



Communications Consultant – Case for support

The National Heritage Science Forum (NHSF) is looking to appoint a Consultant to create a short, illustrated document that captures the 'case for support' for NHSF.

NHSF is a registered charity (England & Wales no. 1154160) and is looking to diversify its income streams to include external funding of a range of project activities. We require a short, punchy digital resource that will explain NHSF's mission and purpose to a non-specialist audience in an engaging manner. The Forum is aware that heritage science is not a high-profile field and may not be familiar to our audience. In order to communicate the value and impact of NHSF the document will also need to communicate what heritage science is and why it matters to society. Our primary audience is potential funders but we also want to be able to adapt and re-use the text to connect with other stakeholders, who have little or no previous engagement with NHSF.

We have a budget of £1,500 (including VAT) for up to four days' work to complete this project.

Deliverable

An illustrated document of no more than 1000 words in pdf format that explains in simple terms:

- What heritage science is.
- Why heritage science is important.
- Provides examples of the value of heritage science to society.
- Explains what NHSF does.
- Explains why NHSF is worthy of support.

Process

- Researching NHSF and gathering content
- Production of draft text
- Review by NHSF
- Text revised and second draft with images prepared for comment
- The draft Case for Support will be presented to Board members for out-of-meeting comment no later than the **31st August 2023**.
- Final amendments made and document submitted to NHSF by **8th September 2023**.

Resources available

- People: The Administrator will facilitate the Consultant's work by answering questions, providing material and aiding their access to NHSF members, members of the Member Council, members of the Board, and practitioners in Heritage Science.
- Digital resources: Stakeholder map, NHSF website (including case studies), NHSF blog.
- Other: It may be possible re-use of images from the NHSF website and blog subject to permissions.

The Consultant will be coordinated by the Forum's Administrator who will issue a contract for agreement before work starts. The Consultant will be paid at the end of the project on production of an invoice.

To express interest, **please send a CV and statement of c. 300 words outlining relevant experience to administrator@heritagescienceforum.org.uk by noon on 10th August**. Appointment decisions will be made on 11th August.