



ROLE DESCRIPTION

Title:	Project Manager
Project:	TerraFirma
Commissioner:	English Riviera UNESCO Global Geopark
Contract Period:	9 December 2024 – 30 Jun 2027
Closing date:	14 October 2024
Client Contact:	Melanie Border, Coordinator English Riviera UNESCO Global Geopark

Overview: About the English Riviera UNESCO Global Geopark

The English Riviera UNESCO Global Geopark (ERUGGp), the Geopark, is one of Earth's extraordinary places, covering the whole of the unitary authority of Torbay. The Geopark, incorporating the three towns of Torquay, Paignton and Brixham, celebrates, conserves, enhances, and protects the unique and diverse natural and cultural heritage of this naturally inspiring area of South Devon. Working with multiple local and regional partners it is a driver for community education and engagement, expansion of the tourism offers, and sympathetic regeneration through sustainable social and economic development.

The Geopark aims to reconnect human society at all levels to the local area, to the wider environment, and to celebrate how Torbay's 400-million-year long history has shaped every aspect of our lives and our societies - past, present and future. Mindful of the climate and ecological emergencies, it seeks to raise awareness and lead by example, supporting our communities to value, protect and engage with our natural environment.

The Geopark encompasses a landscape of international geological significance, holistically managed across protection, education and sustainable development. It is one of 213 UNESCO Global Geoparks across 48 countries (9 in the UK). 46% of our Geopark is undeveloped, incorporating the whole of Torbay: 64.2km² of land and 42.5km² of marine environment. The designation is based upon international importance of 32 geosites and their significant historical contributions to geological and archaeological sciences. Designated collections at Torquay Museum, alongside finds held in National collections, evidence earliest modern humans in north-west Europe; human settlements shaped by geological foundations, natural harbours leading to growth of fishing industries, providing safety for naval fleets, a catalyst for building Napoleonic Forts at Berry Head; extensive sandstone and limestone quarrying, marble and terracotta industries. Built heritage assets, many hewn from extraordinary coastal and inland quarries, are testament to Torbay's

diverse geology, cultural past and inhabitants. The landscape has shaped intangible heritage that root the collective past through stories, memories and ways of life. The English Riviera UNESCO Global Geopark is not a standalone organisation. Its activities are delivered collaboratively by Core Partners and supported by Associate Partners, a combination of public, private and voluntary organisations. The English Riviera Geopark Organisation Ltd (ERGO Ltd) is the over-arching body responsible for the management of the Geopark. All Core Partners have a seat on the Geopark Management Group (GMG) - the decision-making body. The Geopark has a ten-year Management Plan 2023-2033 with five key objectives:

1. Ensure compliance with UGGp Statutes and Guidelines for the retention of the UNESCO recognition for Torbay
2. Review and act to focus the effectiveness of operations, partnerships, and programs to meet the vision
3. Broaden the reach of the ERUGGp in order to maximise the benefit of the designation to the local area socially, economically and environmentally
4. Increase opportunities for public awareness and involvement
5. Embed the principals of the Sustainable Development Goals and support Torbay's ambition to be Carbon Neutral by 2030

The full, two part Geopark Management Plan is available [here](#) which provides further detail of the ERUGGp's governance and management structure, funding, partners, activities and operations.

About the Project

Project Terra Firma is made possible with The National Lottery Heritage Fund. Thanks to the National Lottery Players we will be able to strengthen the foundations of the English Riviera UNESCO Global Geopark to achieve a more resilient organisation, creating a clear roadmap and delivery structure, robust business model and effective leadership for a 20+ year vision, within the framework of the Geopark Management Plan.

The project is an in depth analyse of the Geopark and how it can become effective to support the local community and partners. It will also address new engagement strategies and resources including: website development, volunteer engagement, education provision, interpretation tools, each informed from in-depth analysis and feasibility work.

TerraFirma will include three key strands of work:

- 1) Organisational Resilience
 - Design and implementation of a new governance and management framework;
 - Establishment of the new leadership group, diversifying and upskilling the Board;
 - Financial modelling to analyse and articulate the true cost and value of the Geopark;
 - Review/recommendations on diversifying and growing the income portfolio towards financial sustainability.

