

Friends of the North Pennines

Dukesfield Smelters and Carriers Project

Contract brief for Volunteer and Events Co-ordinator (VEC)

Date May 2013

Introduction and background information

The Friends of the North Pennines, a registered charity (FOTNP), has been awarded a Heritage Grant from the Heritage Lottery Fund (HLF) and supporting grants from other trusts to support a project centred on Dukesfield in rural Hexhamshire, Northumberland (grid reference NY 942580). The objectives of the project are to make a positive and enduring difference to our industrial heritage and the people who visit and care about it by

- revealing, consolidating and conserving the remains of the 18th century lead smelting mill on the banks of the Devil's Water river in Hexhamshire, Northumberland;
- tapping into voluntary enthusiasm to participate in a range of conservation and heritage activities centred on the site remains, and to research the lives of those who worked there and along the lead corridor between the North Pennines and Blaydon;
- stimulating the exploration and understanding of the lead routes between the North Pennines orefield and industrial Tyneside through a variety of interpretation and educational resources and events, connecting with other lead mining heritage sites, and by increasing awareness of a free public amenity accessible to all.

A 25 year lease of the Dukesfield site has been agreed with the landowner.

The planned project encompasses structural conservation of the lead smelt mill remains and a wide variety of related heritage activities delivering training, public events and interpretation products through a high level of volunteer participation with professional support.

Scope of the work

We intend to appoint a contractor to recruit and manage volunteers and organise events as part of the project's Activity Plan.

Responsibilities:

- To recruit volunteers and appoint voluntary task leaders where needed. This is expected to utilise a project control website, social media, quarterly e-newsletters during the lifetime of the project, and invitations to participate at project events. The

VEC will act as the 'public face' for the project to improve accessibility to volunteers.

- To assist the Dukesfield project manager with specifying detailed activity work packages and timetable, based on Section 3 of the Project Activity Plan.
- To communicate with volunteers, using the channels described above and the internal project control website.
- To keep the list of volunteer opportunities up to date.
- To maintain volunteer records (incl. timesheets, feedback following activity completion and any reasonable claims for volunteer travel).
- To seek the allocation of volunteer tasks to individuals to achieve the widest possible participation.
- To arrange any volunteer training required.
- To ensure the right level of volunteer involvement in each activity.
- To assist with managing a central repository of emerging content from activities involving volunteers.

Expertise and experience:

- Substantial experience of attracting and recruiting volunteers who could help the project and benefit from it, using a range of communication techniques and channels
- Experience of HLF and/or other funded project and recording volunteer contributions
- Excellent motivational and communication skills
- Experience of organising a range of events and activities aimed at the general public
- Experience of organising learning and training opportunities

Supporting information

The Volunteer Strategy (Appendix 2 to this document) sets out our planned approach to recruiting the large number of volunteers we seek and helping to ensure that the 840+ volunteer days needed to deliver our programme can be secured. The expected distribution of volunteer days by activity is shown in Section 3 of the project Activity Plan (Appendix 1). Please note that some dates shown in the Activity Plan are subject to variation as the detailed timetable is confirmed following the formal start of the project.

Some activities with high volunteer time commitments have been piloted already – including community archaeology, 'Reading the Past', and the community play. Volunteer activity leaders have already been identified for 13 of the 31 activities within the project scope, and another 6 will be led by specialist professional contractors. These are indicated for each activity in Section 3 of the Project Activity Plan.

The VEC is not responsible for volunteer members of the Dukesfield Steering Group when they are involved in steering group and other project governance activities.

An e-mail list of nearly 100 individuals who have registered interest in the project will be made available to the VEC at the commencement of the project.

It is anticipated that around 100 days work will be required of the VEC in the course of this contract. Initial estimates at the level of individual activity are given in Table 3 of the project activity plan (Appendix 2), adding to 78 days, to which a further 22 days is estimated for overall volunteer planning, recruitment, project team liaison, tracking, monitoring and evaluation.

Contractor selection

Qualified contractors are asked to provide the following as part of their tender submission:

- Name, address and contact details
- Full *curriculum vitae* giving relevant qualifications, training, experience and credentials to provide the services as described in this contract brief
- Experience of delivery on similar projects
- Cost of services
 - Daily rate exclusive of VAT
 - Elements of the work that will be subject to VAT
 - Proposed payment terms
- Contact details of two clients willing to provide references regarding the provision of similar services. References will only be taken up for shortlisted bidders
- Normal working location(s)

Evidence of professional indemnity insurance cover will be required from the successful candidate prior to the commencement of work.

The Friends of the North Pennines working in partnership with the Dukesfield Steering Group and the project manager will select a contractor on the basis of relevant experience, proposed approach to the work and value for money. The Friends of the North Pennines reserves the right not to make an appointment.

Timetable

Deadline for submission of applications	Friday 14 June 2013
Interviews	Friday 5 July

Contact details

Applications to be submitted in electronic form to Greg Finch, Secretary to the Dukesfield Steering Group at gregpfinch@hotmail.com