



# **Tavistock Guildhall Gateway Project**

## **Role Brief**

### **Learning & Participation Freelancer**

**\*\*\*Application Deadline: 5pm on Monday 29 October 2018\*\*\***

#### **1. Introduction**

We are seeking a suitably-experienced and appropriately-qualified freelancer with a successful track record in formal and informal heritage learning to plan, prepare and deliver a formal and informal learning programme as part of the Activity Plan for the £1.65M Tavistock Guildhall Gateway Project.

#### **2. Background**

Tavistock Town Council (the Council), together with its delivery partner Tavistock Heritage Trust (THT), has secured a grant of £817,800 from the Heritage Lottery Fund (HLF) towards its £1.65M Guildhall Gateway Project.

The project will conserve and repair the Grade II\* Tavistock Guildhall complex and secure its long-term future through new public uses, including as a Gateway Visitor Centre for the Cornwall and West Devon Mining Landscape World Heritage Site (WHS).

The significance of the Guildhall complex, in addition to its imposing architecture and links to the ancient Tavistock Abbey, include its construction as England's first purpose-built court and police station. The buildings are at the historic heart of Tavistock and its vital role in mining. The project will interpret and open up public access to the Guildhall's historic courtroom and police cells, offer learning and volunteering opportunities for people of all ages, and provide space for community use.

A 'one-stop-shop' will provide access to Council and other public services. This will be complemented by a Visitor Information Centre initially located in the former Tourist Information Centre adjacent to the Guildhall.

The Guildhall Gateway Visitor Centre and Visitor Information Centre will be operated by the Council's delivery partner, Tavistock Heritage Trust.

The project will build on existing HLF investment in the town through its Townscape Heritage Initiative (THI) fund and return the Guildhall to its historic place at the heart of community and civic life in Tavistock. It will make a significant and long-lasting contribution to heritage-led regeneration and learning in Tavistock.

Construction works are due to commence in 2019, with the Guildhall expected to open to the public in 2020.

A comprehensive project activity programme has been planned, which will be delivered before, during and after the construction works. A Development Officer is



being recruited by THT, who will be responsible for coordinating delivery of this activity programme, working with other members of the Project Team, THT Trustees, THT volunteers and this freelance role.

### 3. HLF Round Two Activity Plan

The HLF Round Two Activity Plan has three key themes:

- Key Theme 1: Gateway to the WHS and Dartmoor Mining Landscapes

Tavistock's location on the Devon/Cornwall border makes the town the gateway to some of the most fascinating mining landscapes in the world. To the east, people have been mining on Dartmoor since at least the Middle Ages and probably since prehistory. To the west, the Tamar Valley and the other areas which make up the Cornwall and West Devon Mining Landscape World Heritage Site.

- Key theme 2: Architecture and Buildings

The enormous wealth and the social and economic changes created by metal mining can be seen in Tavistock's architecture and buildings including foundries, civic buildings and industrial workers' cottages.

- Key theme 3: Policing and Justice

The Guildhall is one of the finest examples of the public buildings created by the 19th century Dukes of Bedford. It was a pioneering attempt to combine the functions of a police station and court room in one building. The Guildhall reflected national reforms in policing and the justice system and the governing class's fears of rising crime and radicalism among the lower orders. But it was also motivated by the Bedford estate's need to tackle the problems of law and order associated with the social problems created within Tavistock by the mining boom.

The project's planned range of activities as set out in the HLF Round Two Activity Plan include:

- Delivering outreach sessions at Tavistock Primary school.
- An in-depth project through the duration of the Guildhall project with a class at Whitchurch Primary school.
- Tavistock Town Tours, a Tavistock College VI Form project delivered to primary school children.
- A co-produced partnership project with the South West Police Heritage Trust and young people at risk of offending.
- Recruiting and training volunteers to act as tourism information assistants, stewards and tour guides in the Guildhall and the town.
- Guildhall Memories, an oral history project involving volunteer researchers.
- Family learning days.
- Conservation building skills workshops.

The planned target audiences are:



- Schools - with a focus on pilot and in-depth projects during the delivery phase in partnership with Tavistock schools; wider school audience once the Guildhall is open to the public.
- Families with children, especially children aged 5 to 11 who can in part be reached through the schools projects.
- Tourists.
- Young people at risk of offending.