2) Engaging Communities & Audiences:

- Development of a new website with pathways accessible for general/educational audiences and scientific community;
- Social media campaign work to grow and diversify audiences;
- An Education & Interpretation Strategy with Enabling Toolkit, focusing on youth & underserved communities, with a pilot engagement phase prior to implementation.

3) Developing People & Partnerships:

- Give & Gain analysis to inform a roadmap for sustainable volunteer engagement;
- Volunteering & Skills Coordination, embedding engagement, skills & opportunities;
- Fundraising support to secure key roles/activity beyond project duration;
- Opportunities for practice exchange with UNESCO partners and global comparators;
- Rigorous, transparent, inclusive evaluation, feeding into network learning.

About the role – Project Manager

The successful Project Manager will have extensive experience of project management, successfully delivering change within mature organisations. Experience of working with organisations concerned with caring for, and engaging with, the natural environment, heritage and cultural sector would be an advantage. They will play a key role in advising and managing the process to bring about a more resilient and effective organisation overseeing the remit of the English Riviera UNESCO Global Geopark.

This is a commissioning brief for a contractor and not for an employed position.

Working closely with the existing Geopark team, the Project Manager will have full responsibility for the Project delivery, milestone and performance tracking against the Project TerraFirma objectives. Supporting the transition to a newly empowered Geopark Board will be a critical outcome, as will assisting with evaluating and implementing the most appropriate statutory corporate structure (charity, public sector, community interest company, private enterprise, etc.) for the Geopark's operations.

Assisting officers and stakeholders through this process, minimizing the adverse effects of organisational change and optimising positive results will be expected. Addressing the human aspect of change and the complex partnerships involved, including understanding its impact on key individuals, partners and stakeholders, and steering the Geopark effectively to a new way of working will be an important deliverable.

Key Relationships

To deliver the brief successfully, the contractor will engage with:

- ERGO Ltd board
- Project board
- Geopark Coordinator
- Geopark Core Partners
- Commissioned project consultants
- Geopark Associate partners, including ambassador artists
- Torbay Council, various Divisions/Service groups including: Destination Management Group; Principal Historic Environment Officer (Heritage Places), Strategic Lead for Culture and Heritage
- Geopark Management Group and any subcommittees
- Strategic bodies in the area including the Torbay's Heritage and Culture Organisations, Destination Management Organisation, Torbay Place Leadership Board, Devon LVEP and funding bodies.
- UNESCO Global Geoparks Network, UNESCO UK, other UNESCO SW sites

Scope of Activity and Delivery – (Project plan attached)

Review and update the attached project plan developed at application stage

Establish a TerraFirma Project Board

Ensure all updates and required reports are provided to National Lottery Heritage Fund to ensure periodic funding draw down

Through close collaboration with the Geopark Coordinator ensure all aspects of the project align with the ethos of the Geopark and adhere to the UNESCO Global Geopark designation Statutes and Guidelines

Prioritising, awarding, supporting and monitor outcome of the various project commissioning briefs as contained in the attached project plan, which include:

- Data Communications Design
- Education Tool Kit
- Project Evaluation
- Financial Modelling
- Fund Raising
- Give & Gain Volunteering Analysis
- Governance and Management review
- Revenue Resilience
- Social Media

- Website design
- Website user experience
- Education and interpretation Coordinator
- Volunteering and Skills Coordinator

Manage the project budget, performance and reporting, internally to the Project Board and externally to funders.

Identify, monitor and manage risks and issues within the project and escalate as appropriate.

Work with the project Strategic Lead and Project Board to develop and implement mitigating actions

Project outcomes

A structure to secure the future resilience of the Geopark

All commissioning briefs delivered and reported accurately to enable informed decision making and implementation for positive change through the lifetime of the project and beyond

A strengthened and effective organisational structure and leadership (enhanced or revised format as determined), to maximise the benefits that UNESCO designation brings across all sectors

A fit-for purpose Board for Governance and supporting the corporate organisational structure

Newly informed strategies and policies developed, scoped and implemented to support the board and organisational structure to maximise operational effectiveness and partner engagement

Strengthened reputation and understanding of development opportunities across all sectors

The true cost and value of the UNESCO Global Geopark designation defined and forming part of a new evidence base to inform future decision making

