members. Our member numbers have grown steadily and rapidly since 2019. ICOM UK is the UK national committee of [ICOM](https://www.icom.museum/), the overarching body which consists of 120 national committees worldwide. Since forming in 1946, membership of the whole ICOM network has grown to more than 60,000 members. You can read more on our website: <https://uk.icom.museum/>

CONTRACT BRIEF

The trustees of ICOM UK are seeking to appoint an experienced facilitator to design and deliver engaging workshops on decolonisation, cultural history and cultural sensitivities relating to Ukraine, using the following publication for guidance: *Supporting Decolonisation in Museums: Focus on Ukraine*.

Role and Outputs

The training provider is required to prepare and deliver a series of online workshops which will be free for participants to attend.

- Promotion of the workshops and recruitment of participants will be the responsibility of the project partners.
- Workshops will be delivered via Teams or Zoom.
- Each workshop will last around 90 minutes, including time for Q&A.
- Participants will be issued with a certificate of proof of attendance.

Outputs include:

- A tailored session plan for an online workshop which will last 90 minutes, including time for questions.
- Training materials (slides, handouts, links to resources)
- Delivery of a series of 90-minute online workshops.

Things to note:

- Workshops will mainly be delivered in English, although the facilitator is expected to have a strong command of Ukrainian.
- For the right candidate, there may also be the potential to deliver online workshops in Ukrainian. A separate quote is requested for this option, to allow for translation of workshop materials, as required. (Please see Responding to the Brief, below).
- The project partners have provided similar talks and workshops. They will share existing materials (powerpoint slides, FAQs, links to similar talks) which can be adapted.
- Representatives of the project partners will be available throughout the contract to offer guidance and support online or via telephone.
- A form will be provided to collect feedback from workshop participants.

Delivery format

Online training. We anticipate 10-15 people per workshop, to facilitate interaction and shared learning.

Essential and desirable criteria

Criteria for our ideal candidate are given below, but we welcome expressions of interest from anyone who feels they have suitable skills to deliver the training.

Essential Criteria	Desirable Criteria
Fluent in English. (Workshops will be delivered mainly in English). Good working knowledge of Ukrainian, with the ability to explain linguistic characteristics (such as gendered endings for names) and answer questions about the Ukrainian language.	For candidates with proficient language skills, there will be the potential to deliver workshops in Ukrainian.
Track-record in developing and delivering online workshops.	Experience of working in cultural heritage, academia or a related sector.

Experience of facilitating potentially challenging discussions around colonial narratives, contested histories and diverse identities.	
Ability to demonstrate a nuanced understanding of harmful colonial narratives which have led to Ukraine being misrepresented in museums, galleries, archives, libraries and other memory or cultural heritage organisations.	
Familiar with the themes and approach described in the publication, <i>Supporting Decolonisation in Museums: Focus on Ukraine</i> .	

Hours and Fee

Each workshop will last 90 minutes.

Dates and times for the workshops will be agreed between the facilitator and ICOM UK. (We anticipate a mix of lunchtimes and late afternoon/ early evenings to accommodate different time zones).

The guide price for this contract is GB £3000 including VAT. Contractors should specify how many workshops can be delivered within this budget. (Please also see Responding to the Brief, below).

This is a freelance position. The contractor must be registered with HMRC as self-employed in the UK and will be responsible for paying their own tax, National Insurance etc.

We also welcome expressions of interest from potential contractors based outside of the UK.

However, payment would be made in GBP using the currency exchange rate set by the bank on the day of transfer. Bank fees would be included in the overall budget. Contract Terms & Conditions are according to UK law. Please contact us to discuss whether an overseas appointment might be possible.

Location and Equipment

ICOM UK is an office-free organisation and therefore the contractor will be expected to undertake the work remotely, from their own premises.

The contractor will be required to have access to their own IT equipment to enable them to fulfil the requirements of the contract, including a laptop/PC, access to the internet and phone.

Insurance

The contractor is required to hold professional indemnity of £150k for this contract. The contractor will be asked to provide evidence of insurance prior to appointment.

Responding to the Brief:

Contractors are asked to submit the following in response to the brief:

- Cover letter and CV demonstrating how your experience would suit this role.
- Two referees we may contact after the interview, if required.
- An itemised quote with a guide price of £3000 (three thousand GB pounds) inclusive of VAT.

The quote should itemise the following:

- 1. Fee for preparing a tailored 90-minute workshop plan.**
 - Please allow time for a 2-hour kick-off meeting to meet the project team and review previous training materials.
 - Allow time to prepare workshop materials (e.g. slides and handouts), to be reviewed by the project partners.
 - Allow time for familiarisation with the publication, *Supporting Decolonisation in Museums: Focus on Ukraine* ([free to download here](#)).
- 2. Fee for delivering 90-minute workshops in English.**
 - Please indicate how many workshops can be delivered within the guide price.
 - Please allow time for set-up with one of the project partners who will introduce each workshop; and time for a debrief with one or two project partners to ensure the contractor feels fully supported.
- 3. Total cost (fee 1 + fee 2) for preparing and delivering workshops in English, with a guide price of £3000 including VAT, if applicable.**

4. For candidates with proficient language skills, please include a separate fee for the option to deliver a 90-minute workshop in Ukrainian. This should allow for translation of workshop materials, where applicable.

Proposals should be returned by email to Maria Blyzinsky, ICOM UK Trustee, Maria@ICOMUK.org and Anastasiia Manuliak, Head of Visual Art, Ukrainian Institute, anastasiia.manuliak@ui.org.ua.

Ukraine Guide Workshops should be put in the subject line of the email. Deadline Wednesday 1 July, 13:00 UK time.

Interviews

Online interviews will take place on 14 or 15 July and will take 30-40 minutes. Questions will be issued in advance. The interview panel will consist of 2-3 representatives from the project partners.

Enquiries

For enquiries or to arrange an informal discussion about the brief, please contact Maria Blyzinsky (ICOM UK trustee) Maria@icomuk.org and Anastasiia Manuliak (Head of Visual Art, Ukrainian Institute), anastasiia.manuliak@ui.org.ua.

We look forward to hearing from you!