#### 4. Purpose and Scope of Work

The overall purpose of this assignment is to:

- Develop, prepare and deliver the project's formal learning programme and informal/family learning programme based on the themes in the Activity Plan.
- Work closely with THT's Development Officer to train, coordinate, deploy and oversee learning and events volunteers to help deliver activities.
- Work closely with the Development Officer on the delivery of other aspects of the activity programme, including engaging specialist sessional workers as required to deliver specific elements of the learning programmes.

The specific outputs set out in the HLF Round Two Activity Plan for delivery by this role include:

- An art competition and exhibition in the Guildhall before building works begin.
- Three 90 minute outreach sessions for years 2, 4 and 6 at Tavistock Primary School, each one delivered twice.
- A project run over two years (with a class spanning years 4 to 6) at Whitchurch Primary School, following the Guildhall Project from empty building to public opening.
- A Tavistock Town Tour project with Tavistock College VI Form to devise and deliver a guided tour for primary school pupils.
- Four family activity days.
- Recruit and train 10 learning and events volunteers ready for when the Guildhall opens to the public.
- Plan a formal and informal learning programme to be available when the Guildhall opens, including:
  - Schools' online pre- and post-visit resources.
  - Primary and Key Stage 3 secondary school visits.
  - Four family activity days a year.
  - Self-guided trails & activities for school holidays and half terms.

**Important note:** the Activity Plan was developed last year, and consequently there may be some changes required to the specific activities listed above. It is essential that the appointed freelancer is flexible about this and is willing and competent to develop alternative activities as may be required to deliver the Approved Purposes of the HLF grant.



The role will also involve other duties which assist the THT Development Officer to deliver other aspects of the Activity Plan. This will include:

- Training and supporting volunteers to provide guided tours in the town and in the Guildhall, including script writing and developing family-friendly tours.
- Supporting volunteer oral history researchers on a Guildhall Memories project.
- Working with the Project Evaluation Consultant on practical evaluation of activities.
- Communications and marketing.
- Any other activities as may be required to meet the Approved Purposes of the HLF grant.

## 5. Key Tasks

- i. Plan, organise, book, prepare for and deliver the project's programme of formal and informal learning activities based around the three key themes in the Activity Plan.
- ii. Complete risk assessments as required for learning activities and ensure that there is always suitable first-aid provision.
- iii. Prepare roles for and work with the volunteer team to deliver learning activities.
- iv. Specify and arrange for the purchase of equipment and materials for Activity Plan delivery, in discussion with the Development Officer and other specialist third-party providers.
- v. Ensure that all materials and equipment required to deliver learning activities are created/obtained in good time and that venues are prepared and set up appropriately in advance so that activities run smoothly.
- vi. Work with the Development Officer to produce pre-and post-visit resources for schools and other learning activities and content for THT's website and social media regarding learning activities. Support other project marketing and communications activities as may be required, e.g. contributing to media releases.
- vii. Work with the Project Evaluation Consultant to ensure that project outputs and outcomes in respect of the learning programme are captured and measured effectively. Obtain evaluation feedback from participants, and assess whether there's a need for change or improvement. Take and maintain a photographic record of learning activities (obtaining permissions as required) for project evaluation and promotional purposes.
- viii. Coordinate with the Project Interpretation Consultant to develop interpretative materials for the project's learning programme both during the construction phase and in readiness for once the Guildhall is open to the public.



- ix. Liaise with Town Council staff to arrange practical access to the Guildhall.
- x. Meet/liaise regularly with the Development Officer to plan and review progress on delivery of learning activities.
- xi. Occasionally attend THT meetings and any project meetings as may be required in connection with the delivery of the Guildhall Gateway Project Activity Plan.

## 6. Reporting Lines and Contacts

The role will report on task delivery to THT's Development Officer and through the Development Officer to the Project Manager, who is responsible for ensuring that Activity Plan delivery meets the Approved Purposes of the HLF grant on time and on budget.

On a day-to-day basis, the role will work most closely with the Development Officer and THT volunteers to plan, organise and deliver activities.

There will be frequent liaison with Tavistock Town Council staff regarding the practical delivery of project activities, such as arranging access to the Guildhall and coordination with the capital works.

