



Wild Strathfillan Consultancy Brief: Community Archive

Location: Primarily The Old Mill, Killin, Loch Lomond and the Trossachs National Park with the possibility of some travel in Strathfillan and some aspects likely to be able to be delivered remotely.

Duration: (approx.) October – December 2026

Budget: £2500

1. Introduction

We are seeking a suitably qualified archive consultant to support the initial box listing and cataloguing of a community archive with our community partners.

This contract is being let as part of a National Lottery Heritage Fund project: 'The People and Nature of Wild Strathfillan'. This multi-faceted project is supporting more opportunities for local people to learn about and care for their rich natural and cultural heritage. Loch Lomond and the Trossachs Countryside Trust has been working closely with Killin and Ardeonaig Development Trust (KAT) and Strathfillan Community Development Trust (SCDT) on this project.

The Old Mill, Killin

The Old Mill is a flagship project for KAT. The Old Mill itself is an 1840s B-listed building with a working waterwheel, which sits next to the Falls of Dochart in Killin. It is a gateway to the village, drawing visitors in and introducing them to all Killin has in store.

The project is made up of a local maker's market, that was originally set up in partnership with Creative Stirling; and a creative community and heritage hub where, through events and exhibitions, the threads of Killin's past and future heritage are gathered and woven together. The Old Mill also houses a community archive and collection.

Stories of the Land

Stories of the Land is a key project in 'The People and Nature of Wild Strathfillan' which incorporates the recording, review and collation of oral history interviews from Strathfillan and Killin residents; collating relevant pictorial history; and linking this heritage with planned works to create engaging stories that can be told digitally and visually. A new website is being produced that pieces together how people and the land have been connected for generations and shows how this relationship has evolved and changed with them.

The community archive

KAT have recently acquired the archive and collection of the former Killin Heritage Society. Though there is some organisation to the collection, a clearer picture of its contents needs to be established, and a cataloguing methodology introduced. Alongside the new oral history recordings, the collection includes print photographs and documents, heritage objects and artefacts, audio and documentary material. There are also some digital records. SCDT also hold digitised photographs. These materials have been collected across decades through community engagement and contributions from local people and organisations.

Work is required to understand the scope and significance of the collection through box listing, and to establish appropriate cataloguing systems and a sustainable approach to future collecting, management, safeguarding and access.

We are therefore seeking specialist archival expertise to initiate and guide volunteers at The Old Mill to box list the archival material and update the collection listings. The Old Mill is supported by a group of committed heritage volunteers who are willing to undertake the ongoing box listing of the archive and engage further community members in the process. The consultant is expected to guide the volunteers on correct data collection, and to ensure it is collated and entered onto the box listing spreadsheets correctly. The consultant will also advise on the best approach to cataloguing the material.

2. Background

Wild Strathfillan

In the north of Loch Lomond & The Trossachs National Park, the landscapes around Killin and Strathfillan are special places with a rich natural and cultural heritage. The area is home to a diverse range of habitats, from wooded glens, rivers and lochs to high mountain tops. It is home to rare Atlantic rainforest, the Park's last remaining Caledonian pinewood and some of Scotland's most iconic species including Black Grouse, Red Squirrels and Ospreys. The communities and history of Tyndrum, Crianlarich, Inverarnan and Killin have deep ties to the land. A patchwork of multiple land uses including hill farming, sporting and forestry support local livelihoods.

The Wild Strathfillan initiative brings people together to care for these landscapes – helping wildlife to thrive, supporting local livelihoods, and ensuring the area remains a vibrant place to live, work, and enjoy. Led by local land managers, communities, organisations, schools and businesses, the initiative is all about enhancing nature and strengthening rural life. Wild Strathfillan is supporting community connections in and with nature, each other, and their rich heritage.

The Wild Strathfillan initiative is coordinated by Loch Lomond and The Trossachs Countryside Trust, with support from the National Park Authority. Wild Strathfillan is made possible thanks to players of the National Lottery and the National Lottery Heritage Fund.

Loch Lomond and The Trossachs Countryside Trust

The Loch Lomond and The Trossachs Countryside Trust is a registered Scottish charity and a company limited by guarantee, established in 2012. The Trust is an environmental and health & wellbeing charity, which aims to support and enhance the wellbeing and resilience in landscapes, communities and people. Working predominantly within the Loch Lomond and the Trossachs National Park, we work with a wide range of partners to deliver projects, encourage participation, and collaborate with others to address the biodiversity and climate emergencies, and to create more sustainable, healthy and active communities, places and partnerships.

