

FIRST UK- Delivery Partner- Scope of work

Focus	Key responsibilities and deliverables	Deadline/ estimated time allocation
Acquisition	<p>Attract and recruit new teams comprising members that will benefit the most from <i>FIRST</i> UK's provision¹ from engaged and committed schools/youth organisations</p> <p>The Delivery Partner will</p> <ul style="list-style-type: none"> • develop and deliver a Regional Delivery Plan to increase team numbers and engagement within its region (outline how new organisations will be chosen- for example, the percentage of students eligible to receive Free School Meal (FSM)/ pupil premium, average social deprivation indexing of funded organisations, Number of SEND, AP and other underserved cohorts, number of girls participating, Multi-Academy Trusts, and any eligibility data and other appropriate measures for your region). The Delivery Plan should also include an Outreach Plan to engage teachers, schools and youth organisations. • aim to generate high levels of interest in the <i>FIRST</i> Tech Challenge programme among schools and other organisations • utilise existing relationships/ forge new relationships with schools and educational networks to identify, reach out to and promote the <i>FIRST</i> Tech Challenge programme, with the aim of 	

¹ Aligned to our [EDI Strategy](#)

	<p>having the organisations register new teams for the <i>FIRST</i> Tech Challenge programme.</p> <p><i>FIRST</i> UK will</p> <ul style="list-style-type: none"> • provide a targeting framework for new teams that aligns with its EDI pledge • provide all required collateral to promote the <i>FIRST</i> Tech Challenge programme • fund bursaries for qualifying teams² • provide online registration forms for teams <p>Deliverables</p> <ul style="list-style-type: none"> • Regional Delivery Plan submitted to <i>FIRST</i> UK • 24 new teams³ per region completing the registration form on <i>FIRST</i> UK's website 	<ul style="list-style-type: none"> • 28th Feb 2023 • 31st May 2023
Onboarding	<p>Ensure Team Leads and schools/ youth organisations are bought-in to the programme at SLT level, and that they understand the value of, and are committed to, delivering the programme.</p> <p>The Delivery Partner will</p> <ul style="list-style-type: none"> • Develop/build upon relationships with schools and youth organisations to foster internal advocacy and trust within the Senior Leadership Team, including advocating for organisations to be signatories to the charity's EDI pledge • Develop and implement an outreach plan to engage teachers schools and youth organisations in the region • Deliver at least one face-to-face CPD (developed by <i>FIRST</i> UK) for teachers to help them understand the programme, develop their skills and improve buy-in from schools. CDP sessions are meant to be attended by at least one representative per team (sessions will be approx 4 hours long) • Positively encourage and remind all registered teams in the hub complete the benchmarking survey (provided by <i>FIRST</i> UK) 	

² [Bursary criteria](#)

³ New organisations are only allowed to register one new team during the first year of the programme.

	<p><i>FIRST UK</i> will</p> <ul style="list-style-type: none"> • Develop CPDs for teachers to help them understand the programme, develop their skills and improve buy-in from schools • Provide benchmarking survey for teams <p>Deliverables</p> <ul style="list-style-type: none"> • One face-to-face CPD half day developed by <i>FIRST UK</i> for teachers • Completion of benchmarking surveys submitted to <i>FIRST UK</i> by registered teams 	<ul style="list-style-type: none"> • 30 June 2023 • September 2023
Support	<p>Ensure Team Leads have the skills, knowledge and resources to drive positive outcomes for their teams</p> <p>The Delivery Partner will</p> <ul style="list-style-type: none"> • Maintain a strong relationship with teams throughout the season, signposting routes for support such as Champion Organisations⁴ and <i>FIRST UK</i> HQ • Support with the acquisition of Mentors for teams • Ensure Team Leads are aware of and as far as possible, attend webinars hosted by <i>FIRST UK</i> throughout the season • Ensure Team Leads are aware of and as far as possible, utilise <i>FIRST UK</i>'s Makerspace⁵ throughout the season • Develop/build upon relationships with returning/ existing teams in order to provide continued support to them as part of the Region's umbrella of teams <p><i>FIRST UK</i> will</p> <ul style="list-style-type: none"> • Host informational webinars throughout the season to enable teams to access help and advice from <i>FIRST UK</i>'s expert team • Provide Makerspace access for teams to utilise throughout the season 	

⁴ Champion Organisations (typically an organisation with one or more experienced teams) support new teams by facilitating networking opportunities and providing experience of the programme, driving participation and completion

⁵ Makerspace is *FIRST UK*'s learning management system (LMS). It houses educational resources and provides a place for teams to interact with each other.