Future revenue opportunities are defined, alongside enhanced sectoral recognition and support for future development, with clear pathways for implementation

Enhanced understanding, awareness and engagement with the Geopark across all stakeholders

New wide-ranging educational and engagement strategy for all, implemented with full support of the relevant partners with supporting resources, tools and toolkit that have a holistic Geopark approach covering all aspects of the designation including climate change, to maximise local, national and international engagement

Re-established volunteer programme in place to maximise and support volunteer engagement across a broad range of activities and events

Committed/secured external funding and grants for the Geopark and its partners secured beyond the project

A new, quality and best practice website, that supports clearly defined audiences across a range of sectors (general public, educational, research, stakeholders, etc..) and supporting the needs of the designation

High profile social media presence and campaigns designed to continue beyond the life of the project

Rigorous project evaluation has informed the project development and has been made available for wider learning and sharing

Enhanced relationships with local, national and international partners

Enhanced relationship with the National Lottery Heritage Fund as a result of a successful and well delivered project

End of project report including pragmatic analysis of project commissioning briefs - listed in Scope of Activity above and containing a roadmap to resilience for the next 20 years.

Fee and contractual requirements

The maximum budget for this contract, including expenses, is £79,200 inclusive of VAT. The fee would be paid at intervals according to an agreed delivery plan on receipt of invoices.

The TerraFirma Project Manager Contractor is required to have relevant insurances in place including Professional Indemnity and Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law.

On appointment, the contractor will need to provide a statement about how they manage personal data to GDPR standards.

Please note, if they are unable to perform the services themselves, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf to comply with the terms of the contract.

The substitute must be able to meet all the criteria of this brief and be approved in writing by the ERGO Ltd

The engagement contract is likely to include these clauses:

Copyright and Ownership

The copyright and all intellectual property rights in the works will remain vested in the contractor or the person responsible for the production (as the case may be).

The contractor grants to the Client a perpetual, irrevocable, non-exclusive royalty free licence to copy, use and to reproduce all the submitted proposals, designs and associated Intellectual Property Rights produced and/or provided by the contractor in the connection with the performance of Services for any purpose.

Digital Outputs must be shared under a Creative Commons Attribution 4.0 International licence or equivalent.

Insurances

Third Party Liability Insurance: The minimum limit of indemnity for insurance in respect of loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the contractor) caused by activity in connection with this contract for any one event is £5,000,000 (five million pounds sterling) each and every claim or series of claims arising out of one occurrence.

Tax Liabilities

The Contractor will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payments and Employees of the Supplier.

Submission Requirements

Your Expression of Interest should be addressed to Strategic Lead of the TerraFirma Project Board, Nick Powe and emailed to enquiries@englishrivierageopark.org.uk via email by 5pm on 14 October 2024.

The submission should include:

- An up-to-date CV for individual and/or team members allocated to the project.
- Your proposal outlining how you will approach this role and meet the brief as outlined above.
- Statement confirming that you would be able to complete the project within the timescale stated and attend interview on 6 and 7 November 2024 in person at Torre Abbey, Torquay with an informal tour of Kents Cavern, Torquay.
- A cost/fee proposal with confirmation of the daily charge rate of individual staff involved.

Diversity and Inclusion

Diversity, equity and inclusion are at the heart of what we value as an organisation. All qualified applicants will receive consideration for employment/opportunities without regard to race, religion, sex, sexual orientation, age, disability or any other status protected by law.

Award Criteria

Criteria for selection will be:

Evidence of relevant experience and ability to undertake the brief	40%
Indication of capacity and flexibility to meet the needs of the brief	40%
Value for money, indicated by budget and approach	20%

Interview process

The timetable will be:

14 October 2024, 5pm	Application deadline
15-18 October 2024	Shortlisting
21 October 2024	Successful candidates invited to interview by
6 & 7 November 2024	Interviews held in person
11 November 2024	Candidates informed of outcome by
13 November – 8 December 2024	Contracting Period
9 December 2024	Role start

Contact details

Nick Powe, Chair English Riviera UNESCO Global Geopark and Strategic Lead Terra Firma
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PROJECT PLAN: TerraFirma: Ensuring a resilient future for English Riviera UNESCO Global Geopark

