

Consultancy Brief for Project Manager

Background

Bailiffgate Museum & Gallery is a volunteer-run visitor attraction which is open 6 days a week for 50 weeks a year.

Our museum exists to preserve, record and make accessible the history of Alnwick town and district and to showcase the work of local and national artists within a vibrant, stimulating and aesthetically pleasing environment for the benefit of the community.

As a community museum and one of the largest arts spaces in north Northumberland, we bring cultural opportunities to the most rural county in England. In recent years, this has seen us bring high profile exhibits to rural north Northumberland as well as working in rural and isolated communities where only a few hundred people (or less) may live to celebrate and showcase their unique heritage, traditions and culture.

Each year we welcome 10,000 visitors. Our permanent collection which is displayed across two floors of the museum offers a journey through 10,000 years of history in Alnwick and district. Upstairs in the gallery, we showcase local heritage, traditions and artworks alongside national activity through an ambitious seasonal exhibitions programme. Recently, this has included Illustrating Harry Potter (on loan from Seven Stories, National Centre for Children's Books), paintings from acclaimed artist Stella Vine, and 100 years of Fashion in collaboration with super model, Stella Tennant and featuring designer's gowns and accessories including Prada, Dior and Stella McCartney from her personal collection and a collaboration with Jorvik Museums to bring 'The Vikings' to Northumberland.

We are proud to offer opportunities which enable local people to access cultural experiences and activities not normally available in rural settings. Workshops, talks and targeted activities help to bring local people closer to their heritage and culture. School activities and outreach projects take our collections into communities and help them to discover more about their local heritage and to present it to others through, stories, artefacts and their own voice. Our ambitious programme also ensures we build on our success in attracting visitors from across the world. We support green energy and want to make a sustained contribution to becoming carbon neutral.

Bailiffgate Museum & Gallery is a registered charity and an accredited Museum. We employ one part-time Administrator, and a cleaner. Other consultancy posts include Transition and Programme Manager for the Northumberland Hall project and a Project Manager for our 'This is Alnwick' project together with an administrator. All

other tasks that keep our museum open every day are provided by volunteers with targeted support from external consultants. Main areas of work include Front of House, collections curation, exhibitions, organising events, recruiting volunteers, education, retail, contract management, finance and fundraising, marketing and social media, IT, AV and website development.

We are a membership organisation governed by a board of up to 12 trustees with 11 member representatives (Friends of Bailiffgate Museum) and one trustee nominated by the Alnwick Town Council. Currently we have eleven trustees with one vacancy. The board meets 6 times per year. Each of our trustees has delegated responsibility for an area of our work, to provide a point of contact on the board and facilitate effective links between the board and volunteer teams.

Day to day operations is co-ordinated by our Operational Management Group (OMG) which usually meets monthly. This is chaired by a volunteer and attended by volunteer representatives from different areas of museum operations (education, collections, exhibitions, marketing, retail, website, volunteers etc).

The Museum is recognised for its high standards and professionalism and is well supported by Alnwick Town Council, Northumberland County Council, and Tyne and Wear Archives and Museums.

Our commitment to our Volunteers

Much of Bailiffgate Museum & Gallery's success comes from the strong commitment of our 50+volunteers who bring a wealth of expertise, dedication, loyalty and pride to our organisation. We recognise that volunteering is a two-way process which we try to ensure benefits the volunteers as well as the Museum.

The organisation is committed to using fair, efficient and consistent recruitment procedures for all potential volunteers. We aim to include opportunities for all volunteers who reflect the diversity of the local community and as an organisation we aim to identify appropriate roles to make the most of what volunteers offer, in line with our Strategic aims and objectives. Our Volunteer Strategy is that "Everyone is welcome".

NLHF Project – Northumberland Hall

Bailiffgate Museum & Gallery has been successful in being awarded £189,988 by the NLHF as the Development phase of a major project as part of the Alnwick Place regeneration plan. The project will transform Northumberland Hall, a Grade 1 listed building in the heart of Alnwick into a creative, cultural hub where collections and exhibitions bring to life the past, present and imaginative narratives that celebrate our place and its people.

If the development phase is successful then we will submit our second-round application for the full delivery round which includes reinterpreting our collection and developing an innovative, creative heritage experience for visitors and local people in the heart of Alnwick.

