

‘Our Big Map’ Project Officer and Activity Plan Development: Consultant

Role purpose: To lead and implement development phase activity and support the preparation of the second stage HLF bid.

Project background:

Exeter Community Centre is in full community ownership. Our project will complete the restoration of this listed ‘Big Building’ and co-create a living and virtual heritage ‘Big Map’ to celebrate the connections between residents, the area and the building to create a strong and positive identity for this special area of Exeter. The Centre is set at the heart of St David’s community life and the conservation area – a neighbourhood facing many inner-city challenges. The community’s plan to tackle these and celebrate the area’s heritage is set out in our ‘Vision 2020’ plan. ‘Our Big Map’ will creatively explore, tell the stories of and transform this significant big building and the wider neighbourhood. We will repair the structure and fabric of the top floor of ‘Our Big Building’, enabling it to be fitted out for community use and ensure its long-term financial viability.

Project Purpose:

Exeter Community Centre Trust (ECCT) and St David’s Neighbourhood partnership are working together to deliver ‘Our Big Building, Our Big Map’. This project will:

1. Engage the community in identifying, researching and collating existing research and records of social and physical heritage of the building and its users and wider conservation area setting and its community;
2. Involve the community in recording, interpreting and celebrating the area’s heritage through an activity and events programme, and generate and use an interactive map and trail app;
3. Develop opportunities for learning and skills for new and existing volunteers and an apprentice;
4. Build deeper local, and wider, audiences to engage with and appreciate the living heritage of St David’s within the city; and
5. Bring the top floor of the Community Centre (330m²) into community use, improving long term financial viability of the heritage asset.

The emerging themes to be developed in consultation with the community are:

Plant Hunters (horticulture heritage);

Death & Disease (health, especially linking to cholera epidemiology); and

Wealth, Charity and Culture (industrial, philanthropic and cultural heritage).

A Round One funding application to the Heritage Lottery Fund (HLF) has been successful and the project is now in the development phase.

The brief

ECCT wish to appoint an ‘Our Big Map’ Project Officer to deliver the development phase project programme and produce a detailed activity plan to guide the Our Big Building: Our Big Map delivery phase.

The Project Officer will extend and develop the current interpretation, learning and community engagement proposals and, working with the volunteer working group, develop further plans and pilot activities which will enable exceptional and deeper community engagement, participation, learning among the local resident community and visitors to the area.

The Officer will collect adequate reporting and monitoring detail throughout the development phase activity plan period to ensure compliance with the Heritage Lottery Fund (HLF) guidelines and timescales.

The Officer will produce a draft bid and detailed activity plan for submission with Round Two funding application to the HLF in November 2018.

This will include:

Key Project development tasks and deliverables

1. Draw together and analyse the themes which have evolved through preliminary consultation and pilot activities for Our Big Map to develop a coherent and deliverable activity plan.
2. To undertake a baseline survey(s) and consultation of centre users, volunteers, the wider community and visitors. This will inform the activity plan, identify formal and informal opportunities for learning and inform the production of an impact framework, including a logic model and evaluation methodology for the project;
3. Develop a detailed activity plan, based on HLF guidance, which includes plans for audience engagement and development, participation, and interpretation. This should also detail opportunities for skills development and learning;
4. Develop a volunteer training and research programme to engage volunteers in learning opportunities, and identify other organisations as appropriate to deliver this during the delivery phase;
5. Identify delivery phase risks and develop a risk register to manage and mitigate these;
6. Produce fully costed action plan and timetable of activities; this will include a detailed budget and cash flow, the identification of suppliers and securing quotes in line with ECCT's financial policy;
7. To negotiate agreements with third parties to enable the delivery of the project at the next phase, including but not limited to: ECCT tenant organisations, local organisations managing heritage projects, local authorities, the University and Red Coat Tours and RAMM.
8. To prepare a management and maintenance plan for the activity project, including costs, and contribute to the overall management and maintenance plan for the project. This plan should sustain and develop the project's outcomes beyond the life of the HLF funded project.
9. To prepare and deliver the second stage application.
10. Comply fully with all HLF guidelines and best practice.

Audience and Community engagement

11. To develop and oversee community engagement in the development phase.
12. To work with the 'Veg in a Box' Project Co-Ordinator to enable participation by St David's primary school children and their families in the project development;
13. To work with Exeter University Guild and students to contribute to the project development;
14. To work with other identified partner organisations to secure, define and agree their contribution to the project, formalising commitments for the delivery stage as appropriate.
15. To promote the project among the community, the SDNP newsletter, online and through the press.

Governance

16. To service the Our Big Map steering group;

17. To convene, support and service project working groups and lead on implementing pilot project activities.

Accountabilities:

1. To work with the Our Big Map Working Group to progress the project through the development stage and prepare the second stage application.
2. To report to the Project Co-ordinator on a day to day basis in order to meet HLF monitoring and reporting guidelines.
3. To provide reports and updates to the Our Big Map steering group as per Round One HLF process and timeline (June steering group report; August HLF mid-review; November application submission).
4. To work with the Our Big Building Project Consultant and fundraiser to ensure a holistic approach to the project development.

Commitment: The 'Our Big Map' Project Officer to achieve the outputs described above by November 2018 within the allocated funds agreed at time of contract.

Recruitment: The recruitment of the consultant project officer will be on a fair and open basis and keep to the relevant Equalities legislation in line with ECCT's recruitment policy and equality and diversity policy. Selection will be based on the applicant's ability to demonstrate how they meet the person specification.

Person specification

Essential:

- Previous experience of preparing and delivering successful audience development/activity plans within a community and heritage setting, with particular reference to HLF process and requirements;
- Ability to plan, deliver project activity and meet project deadlines;

Desirable

- Experience of community engagement and participation, including consultation skills and experience of learning in a community context;
- Ability to produce budgets and cash flows;
- Good communication and negotiation skills and able to work with a wide range of people and organisations;
- Proven experience of working with volunteer Steering Groups;
- Good written and presentation skills.

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Tenders:

The maximum amount available for this piece of work is £8,000. The Steering Group has retained an additional £2,000 for specific community engagement activities to support the above deliverables.

Consultants are invited to provide a quote that covers the following:

- **A succinct and practical project methodology and programme**
- **The consultant should demonstrate:**
 - **Previous experience of preparing and delivering successful audience development/activity plans within a community setting.**
 - **Their methodology for delivering an effective activity plan within the time frame of the round 2 application. This should include an adequate consultation programme.**
 - **Experience and understanding of the HLF process, including writing successful HLF applications.**
 - **Experience of working with communities and local organisations including consultation skills and experience of learning in a community context.**
 - **Proven experience of working with volunteer Steering Groups.**
- **Description of and CVs of the project team.**
- **A fixed price project, fee plus estimate of reasonable expenses.**
- **Details of two referees**

Please e-mail your application to:

Ramona Nash, Centre Manager, Exeter Community Centre

centremanager@eccentre.org

The closing date for applications is 5pm April 20th 2018