When will the task happen?		What is the task?	Who is the task for?	Who will carry out the task?	Where will the task happen?	How much will the task cost?
<i>Give us the estimated dates you expect to start and end each task. List tasks in chronological order. START DATE</i>	<i>END DATE</i>	<i>Tell us about the tasks you will carry out during your project. Provide detailed information about the things you told us you would do as part of your project in your application. This could include any events you will hold, activities you will offer or things you will create.</i>	<i>Tell us who the task is aimed at (for example young people at a local youth club). Provide target numbers for any events, activities or things you will create (for example audience numbers or workshop participants).</i>	<i>Tell us who will be responsible for managing the task (for example a paid member of staff, volunteers or a project partner).</i>	<i>Tell us where the task will happen (for example your organisation's office or a local nature reserve).</i>	<i>Tell us how much you estimate the task will cost.</i>
22-Jul-2024	1-Aug-2024	Project set-up phase: all set-up paperwork, confirmation with core, associate and delivery partners; media announcements.	Project team - organisational/delivery	Geopark Coordinator with support from Project Officer and Chair.	GC office-base and meeting rooms (Torbay) with some remote/digital communications.	-
29-Jul-2024	7-Oct-2024	Recruitment of Project Manager role (advertise role 29/07/24, shortlisting by 23/08/24, interviews by 06/09/24, role start by 07/10/24); Contract for single-supplier role (Strategic Lead) - confirmed and in post by 18/08/24.	Successful applicants to roles/commissions. Successful project delivery.	Geopark Coordinator (GC)	GC office-base and meeting rooms (Torbay) with some remote/digital communications.	-
18 Aug 24	19-Sep-2024	Establishment of Project Board - selection by GC/SL. Drawn from GMG and wider networks, drawing perspectives/expertise to provide project-specific oversight. Recruitment by 05/09/24. Inception meeting by 19/09/24. Monthly Project Board (PB) meetings continue through project period.	Project Board - direct engagement. Benefits to ERUGGp partnership through project oversight/delivery.	Strategic Lead (SL). Then Project Manager (PM) to convene board once established.	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings.	-
9 Sep 24	1-Nov-2024	Advertisement, Shortlisting and Recruitment of 5 commissions/roles: Gov/Management Review; Our Value commission; Geopark cost/investment commission; Data Communications Designer; Evaluator. Advertisement period (09/09/24 to 07/10/24). Shortlisting (staged according to role) by 18/10/24. Confirm/contracts by 01/11/24.	Successful applicants to roles/commissions. Successful project delivery.	Geopark Coordinator, with input from PM at shortlisting/selection stage once PM is in post.	GC office-base and meeting rooms (Torbay) with some remote/digital communications.	-
19-Sep-2024	31-Mar-2027	Month project performance tracking against milestones/finance reported to Project Board from inception (19/09/24) and then ongoing through project (prior to Board inception, Geopark Coordinator oversees Project Set-up, 2 months)	Project Board tracking/performance - benefits of ensuring quality delivery and mitigating risk.	Project Manager	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings.	-
1-Nov-2024	22-Nov-2024	Evaluation methodology designed and agreed, led by Evaluator/Critical Friend with input from PM, GC and SL.	For benefit of Geopark organisation, team and partners. Over project delivery, evaluation provides ongoing sense-check on progress for delivery team.	Project Evaluator (with input from PM, GC, SL)	Office-based (remote/commissioned), with in-person and zoom meetings engaging partners/sites across Geopark.	-
11-Nov-2024	14-Mar-2025	Governance & Management Review: 11/11/24 to 17/01/25: research, discussion/development with core team, board & partners, leading to 07/02/25 modelling/recommendations on governance, leadership, management framework. 28/02/25 presented to GMG/partners following approval from core team. Estimate by 14/03/25 approval to move to test phase.	Review process engages with all 13 core and 27 associate partners, wider stakeholders (local, regional, national)	Governance/Management Review Consultant, working closely with PM, Strategic Lead and Geopark Coordinator.	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings/consultations.	-
22-Nov-2024	15-Dec-2025	Evaluation inductions with all strands of work as new roles/activities start through project. Evaluation/data toolkit draft by 13/12/24 to support team data collection qual/quant. Then ongoing check-ins/data points as per agreed methodology. Interim report at mid-point (15/12/25)	For benefit of Geopark organisation, team and partners. Over project delivery, evaluation provides ongoing sense-check on progress for delivery team.	Project Evaluator (leading)	Office-based (remote/commissioned), with in-person and zoom meetings engaging partners/sites across Geopark.	-
25-Nov-2024	21-Feb-2025	Research/calculations to quantify economic COST of activities that maintain and improve heritage/status of Geopark: 11/11/24 to 24/01/25 in depth discussions with partners to draw out real costs of ERUGGp conversation, engagement, development activities that support designation. Final report/calculations and narrative provided by 21/02/25	Review process engages with all 13 core and 27 associate partners, wider stakeholders (local, regional, national)	Financial modelling consultant	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings/consultations.	-

