

## **FREELANCE CONTRACT BRIEF:**

**A brief for a freelancer to develop a programme of sessions for ICOM UK over a 12-month period to focus on developing anti-racism training, EDI policy review and cultural sensitivity awareness.**

<b>CONTRACT:</b>	<b>A programme of training and advice over a 12-month period</b>
<b>STATUS:</b>	<b>This is a freelance or independent role</b>
<b>REQUIRED:</b>	<b>Experienced facilitator in EDI (Equity, Diversity, Inclusion), Anti-Racism, Anti-Discrimination, Anti-Oppressive &amp; Cultural Sensitivity Training</b>
<b>PROJECT:</b>	<b>Developing an extended programme for helping the board to develop a stronger anti-oppressive, anti-racist consciousness which will embed into all ICOM UKs work.</b>
<b>DAYS:</b>	<b>Date and time of workshops (minimum three) to be agreed</b>
<b>FEE:</b>	<b>The guide price for this contract is £3,000 paid in two instalments of £1,500.</b>
<b>LOCATION:</b>	<b>Online</b>
<b>REPORTING TO:</b>	<b>Governance and risk committee</b>

## **Introduction**

The trustees of ICOM UK are seeking to appoint a facilitator to help us develop a stronger anti-oppressive, anti-racist consciousness and to think about these systemically, with a focus on those working in the cultural heritage sector. The brief is for a freelancer to develop a programme of sessions for us over a 12-month period to focus on developing anti-racism training, cultural sensitivity awareness, and advise on the implementation of learning into our policies and procedures.

## **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 a facilitator to help us develop a stronger anti-oppressive, anti-racist consciousness and to think about these systematically, focussed on those working in the cultural heritage sector, specifically museums.

We aim to be a diverse Board that includes multiple perspectives and ensures a broad representation of our members. The training will support our commitment to inclusive and equitable working practices and underpin our interactions with each other, with a team of freelance contractors, and with members of ICOM UK.

The facilitator would also support the development of our strategies, policies and procedures and help us evaluate our actions through an anti-racist lens.

## **Role & Outputs**

The facilitator is required to design and deliver a programme of training and awareness sessions via online workshops for up to 14 volunteer trustees and 3 part-time contractors.

- ICOM UK contractors deliver our strategic aims, manage our membership and oversee our social media comms.
- ICOM UK trustees are volunteers who are located across the four nations of the UK and in the Cayman Islands (British Overseas Territory).
- Both trustees and contractors have a wide range of experience and heritage expertise.

The programme should aim to:

- Support trustees and contractors to work together and with others in ways that build positive relationships, engenders equity and inclusion, safe and respectful organisational cultures, and positions us to be considered reliable and trustworthy allies.
- Strengthen awareness of how discrimination and inequity can manifest in a board of trustees, museum and heritage contexts.
- Equip trustees and contractors with practical tools to recognise and challenge bias and exclusionary behaviours.
- Build confidence in culturally sensitive communications and engagement.
- Support equitable decision making as a board.
- Ensure trustees respond appropriately to discriminatory incidents involving colleagues, partners or members.
- Review existing policies and processes based on the learning from the programme.

The training should include:

- What we mean by EDI, anti-racism, anti-discrimination, anti-oppressive and cultural sensitivity.
- Core principles that are relevant to a small charity, in which the trustees and contractors work remotely and may only meet in person once or twice per year.
- Developing strategies for identifying and embedding good practice into our work.
- Creating an environment where we support each other.
- Allyship, anti-racism and anti-discrimination practices.
- Understanding and counteracting unconscious bias and stereotypes.
- Inclusive and culturally sensitive language, interpretation and public facing communication.
- Ethical and community centred engagement approaches.
- Embedding EDI, anti-racism, anti-discrimination and cultural sensitivity into our working practices, board meetings, communications, policies and procedures.
- Developing tools for responding to and resolving grievances.

The outputs will include:

- A tailored session plan for a programme of sessions.
- Training materials (slides, handouts, links to resources).
- A strategy and toolkit for embedding learning into our daily practice.
- Recommendations for next steps.

### **Delivery Format**

Online training with a possibility of an in-person session on Friday 27 November at a planned board away day.

### **Essential Criteria for the Contractor**

We are seeking a provider with:

- Expertise in EDI, anti-racism, and/or culturally sensitive practices. We are aware that facilitators may not have all of this expertise and are open to sub-contracted expertise for agreed specific elements.
- Understanding of how the training can be effectively integrated into the working practice of small charities.
- Interest in the museums and cultural heritage sector.
- Experience in sensitive facilitation and inclusive practice.

The contractor must be registered with HMRC as self-employed and will be responsible for paying their own tax, National Insurance etc.

The consultant will report to Claire Messenger, Co-Chair and Chair of Governance and Risk Committee, ICOM UK, at [co-chair2@icomuk.org](mailto:co-chair2@icomuk.org).

## **Hours and Fee**

Quotes are invited for this contract, with a guide price of £3,000 (to be paid in two instalments of £1,500) for a minimum of six days work.

Dates to be agreed in collaboration with the board.

One trustee is based in the Cayman Islands (5-hours behind mainland UK) therefore the earliest start would be 12 noon UK time.

There is the potential for an in-person session at the annual board away day.

## **Location & 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 [£50k] 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:

- Quote and outline on how you would deliver the brief.
- Cover letter and CV, explaining how your experience would suit this role
- Two referees we can contact after the interview, if required.

Submission should be returned by email to [co-chair2@icomuk.org](mailto:co-chair2@icomuk.org) with **EDI+ Facilitator and Training** in the subject line by **midday Monday 27 July 2026**.

## **Interviews:**

Interviews will take place online w/c 17 August 2026 and will last between 30-40 minutes, with questions issued in advance.

The interview panel will consist of three trustees.

**Enquiries**

If you have any enquiries or to arrange an informal discussion about the contract brief in advance of the deadline, please contact Claire Messenger, Co-Chair and Chair of Governance and Risk Committee, ICOM UK, at [co-chair2@icomuk.org](mailto:co-chair2@icomuk.org).