## 7. Person Specification

Work Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Planning, booking, preparing for and delivering schools learning activities at primary and secondary level, ideally involving similar themes to those planned for the Guildhall Project.</li> <li>• Developing, planning, delivering and administering family learning activities and events across a range of ages at a heritage site or museum.</li> <li>• Procuring and/or creating and preparing resources for schools' and family learning activities.</li> <li>• Working with and training volunteers to prepare for and deliver schools and other learning activities.</li> <li>• Teaching experience, and if not recent, an understanding of teaching and learning needs to support the 2014 National Curriculum (Primary).</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering an HLF-funded schools' learning programme.</li> <li>• Preparing online information for schools to support learning before and after visits.</li> <li>• Working with interpretation professionals to produce materials and resources for learning activities.</li> <li>• Developing and delivering arts competitions/exhibitions.</li> <li>• Developing, mentoring and delivering oral history projects with volunteers.</li> <li>• Developing and delivering youth projects.</li> <li>• Working with volunteers to develop guided tours.</li> </ul>



<ul style="list-style-type: none"> <li>Setting up and working on partnership projects with other organisations.</li> </ul>	
<b>Skills and Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Fully conversant with safeguarding requirements for young people within the context of the project.</li> <li>Experience of undertaking risk assessments for learning activities in indoor and outdoor projects, and working within a risk assessed setting.</li> <li>Able to communicate sensitively, respectfully and effectively with people of all ages and backgrounds, including people with a disability or a special need.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the WHS learning agenda.</li> <li>Knowledge of the heritage of Tavistock, Dartmoor and the Tamar Valley.</li> <li>Understanding of HLF project evaluation requirements.</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>DBS checked at enhanced level.</li> <li>A genuine enthusiasm for the aims of the project and an ability to convey this positively to others.</li> <li>A self-starter, with ability to work on own initiative and to plan workloads efficiently, effectively and flexibly to meet project outcomes and timescales.</li> <li>Able to work evenings, weekends and Bank Holidays as required.</li> <li>Able to work from home using own IT connectivity as required.</li> </ul>	

## 8. Form of Contract

This is a freelance assignment which will need to be worked flexibly over an indicative contract period of two years starting in December 2018.

It is the intention to continue a learning programme once the Guildhall opens, so creating a lasting legacy from the project. The role will be reviewed towards the end of the assignment to determine what ongoing arrangements will be required to deliver this. There may be an opportunity for an extension to the assignment subject to the outcome of this review and further funding being secured to pay for it.

## 9. Budget and Fee

The budget available for this assignment is up to a maximum of £18,000, based on an estimated input of 85-95 days over the two year period and to include all travel and other expenses. There is additional provision in the project budget for materials and equipment for activities.

The project also has provision for sessional workers to deliver specialist aspects of the programme, including oral history research and youth projects. We are open to considering options for some/all elements of these additional activities being delivered by the Learning and Participation freelancer depending on the successful



tenderer's particular skills, knowledge and experience. To be discussed further at interview.

## 10. How to Apply

Your application should take the form of a written response (maximum 12 sides of A4) describing:

- Your interest in undertaking this assignment.
- Relevant skills, knowledge and experience, including examples of similar assignments that you have worked on. A copy of your CV would be helpful.
- Your proposed methodology for delivering the assignment.
- How you would add value to the assignment.
- Your lump sum fee to undertake the work, including all expenses and VAT if appropriate. Please specify your day rate and how many days you have included for within your fee bid proposal.

Please include details of two referees for whom you have conducted similar services over the past five years. Please also confirm that hold professional indemnity and public liability insurance to a minimum value of £1m.

## 11. Application Submission and Interviews

**Application Deadline: 5pm on Monday 29 October 2018**

Applications should be submitted **by email to ALL of the following concurrently:**

Andrew Main  
Chair – Tavistock Heritage Trust  
[andrew@themanman.me](mailto:andrew@themanman.me)

Carrie Blogg  
Project Manager – Tavistock Guildhall Gateway Project  
[cblogg@btinternet.com](mailto:cblogg@btinternet.com)

Tom Graham  
Trustee – Tavistock Heritage Trust  
[contact@heritageintavistock.org](mailto:contact@heritageintavistock.org)

Interviews are planned to be held on **Tuesday 20 November 2018.**

## 12. Questions and Further Information

If you would like to discuss this assignment before submitting a tender please contact Carrie Blogg on 07496 212009 or [cblogg@btinternet.com](mailto:cblogg@btinternet.com).

More details of the planned Learning Programme included in the HLF Round Two Activity Plan is available on request.