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25-Nov-2024	21-Feb-2025	Financial modelling to quantify economic VALUE of UNESCO Geopark to Torbay specifically, integrating wider research on UNESCO value. 11/11/24 to 24/01/25 Research/discussions with partners and across ERUGGp territory, and referencing UNESCO national research in this field. Final report/calculations and narrative provided by 21/02/25.	Review process engages with all 13 core and 27 associate partners, wider stakeholders (local, regional, national)	Financial modelling consultant	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings/consultations.	-
6-Jan-2025	7-Mar-2025	Advertisement, Shortlisting & Recruitment of Income Diversification commission. Advertisement period (06/01/25 to 30/01/25). Shortlisting by 07/02/25. Interviews by 21/02/25. Confirmation/Recruitment by 07/03/25 .	Applicants for Income Diversification commission.	Project Manager	Remote working with advertisement print/digital spaces. Zoom/Teams interviews.	-
10-Mar-2025	28-Mar-2025	Creation of 'Our Value' advocacy tool based on financial modelling work on value and cost of Geopark. Designed materials that focus on accessible data translation for partner development and organisational/financial resilience development.	Key audience for Our Value tool is local and regional partners, including local authority. Wider audiences including UNESCO partners, including UKNC, to help advocate for wider network benefit and provide approach that may be replicable for other sites.	Data Communications Designer, liaising with Financial modelling consultant.	Remote working.	-
31-Mar-2025	30-May-2025	Revenue Resilience: R&D context, opportunities with partners/team 31/03/25 to 09/05/25. Recommendations and plan with SMART targets for 5 year period with live opportunities/routes identified by 30/05/25.	Task supports ERGO and partners towards financial sustainability.	Income Diversification consultant	Predominantly remote working with meetings at GC-base and partner locations (Torbay).	-
1-Apr-2025	13-Jun-2025	Board Recruitment. Following organisational review, targeted recruitment of new board (organisational). Advertisement (period 01/04/25 to 09/05/25), Shortlisting by 23/05/25, Interviews by 06/06/25. Confirmations by 13/06/25.	Task engages new organisational board members for strong ERGO governance/leadership.	Project Manager, working closely with Strategic Lead & Geopark Coordinator.	Remote working, with GC office-base and partner locations (Torbaywide) hosting in person meetings/interviews.	-
1-Apr-2025	30-Oct-2026	Partner engagement opportunities with national/international dialogue through conferences and collaborations with UNESCO partners: specific opportunities based on emerging conferences.	Core Geopark partners (GMG). 4 partners benefit from national/international conferencing opportunities in person, with further 10 benefitting from digital conferencing/new connections.	Project Manager, guided by GC and SL (identifying opportunities)	National & International conference locations (tbc - aligned to UGGp network opportunities). Digital networking (remote/Teams).	-
19-May-2025	8-Jun-2025	Dissemination Launch of Our Value advocacy as part of wider campaign/awareness work (digital and Out Of Home) - aligned with ERUGGp Spring Festival and key Environment/Oceans international days in June. Dissemination to continue beyond launch dates through networks local/national/international.	Launch engages with stakeholders, partners through 1 in person ERUGGp event (50 attendees), plus presentation at 6 cross-sector sessions (6 x 8 audience). Digital audiences reached 10,000 target specific to value tool wider advocacy/awareness.	Communications Manager (with oversight/input from Strategic Lead).	Partner venue (Torbay) for launch in person with dissemination via multiple 40+ ERUGGp event sites (spring festival). Also digital platforms.	-
16-Jun-2025	15 Aug 2025	Advertisement, Shortlisting and Recruitment of 5 commissions/roles: Give/Gain Analysis commission, Web Content/User-Navigation Commission, Website Design/Developer, Education & Interpretation Coordinator, Education Toolkit Developer. Advertisement period (16/06/25 to 14/07/25). Shortlisting by 21/07/25. Interviews by 01/08/25. Confirmation/Contracts by 15/08/25 .	Successful applicants to roles/commissions. Successful project delivery.	Project Manager	Remote working with advertisement print/digital spaces. Zoom/Teams interviews.	-
23-Jun-2025	10 Oct 25	Website content development: Drafts of all textual materials, research, engagement, education, partner mapping and information, geopark experiences and brand content. 23/06/25 to 12/09/25. Gathering of visual, moving image, graphic and other assets 15/09/25 to 10/10/25.	Towards successful delivery of new website with relevant content/navigation for audiences. Significantly increased digital audiences and wider awareness long-term.	Geopark Coordinator to oversee coordination/gathering & editing with support from PM and Project Manager.	GC-office base plus remote working. Meetings/collaboration via Teams/zoom and GC-meeting rooms.	-

