



**INVITATION TO TENDER
FOR THE PROVISION OF A YOUTH CLUB SERVICE**

Timetable

Tender published: W/c 15 Nov

Submission of tenders by: 21 January 2022

Shortlisting 21-28 January 2022

Presentation of finalists to councillors TBC

Youth provision to begin: w/c 1 April 2022

Method of advertising- website, social media and invite youth club providers

Berkeley Town Council is looking for a new Youth Work provider to run a Youth Club in the town.

We are inviting suitably experienced youth work providers – or individuals - to submit a costed proposal. This would be for an initial period of one year and will be extended to three years after a satisfactory completion of year one.

Location: Canon Park Pavilion, Canon Park, Berkeley, Glos

What we're looking for:

- A new identity for Berkeley Youth Club to demonstrate a fresh start
- Active and ongoing consultation with young people in Berkeley in order for them to lead the provision, and to feedback on the provision – this should be done in collaboration with Stroud District Council's Youth Service as they facilitate Berkeley Vale Youth Forum. We would consider it appropriate to build in additional time at the start of the contract in order to undertake outreach work.
- An engaging schedule of activities to appeal and engage the young people in Berkeley.
- We would want this to reference the National Youth Work Curriculum framework <https://nya.org.uk/quality/curriculum/>
- A provider to really own the youth provision – promoting the club and engaging with local schools as appropriate
- A mix of educational and fun activities to build social skills, life skills, and empathy – including, if appropriate, trips out of Berkeley
- A provision to offer appropriate information, advice and support the young people in Berkeley
- The club should be free to attend
- The club should have separate weekly sessions for 11-13 and 14-19 and run in term time only. We will look for holiday activities to complement the term time provision.
- We suggest that these sessions would be 1.5 hours each – but are open to suggestions around logistics.
- 11-13 and 14-19, senior youth club (13+ transition, may want to stay with friends in different years)
- A performance measurement framework and regular feedback to the council on whether the club is meeting agreed key performance indicators (KPIs)
- All staff should be DBS checked to work with young people, and be able to evidence formal youth work qualifications and experience.

- As part of the tender, you should provide references from other organisations and show appropriate insurances and policies (Safeguarding, GDPR, First Aid, Public Liability Insurance, Protection of Users, etc).
- According to a recent survey of young people, food was a major attraction! We would like to see some provision made as part of the youth club. This could be as a tuck shop or a cafe.
- We're looking for an organised provider who will demonstrate a clear plan of activities and able to mitigate for staff illness /absence etc.
- Within the plan we would like ideas around outreach with existing local community stakeholders including scout groups, schools etc. We want the youth work to have a synergy with other activities within Berkeley.

Further information

The youth club has traditionally been held at the Berkeley Pavilion in Canon Park. There is indoor space with separate kitchen area which opens on to a patio and large playing field. We have recently created a Multi-Use Games Area which benefits from flood lighting that could be available if required.

A recent youth survey carried out by Berkeley Vale Youth Forum provides a voice for what the young people are looking for. View the results here: <https://bit.ly/3bljdS2>

BUDGET: £12,875

Berkeley Town Council will review and shortlist the submissions and take input from the youth panel. Two finalists will be invited to present further detailed plans to the Town Council (either in person or over zoom)

Further Details: Can be obtained from the Town Clerk on 01453 511964 or email clerk@berkeley-tc.gov.uk

Deadline for tenders: No later than Friday 21 January 2022

Proposals should be addressed to: Berkeley Town Council, Town Hall, Berkeley, Glos, GL13 9DB or email as above.