We want to make the most of this unique opportunity to contribute to the economic, cultural and social development of Alnwick and surrounding areas to create an

innovative, community led museum for those who live and work in Alnwick and an outstanding experience for visitors.

Vision

Our ambition is to become a dynamic and inclusive cultural and creative hub in the heart of Alnwick, which builds local skills, pride and confidence and is a catalyst for the regeneration of the town. The experience will share the past, present and imaginative narratives of NE66 and celebrate our place and its people, co-curated by our communities and delivered with our partners.

Relocating to Northumberland Hall, set in the heart of Alnwick's historic marketplace, is an opportunity for our volunteer-run local history museum to reimagine itself as a creative cultural community-led hub for Alnwick and district. The central location and greater space offered by the Hall will provide new programming opportunities to work more effectively with our volunteers, community groups, schools and local businesses, and reach out to new and different audiences, to celebrate local stories and showcase our creativity. We will create a thriving new inclusive, engaging and family-friendly destination with a more sustainable future, by building capacity and new revenue streams that will enable us to develop our team's skills, resources and partnerships as well as generate income.

We will be a new, vibrant and very visible presence in the marketplace, and a catalyst for the regeneration of the town. To achieve this, we want to change what we are, who we work with and how we present narratives of Alnwick and district. We will build new relationships and help grow a strong sense of local pride and ownership through the stories we tell, the collections we showcase and the engaging activities we offer collectively and collaboratively. In particular, we will work with local schools, youth groups and young adults through partnerships, so children and young people can help us shape and deliver our offer effectively. We will also focus on developing our offer to enhance accessibility and diversity by meeting the needs of key groups with special needs, including local home-education families and SEND groups.

Summary of work to be undertaken

A Project Manager is required for a fixed term to cover the Development Phase of the project with a break and then if we are successful in being awarded the Delivery phase funding to continue to manage the Delivery phase of the project.

Ensuring the project is fully developed and delivered to the highest standard. The Project Manager and Transition & Programme Manager will work together to help us meet the objectives set out in the notification of grant letter received from The National Lottery Heritage Fund and contribute outputs to help us develop, complete and submit an application to The National Lottery Heritage Fund for a Delivery Grant. It is essential that the Project Manager works in accordance with the agreed timescales and budget.

Oversee and bring together the work of consultants, volunteers and teams involved in the development and delivery of the project. Ensure they fulfil their roles and meet Bailiffgate's expectations to the highest quality to enable us to make the most of this unique opportunity to contribute to the economic, cultural and social development of Alnwick and surrounding areas to create an innovative, community led museum for those who live and work in Alnwick and an outstanding experience for visitors.

Overall

- Oversee the work of the architect, and Interpretation and Design consultant/s and energy audit consultant to ensure they meet project requirements, deadlines and budget requirements
- Procure necessary services for all building requirements for the development and delivery phases of the project
- Work collaboratively with the Transition & Programme Manager to deliver successful project outcomes
- Be clear about the goals and objectives to be achieved, in the development and delivery stages identify and mitigate against issues becoming risks.
- Anticipate challenges that are likely to delay the work or increase costs.
- Supervise the work of project teams to ensure interdependencies are carefully managed
- Provide accurate and robust reports and required papers for the project board and trustees
- Contribute to funding reports and claims as required for sign off by the Project Board and to the standard required by funders
- Publicise the project widely to generate public interest, ensure audience engagement and promote best practice within the heritage sector
- Ensure you provide contributions to the website being kept up to date with project progress, forthcoming events etc
- Provide regular updates to the Transition & Programme Manager via social media accounts (Facebook, Twitter, Instagram)
- Produce and/or commission project publicity including printed leaflets, posters, flyers, adverts
- Liaise with other heritage sector organisations, our partners, tourist and cultural networks to promote Bailiffgate@Northumberland Hall
- Provide updates to local groups and wider heritage networks when requested provide financial spending reports and forecasts (including planning spend for the forthcoming months) with the support of the Treasurer and budget holders for each strand of work in a format that meets the requirements of funders ensuring that activity plan milestones and budget are included in the Annual Plan and Annual Reports
- Ensure Bailiffgate policies and procedures are adhered to at all times
- Create effective approaches to monitor progress on all strands of the project to ensure risks are mitigated effectively, timescales adhered to, interdependencies managed effectively and budgets adhered to
- Take action if outcomes from evaluation and the work of other strands indicate changes in the activity plan are essential to ensure success of the project