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1 Jul 2025	11-Dec-2025	Income Diversification: Activation of core recommendations: for example: membership fees; campaigning; commerce/product (artistic/artisan/other); cross-sector fundraising; events income. Progress Review at end of period (11/12/25) before continuing activity. Identify areas of support needed prior to incoming fundraising support.	Task supports ERGO and partners towards financial sustainability.	Project Manager working with new Board and Income Diversification consultant (advisory).	Partner locations Torbay-wide (delivery and collaboration) and remote working with Teams/zoom.	-
1-Jul-2025	31-Mar-2027	Establishment/continuance of working groups with comparator national/UNESCO sites: once established, convening 3-6 monthly according to needs of group: e.g. Value/Advocacy; Volunteer approaches.	Task engages ERGO with national network learning. Estimated 9 sessions convened, attendance 6 members = 45 attendances.	Geopark Coordinator	Teams/zoom - digital meetings	-
7-Jul-2025	30-Apr-2027	New organisational Board - inception meeting by 18/07/25, Terms of reference, skills/training needs, sub-groups, onboarding. Expected, Board meetings every 6-8 weeks from this point forward.	Task engages new organisational board members for strong ERGO governance/leadership.	Strategic Lead (SL).	In person inception meeting - core partner venue Torbay. Preparation/onboarding and 1-2-1s via Teams/remote working.	-
18-Jul-2025	30-Apr-2026	Test phase: Governance/Management, including recommendations leadership management. Organisational Board establishment 07/07/25, who then guide test implementation process (18/07/25 - 30/04/26). 8 week cycles of refine/review over period.	Task focuses on organisational development, engagement of partners and leadership. Network/advisory development also during this phase.	Project Manager with Strategic Lead (input from GC)	Predominantly remote working across partner locations, with meetings at GC-base (Torbay).	-
1 Sep 25	27-Feb-2026	Board Training/Development: Design & delivery of CPD for incoming board: based on identified needs/gaps with new onboarding. 4 sessions minimum.	New board benefit from skills development. 10 people x 4 CPD sessions. = 40 learning session attendances.	Training consultant(s)	In-person training - GC base/meeting rooms and/or partner venue hosting (Torbay locations).	-
15-Sep-2025	28-Nov-2025	Give & Gain analysis with volunteers. Scoping & engagement activities, leading to a route-map for sustainable volunteer engagement, including across: public engagement activity, interpretation & community advocacy; specialist/academic contributions. Report with findings and routemap provided by 28/11/25.	Analysis/consultation phase engages with 120 potential volunteers/wider community members through 8 events (in person); Digital survey/call to action engages estimated 140 (with incentives). Wider volunteer consultation/engagement supported by Community Builders informs route-map (estimate target 180 people across ages including children/young people, older people, people under-served by culture/heritage)	Give & Gain volunteering consultant	Engagement/consultation work in multiple community spaces across Torbay (public realm, cultural hubs, places of welcome, core/associate partner venues). Analysis/recommendations via remote working. Presentation/report in person - GC-base.	-
15-Sep-2025	12-Dec-2025	Development & delivery of Education Toolkit providing high-quality, Geopark-informed materials with national curriculum links (primary/secondary). 15/09/25 to 12/12/25.	Development of toolkit for schools across Torbay longterm (with potential for wider use). Engagements/benefits shown below at test phase and toolkit launch.	Education Toolkit Developer	Predominantly remote working with online meetings engaging with schools/partners.	-
15-Sep-2025	13-Feb-2026	Development of Education & Interpretation Strategy: initial research and collaboration phase working with Geopark partners to scope current practice, opportunities, need. 15/09/25 to 19/12/25. Strategy & Plan draft/proposals for Board/Partnership by 13/02/26.	1 strategy and plan produced following collaboration with all partners plus 12 schools, imagine partnership (40+ children/young people organisations) and wider networks supporting under-served communities.	Education & Interpretation Coordinator with Geopark Partners inputting	Collab/development at partner sites. Remote working to develop strategy initially with GC-base for team meetings. Moves to hosted space (core partner) following strategy/plan deliverable.	-
29-Sep-2025	27-Mar-2026	Website content refine & curation with user-experience design/mapping. Creation of assets as required for online pathways based on audience and need/navigation. (Main activity 29/09/25 to 05/12/25, with input on designed platform up to 27/03/26)	Towards successful delivery of new website with relevant content/navigation for audiences. Significantly increased digital audiences and wider awareness long-term.	Website User-navigation consultant, with input from GC and SL.	Remote-working, digital collaboration space.	-
10-Nov-2025	16-Jan-2026	Advertisement, Shortlisting and Recruitment of 3 commissions/roles: Social Media Campaign commission; Volunteering & Skills Coordinator role; Fundraising support. Advertisement period (10/11/25 to 28/11/25). Shortlisting by 05/12/25. Interviews by 16/12/25. Confirmation/Contracts by 16/01/26.	Successful applicants to roles/commissions. Successful project delivery.	Project Manager	Remote working with advertisement print/digital spaces. Zoom/Teams interviews.	-

