



**A RECRUITMENT STRATEGY FOR ATTRACTING DIVERSE CANDIDATES TO APPLY
FOR 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP' TRAINEESHIPS**

DEADLINE FOR TENDER RESPONSES: 5PM, 18 APRIL 2017

CLARIFICATION QUESTIONS AND RESPONSES VERSION 2

The National Archives has received a number of clarification questions relating to this opportunity. Please find below a list of those questions and their associated responses.

Q1: How many (total) candidates are you looking to recruit throughout the campaign?

A1: 24 in total (as detailed in section 3.2 of the ITT - The programme will train 3 cohorts of 8 trainees hosted at regional groups of archive services across England).

Q2: What regional locations are you looking to recruit for?

A2: We don't know. The first two host groups will be in place in June (4 trainees per host group) and, as set out in section 5.5 of the ITT, one deliverable will be "A review of initial recruitment plans for the first two regional groups to be recruited". Additional host groups will be recruited annually and the recruitment processes and recruitment advertising strategy will need to be flexible enough to be applied in different regions.

Q3: I would appreciate clarification of the budget. It states the maximum budget is £5000 - can you confirm this is for the recruitment of 24 individuals plus the review of the current system and an analysis of where and how to advertise or source candidates, or is this for only Project initiation, and overall strategy development and review?

A3: The contract covers the development of a recruitment strategy and recruitment processes which will encourage a rich and diverse range of applicants. The recruitment of trainees is outside this contract as this will take place in 2018, 2019 and 2020. The first two host groups will be in place in June and as set out in the tender one deliverable will be "A review of initial recruitment plans for the first two regional groups to be recruited". Additional host groups will be recruited annually and the recruitment processes and recruitment advertising strategy will need to be flexible enough to be applied in different regions.