	<p>Deliverables</p> <ul style="list-style-type: none"> Monthly Regional Team Lead check-ins (to be agreed with <i>FIRST</i> UK) to ensure teams are supported throughout the season 	<ul style="list-style-type: none"> Monthly (end of month)
Events	<p>Set up regional events that provide an exciting, high-quality experience of <i>FIRST</i> Tech Challenge UK to enable teams to showcase their skills, exchange experiences and build relationships</p> <p>The Delivery Partner will</p> <ul style="list-style-type: none"> Work with <i>FIRST</i> UK to identify and secure appropriate venues for events such as Scrimmages and Regional Tournaments (<i>FIRST</i> UK will bear all costs related to running these events) Work with <i>FIRST</i> UK to identify volunteers to support the running of each event Organise and deliver a Scrimmage and Regional Tournament in the region <p><i>FIRST</i> UK will</p> <ul style="list-style-type: none"> Provide training, resources and support necessary to deliver <i>FIRST</i> Tech Challenge UK events This includes, but is not limited to: marketing collateral, Game Fields, tournament-specific equipment and volunteer resources Bear all costs related to running events in the region Train all volunteers and allocate them to roles using our existing volunteer management system <p>Deliverables</p> <ul style="list-style-type: none"> One Scrimmage half day event at a Champion School (as agreed with <i>FIRST</i> UK) One Regional 1-day Tournament event (as agreed with <i>FIRST</i> UK)⁶ 	<ul style="list-style-type: none"> January 2024 March 2024
Reporting	<p>Robust reporting- providing accurate, timely and meaningful data to ensure continuous improvement of the programme</p> <p>The Delivery Partner will</p>	

⁶ Regional Events are capped at 24 teams. For Regions with more than 24 teams, it **may** be necessary to host additional events.

	<ul style="list-style-type: none"> • Provide regular feedback to <i>FIRST</i> UK on progress in their region against the scope of work, team acquisition, engagement, support and events - highlighting any areas of concern • Submit end-of-season report • Ensure all teams in the hub complete end-of-season survey at events (provided by <i>FIRST</i> UK) <p><i>FIRST</i> UK will</p> <ul style="list-style-type: none"> • Provide online template for status updates • Provide online end of season survey <p>Deliverables</p> <ul style="list-style-type: none"> • Attend quarterly all-partner meetings (1.5 hours) • Monthly status updates and end-of-season report as agreed with <i>FIRST</i> UK • Completion of end-of-season surveys submitted to <i>FIRST</i> UK by registered teams 	<ul style="list-style-type: none"> • Quarterly • Monthly (end of month) • March 2024
Collaboration	<p>Support the formation of local partnerships and collaborations with industry partners, providing opportunities for employee involvement and engagement</p> <p>The Delivery Partner will</p> <ul style="list-style-type: none"> • Work with <i>FIRST</i> UK to identify potential engagement partners and stakeholders within their region (for example industry partners as a source of volunteers and mentors, STEM ambassadors etc) • Engage positively with the Champion Organisation in their region to leverage opportunities and maximise efficiency <p><i>FIRST</i> UK will</p> <ul style="list-style-type: none"> • Provide guidance and support as required <p>Deliverables</p> <ul style="list-style-type: none"> • Exploration of opportunities and outcomes of collaborations to be reported back to <i>FIRST</i> UK 	<ul style="list-style-type: none"> • Periodically throughout Season