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5-Jan-2026	27-Mar-2026	Design, development and implementation of new website, integrating content developed over prior period. By 13/03/26. Full accessibility checks, user/functionality testing. By 27/03/26.	Towards successful delivery of new website with relevant content/navigation for audiences. Significantly increased digital audiences and wider awareness long-term.	Web Designer (commissioned) working closely with Marketing Officer and User-Navigation consultant.	Remote-working, digital collaboration space.	-
5-Jan-2026	26-Feb-2027	Evaluation/Critical Friend process ongoing with project/partner engagement at intervals as per agreed methodology. Leading to final report prior to project close (26/02/27), followed by dissemination and webinar sharing.	For benefit of ERGO, team and partners, as well as learning across wider UNESCO national/international network. Over project delivery period, evaluation provides ongoing sense-check on progress for delivery team.	Project Evaluator (leading)	Team/Zoom plus digital collaboration where beneficial. In person meetings at GC-base. Report/desk-based remote working.	-
12-Jan-2026	17-Jul-2026	Education Toolkit design/print for in-schools testing (option to extend to some informal education contexts). Design period 12/01/26 to 06/02/26. Test period 02/03/26 to 12/06/26. Review/refine by 17/07/26.	Schools - teachers and pupils (primary, secondary). Target 9 test schools over 3 month period, engaging 120 pupils each = 1080 children and young people engaged. 4 teachers/year-reps per school use toolkit and feed back = 36 teachers engaging/developing teaching/learning skills.	Education & Interpretation Coordinator - dissemination/review of testing in schools. Designer for toolkits liaising with Edu Toolkit developer	Desk-based designer (remote/TC). In-schools testing across 9 schools (3 in Brixham area, 3 in Paignton area, 3 in Torquay area). In-person and zoom/Teams reflections with digital/survey based feedback.	-
15-Feb-2026	15-Mar-2027	Education/Interpretation Strategy & Plan: Delivery phase. Partnership-wide engagement building on strategy & plan to deliver with focus on youth and under-served communities through to end of project. Quarterly review cycles to identify barriers/opportunities guide priorities for EIC role.	Delivery in collaboration with all partners. Estimate 102 public facing activities/events directly informed by strategy/plan. Audiences across resident & visitor with relevance/focus for distinct age-groups/interests. Target estimate 4460 live audiences at 102 activities/events. Digital education/interpretation audiences additional.	Education & Interpretation Coordinator	Remote-working desk-base initially, moving to partner-hosted Education/Interpretation base (scoping exact location - current warm invitation from Wild Planet Trust/Zoo in particular). Delivery of activities/events to take place across full breadth of outdoor sites, cultural and heritage venues with Geopark partners (Torbay locations).	-
16-Feb-2026	8-Jun-2026	Design/delivery of social media campaign linked to new website (go-live 20-24/04/26) and assets and aligned with key delivery points (aligned to web launch, ERUGp spring festival and international dates for maximum impact).	Social media campaign - initial target reach through multiple channels over 6 week period Target 60,000. Significant reach extending to end of project.	Social media campaign (commissioned) working with Marketing Officer	Remote working with digital collaboration space along with Marketing Officer (Torbay Council offices).	-