3. Contract Aims

The aims of this contract are:

- To establish and support the initial box listing of the existing collection
- To establish an appropriate cataloguing approach and train staff and volunteers in its use, considering copyright, permissions and ownership issues
- To provide a realistic and achievable roadmap for the archive's future management, preservation and development.

4. Detail of work & methodology

The consultant will be expected to undertake a short programme of work that includes:

Box listing and appraisal

- Lead initial box listing of the existing collection held by The Old Mill (and other community partners as appropriate), using templates provided by Scottish Council on Archives. The consultant will undertake an initial representative box listing and establish systems and training to enable volunteers to continue the work after the contract ends.
- Initial appraisal of the material in the collection.
- Advise on processing and cataloguing.

Cataloguing

- Establish the best approach to cataloguing the collection using spreadsheet templates provided by Scottish Council on Archives.
- Advise on division, arrangement and description of the material in the collection.
- Train volunteers and staff in the cataloguing approach.
- Advise on suitable cataloguing software, databases or collection management systems, including low-cost or free options where appropriate.

Copyright and permissions review

- Review existing information relating to ownership, copyright and permissions
- Advise on intellectual property, copyright, permissions and ownership considerations relating to the archive material

- Recommend practical approaches to recording rights information and obtaining permissions where required

Community archive development

- Meet with The Old Mill (and other community partners as relevant) to understand aspirations for the archive
- Identify opportunities for future volunteer involvement and community participation
- Recommend relevant opportunities for funding, partnerships, training or further specialist support

To support this work, Loch Lomond and The Trossachs Countryside Trust and community partners will:

- Provide access to archive and collection materials.
- Facilitate introductions to key community partners and volunteers.
- Arrange meetings and site visits as required.
- Share relevant project documentation, progress and background information.
- Provide existing information relating to copyright, permissions and provenance where available.

Outputs/deliverables

The following outputs/outcomes will be expected:

- Box listing and appraisal of materials
- Cataloguing process established
- Support and guidance to build the confidence of staff and volunteers
- Copyright and permissions guidance summarising key considerations, identified issues and recommended procedures for future management
- Short handover document including any recommended next steps identifying key short, medium and long-term priorities, opportunities for volunteer involvement and sustainability considerations.

It is understood that it may not be possible to fully catalogue the collection during this contract. The intention is to establish an appropriate framework, undertake an initial assessment, make meaningful progress in box listing and cataloguing, and equip staff and volunteers to continue the work beyond the contract period.

5. Contract management

We expect this work to begin in October 2026 and be completed by 20 December 2026. It is expected that the contractor undertakes this work at a steady pace for the duration of the contract, rather than in an intensive block.

The anticipated budget is £2,500 to include all expenses. The contract will be let by Loch Lomond and The Trossachs Countryside Trust and managed our Programme Manager (Communities and People).

Work undertaken by the contractor will predominantly be with the archive housed at The Old Mill, Killin. Delivery will therefore be supported day-to-day by Killin & Ardeonaig Community Development Trust. It is also expected that the contractor will assess and advise Strathfillan Community Development Trust on developing their digitised photography archive, as appropriate.

6. Award criteria

Tender submissions should include:

- A brief proposal outlining the consultant's understanding of the commission and proposed methodology.
- Details of relevant experience and examples of comparable projects. Experience of community based or volunteer-led archives or heritage projects is desirable.
- An outline timetable for delivery.
- A total fee for the work, including any expenses.
- Details of the consultant(s) who would undertake the work.

Submissions will be assessed against:

- Understanding of the brief and proposed methodology (40%)
- Relevant experience and track record (40%)
- Value for money (20%)

Procurement Process

The procurement timetable will be:

- Advertised from: 9th September 2026
- Deadline to ask any questions regarding the contract: 18th September 2026
- **Proposal return deadline: 12 noon on 7th October 2026.** No submissions will be reviewed until after this date has passed.
- Clarification meetings: 8th – 13th October 2026. Depending on the nature of the tenders received, we may invite consultants to a short meeting or request further details via email.
- Tender award date: 15th October 2026.

Tender submissions

Please send tender submissions via email to: info@trustinthepark.org.