

NORTH WEST HIGHLANDS GEOPARK TRANSFORMATION SUPPORT TEAM TERMS OF REFERENCE

May 2019

1. Introduction

As of May 2019, the North West Highlands Geopark has reached a critical point, with revalidation imminent, several projects coming close to completion and decisions required on the future of our Visitor Centre. We recognise that we need to make some internal changes to ensure we have the resilience and capacity to take some big steps forward. Thanks to a grant awarded from the National Lottery Heritage Fund through the Resilient Heritage program, we are now able to scrutinise our governance, management, procedures and fundraising strategy. This is anticipated to build organisational resilience and ensure the North West Highlands UNESCO Global Geopark has the capacity to manage heritage, attract funding and deliver a range of projects into the future. A group of volunteers have generously offered to assist the North West Highlands Geopark through its transformation process via a 12-month development programme from May 2019 to April 2020.

2. Terms of Reference

2.1. Aims

The primary aim of the Transformation Support Team (TST) is to secure the future of the North West Highlands Geopark.

2.2. Tasks

The Team will deliver this aim by;

- Providing expertise and skills to help recruit a specialist team of consultants
- Providing practical support to a team of specialists in Business Planning, Board, Volunteer & Staff Development and Fundraising
- Implementing agreed aspects of the Fundraising Strategy
- Undertaking training agreed with the Geopark Coordinator
- Providing practical support to recruit new volunteers

In addition, the TST can assist the Geopark by back-filling some of the Geopark Coordinator's work for the duration of the project. Initial ideas are:

- Improve the Rock Stop exhibition with interactive displays for example by using GIS
- Deliver field trips/walks
- Offer admin assistance, particularly if it can be done remotely
- Help with parking resolution at the Rock Stop
- Investigate tie ins with local schools – particularly as part of Earth Science Week and developing the AR sandbox educational materials for teachers
- Interpretation for the Durness Geopod
- Develop a charter to engage with Business Partners
- Build a business partner opportunities section on the NWHG website
- **Finish the education packs started with the Drifting Apart Project – incl. AR sandbox**

In preparation for specialist team appointment:

- Project management support, help to ensure resources are in place and activities run on schedule

- Help conduct a Comparator's review
- Conduct a skills audit of Geopark Directors
- Create an email address to act as single net to capture ideas
- Set up a shared Google Drive for common access

Working with Specialists:

- Define skills requirements and what skills volunteers can offer
- Investigate potential individuals who might act as a patron/figurehead
- Research potential for a Geological Society tie in / subs payment
- Explore skills swap with council/other parties eg surveying of rock slopes
- Investigate tie in with universities
- Engage Universities with the Friends of the Geopark scheme

3. Membership

The TST will initially comprise of interested individuals who attended the introductory training on April 17th 2019 at the Rock Stop, the Transformation Officer and the Geopark Coordinator and Geologist. The Team shall have the power to recruit any individuals for skills and experience, including those who are not members of the Geopark or live within its boundaries, with the caveat that they support the values of the Geopark and of UNESCO.

3.1. Quorum

Decisions should be made by simple majority.

3.2. Attendance by others

The group can invite guests as appropriate.

4. Frequency of meetings

It is anticipated that meetings will be bi-monthly and can be face to face or virtual (e.g. Skype). An initial Skype meeting will be held to delegate the initial tasks and a timetable for reporting back will be agreed at that meeting. Decisions may be taken via email as appropriate.

5. Support

The Transformation Officer will arrange meetings, take minutes, help to recruit new members to the group and publicise activities. The Geopark Coordinator will act as overall project manager.

6. Funding

In addition to human resource, the National Lottery Heritage Fund have provided a small budget for training, volunteer recruitment and expenses. Up to £4000 will be made available to the TST. Any expenditure must be agreed with the Geopark Coordinator in advance.

7. Governance

The TST shall be responsible for reporting progress to the Geopark Coordinator who in turn is responsible to the NWHG Trustees. Any sub group shall report back to the TST.

8. Sunset close

The TST shall disband in May 2020, following completion of the tasks identified above, unless it is decided otherwise. At the end of this project there will be a core group of dedicated volunteers and staff trained in skills needed by the organisation to enable competence in project management, leadership, fundraising, business planning, communication and any other areas identified by the business plan review and transformation plan; Therefore, members of the Team might wish it to take a new form and make other arrangements to continue partnership work.