2-Mar-2026	24-Jul-2026	Fundraising support: Targeted support to secure funding for key roles beyond project duration with particular focus on Volunteering & Education.	4 x fundraising surgeries (open session with 1-2-1 time slots) support 16 partner organisations. Fundraising working with PM/team and partners achieves 1-2 applications that secure funds for Edu/Volunteering activity following project. Partner income generation success mapped over project.	Fundraising Consultancy	50/50 in person (partner hosted) and online surgeries. Digital collab/remote working for grant development work.	-
2-Mar-2026	31-Mar-2027	Design & delivery of volunteering engagement and skills development, informed by Give/Gain analysis, aligning with Geopark partner activities. Initial phase aligned with Geopark spring festival as recruitment pilot (02/03/26 - 26/06/26). Following phases embed coordinated programme of volunteering & skills: Design, test, engage, refine, engage, sustain.	Embedding 40 committed volunteers over 1 year, total volunteer hours 2080+ from cohort. Additional event-based volunteers identified and supported through core/associate event activity (estimate 40 event volunteers, contributing 720+ hours).	Volunteering & Skills Coordinator	3 x bases (1 in each town) for volunteer engagement (partner hosted and in collaboration with Torbay Communities' places of welcome). Volunteer activities delivered across full breadth of partner sites (indoor/outdoor, landscape, cultural/heritage) in Torbay.	-
20-Apr-2026	24 Apr 26	Website go-live, aligned with launch of spring Geopark Festival activities (April publicity for May events).	Digital audiences (local, national, international) - Immediate (launch phase 3000 based on click throughs from SW campaign target of 60,000). Long-term significant reach, profile, engagement with Quality of engagement, interpretation, navigation.	Web designer with Marketing Officer.	Digital space (web activities) with Marketing Officer at T.Council Offices and Web designer remote working.	-
1-May-2026	30-Oct-2026	Governance & Management Review: Formal implementation of new leadership/working model and partnership agreement with UNESCO approval.	For benefit of resilient organisation.	Strategic Lead, with new Board.	GC-office base for meetings plus Teams/Zoom with wider partners.	-

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7 Sep 2026	15-Mar-2027	Education/Engagement Toolkit - final toolkit completed and in use with partners /schools (beginning of academic year)	For use in schools (with relevance for alternative provision and some informal learning also). Torbay population under age 16 = 22,748 children, of which 33% on free school meals. Potential for significant benefit. Launch of toolkit to support engagement to ensure schools uptake.	Education & Interpretation Coordinator	Delivery across full breadth of Torbay schools, alternative provision and some informal settings.	-
1 Mar 2027	19-Mar-2027	Evaluation/learnings: design & dissemination. Webinar/Learning space with network partners.	1 final evaluation report with other project reports/outputs available. Feeding into hybrid webinar attended by 100 UNESCO/partner networks audience. Learning/case studies then shared through UKNC.	Evaluator with PM and GC.	Live hosted space (Torbay/event) and web-platform plus print/digital dissemination.	-
31-Mar-2027	31-Mar-2027	Submission of final reporting, finance and evaluation to NLHF.	Task provides all reporting for NLHF.	Project Manager with input from GC.	GC-office base and remote working.	-
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