

Invitation to Submit a Proposal for a Commissioned Project

Relating to the Froebel Trust's Courses

Closing Date: 5pm on Friday 26 January 2024

The Froebel Trust

The [Froebel Trust](#) is a UK charity devoted to research and practice development in Early Childhood Education and Care for children from birth to eight years of age.

Our strategic objectives are to:

1. Advance knowledge and understanding of Froebelian education in the 21st century through research and practice development
2. Increase and improve Early Years practice in accordance with Froebelian principles for education and learning
3. Champion Froebelian principles and their application in contemporary research and practice.
4. Assess progress against our objectives by gathering and reviewing evidence from different sources.
5. Practise careful stewardship of our assets to preserve their inflation-adjusted value so we can continue to support future generations

We achieve this through our strategic programme:

- a. **Enabling** by awarding grants and bursaries for research and practice development.
- b. **Informing** through access to courses and free resources for professional learning.
- c. **Connecting** via in-person and virtual networks and groups.
- d. **Evidencing** by marshalling the best available data to show the characteristics and benefits of a Froebelian approach to education and learning, and the outcomes of our activities.
- e. **Advocating** by championing the Froebelian principles and approach to early education in all we do for the benefit of young children, their families and Early Years educators.

Throughout 2023 we focused on working towards greater equity, diversity and inclusion (EDI) in all that we do, including our courses. Our vision is for the Froebel Trust to be an inclusive organisation which is accessible to all. Froebel believed that every person's uniqueness made an important contribution and was an equally valuable part of the whole of humankind. He believed that we are all connected. At the Froebel Trust we strive for unity in our rich diversity. You can read more about this work [here](#).

Froebel Trust Courses

Our courses were first developed in 2016 by Professor Tina Bruce in collaboration with Yellow Dot Nurseries and a team of experienced Froebelian educators, led by Dr Stella Louis.

We now run our courses in person - for whole teams or groups of educators - in Early Years settings across Great Britain; and online - for individual educators who join a group of learners based in numerous countries. Last year, we provided more than 1,200 course places.

Feedback from course participants is resoundingly positive and the impact of their learning is making real differences for young children in Early Years settings.

You can find out more about our courses and our team of Travelling Tutors in the Training and resources section of our website. Click [here](#) for more information:

The Project

Due to the growth in popularity of our courses, the Trustees of the Froebel Trust wish to commission a project to:

- Streamline our course administration and communication systems (30%)
- Evaluate opportunities for course development and delivery (40%)
- Develop what we offer to our alumni network (30%)

The Consultant

This project will be commissioned on a sub-contracted basis and is likely to suit an individual consultant who:

- Is self-employed
- Can devote 160 hours to the work before 30 June 2024
- Can start the work before 31 March 2024 (ideally in Feb)
- Has a good understanding of the Froebel Trust's objectives, and Froebelian education and learning
- Has a track record of work that corresponds to the project's objectives
- Has the ability & resources to work remotely (from home), including using cloud-based folders, virtual meeting platforms & common software e.g. Excel, Word
- Has time & expertise to do the work to a high standard, on time & on budget
- Can connect and converse confidently with senior leaders in education
- Can gather, organise, analyse and summarise numerical data accurately
- Can work effectively on their own and with a small team, has the vision of ability to pursue a clear plan of action towards milestones and communicate clearly
- Can communicate effectively, has excellent spoken and written English, including reporting and presenting skills. The consultant will be expected to provide regular updates to the CEO; monthly progress reports against milestones - in writing; and a written, final report setting out an action plan / next steps and recommendations for the Council of the Froebel Trust.

Teamwork and Reporting

To carry out this project, the consultant will need to liaise and collaborate with members of the Trust's Executive staff and Travelling Tutor team, and with external partners / potential partners. The consultant will have regular meetings with the CEO to discuss the project including aims, objectives and progress made.

Project Hours and Budget

The consultant will be expected to carry out 160 hours of work at the rate of £50 per hour including VAT, if applicable. The hours and days of work are negotiable but the project must start before 31 March 2024 and it must be completed by 30 June 2024.

Ideally, the consultant will commence the project in February and devote at least 8 hours per week continuously (apart from any planned leave) until completion of the project.

The consultant will be responsible for paying their own tax and NI, as applicable and for office costs associated with the project - e.g. telephone calls, printing. Pre-approved travel expenses incurred as part of the project will be reimbursed separately.

We will issue a Service Level Agreement to the successful candidate, which must be signed and returned before the project can commence. The maximum budget for this project is GB £8,000 inclusive of VAT but excluding pre-approved travel expenses. Payment will be retrospective on receipt of monthly invoices (to a maximum total of £8,000). Invoices should detail hours / days worked, which should correspond with the regular updates and monthly progress reports of work undertaken.

How to submit a proposal

To apply, please email office@froebeltrust.org.uk before **5pm on Fri 26 Jan 2024**. Applications must include a CV or professional portfolio and a letter that explains:

1. Why you are interested in this project
2. Previous, relevant experience and track record in similar work
3. Why you would be the best person to do this project and how you meet the Consultant criteria (listed on previous page)
4. Your availability to start, and your proposed work pattern (days / hours)
5. The names and contact details of two referees whom we can ask to testify to your character and ability to carry out the project effectively and efficiently.

Please make sure you include your name, postal address, email address and a telephone number that we may use to contact you.

We also invite applicants to complete our **voluntary** [Equalities Monitoring Survey](#), which is anonymous. Responses are entirely separate from project proposals and they are stored securely. We gather the data to help us to monitor and improve Equality, Diversity and Inclusion in our work. You can read our [Charter for Inclusive Practice](#) and our [Privacy Policy](#) on our website.

Selection process and notification

All proposals will be assessed carefully by a panel of reviewers from the Froebel Trust who will consider: understanding of the project, previous track record, how you meet the consultant criteria, availability to do the work and referees' testimony. We may invite you to attend an interview on Zoom at a mutually convenient time in February.

You will hear on or before **Friday 16 February** if you have / have not been selected to undertake this project.

The Froebel Trust's decision will be final and non-negotiable.

We will try our best to provide feedback to unsuccessful applicants but regret that this is not always possible due to workload pressures on our small team.

Any questions

You are welcome to contact us to find out more about our organisation and this project. If you would like to arrange an informal conversation with our Chief Executive Officer, Dr Sacha Powell, please email: office@froebeltrust.org.uk