Development

- Ensure all preparatory work of teams involved in delivery is completed to a high standard in a timely manner
- Ensure that requirements of RIBA 4 have been completed and plans accurately costed for delivery work to begin in a timely manner
- Ensure learning from the development stage is acted on and is disseminated

Delivery

- Ensure that capital work, design work and all project work is delivered to a high standard and in a timely way to allow for a smooth transition and in line with plans for the launch
- The new centre is operational and functioning effectively from the outset
- Maintain good records for the overall evaluation and implement lessons learned

Responsible to: Transition & Programme Manager

Methodology

Please set out the approach you plan to take to complete this work. Provide a plan showing how you will use your time effectively at each stage; critical milestone; include any meetings you envisage; reporting formats and approaches to tracking progress to ensure a successful launch, an exciting opening programme of events and great publicity.

Outputs

We require

- Clear reports showing progress; achievements and next stages of work and any mitigation put in place to ensure the plan is on track
- Mapped out liaison arrangements with architects, designers, consultants, volunteers and marketing team to ensure that everyone is aware of what will happen, when, who has overall responsibility and how work across the teams will dovetail
- Contribute to a detailed plan for launch and opening events
- An agreed programme of events and exhibitions based on the work of the community liaison team; the oral history programme and the exhibitions team
- Final summary of work achieved, lessons learned

Payment will be within 10 days of successful delivery of all required outputs. We will agree payment stages with the Project Manager appointed.

Resources available to the Project Manager

- Regular meetings with the Transition & Programme Manager
- External meeting rooms can be booked through the Museum Administrator
- There is limited desk space to work in the museum but hot-desking can be discussed.

- Access to the current museum Tuesday – Friday 10am – 4pm, Saturday and Sunday 11am – 3pm.
- Copies of plans and budget for development phase
- Copies of project consultant briefs

Indicative Timetable, subject to funding

Development Phase.

Phase work commences: 01/08/24 to 31 October 2024

Delivery Phase

Expected Work commences: 1 April 2025 to 31 December 26

The delivery phase dates are indicative only at this stage.

For an informal discussion about the role please email companysecretary@bailiffgatemuseum.co.uk to arrange a mutually convenient time.

Award Criteria

Your proposal for undertaking the work should include:

1. Detailed methodology for undertaking the work
2. Outline of the way you will work with volunteers and other teams involved in the project, including resources required
3. Your experience and expertise working on similar projects
4. Backup arrangements to complete the work
5. The allocation of days across the work
6. The daily charging rate
7. A timescale with key milestones
8. Overall cost for the work

Please include two testimonials from previous clients and details of two referees. Details of public liability, employers' liability and professional indemnity insurance where appropriate. Detail your experience of dealing with requirements of a refurbishment of a Grade 1 building as part of your proposal.

All proposals submitted will be evaluated by Bailiffgate against the following criteria:

1. To what extent does the proposal demonstrate an understanding of the issues (including social values) related to this brief?
2. To what extent are the methodology and methods appropriate to the requirements set out in this brief?
3. What degree of experience does the bidder demonstrate in order to successfully complete the work?
4. How well has the bidder structured a team in order to successfully manage the contract and deliver the required work to the budget and timetable required?

Please provide a table showing:

- costs including expenses excluding VAT
- days allocated and day rate per employee excluding VAT
- any additional resource requirements

Trustees have set a budget for this work and will be relying on grants and volunteer contributions to complete this project. As a Registered Charity we are keen to use public money wisely and will not be in a position to make any awards outside this financial envelop, even though it spans a two-year period.

It is expected that the equivalent of 5 days per month will be required during the development phase and 8 days each month during the delivery stage

Development Phase

Total budget: 30 days @ £300 excluding VAT
Total budget £9000

Delivery Phase

Total budget: 136 days @ £300 excluding VAT
Total budget £40,800

Management of the contract

The contract will be awarded by 1 August 2024, subject to grant funder's award process.

The anticipated budget is £49,800k to include expenses and VAT if applicable. The contract will be let by Bailiffgate Museum & Gallery.

Please submit invoices to The Treasurer, Bailiffgate Museum & Gallery. All other communication should be with the chair and company secretary of Bailiffgate Museum & Gallery / Transition & Programme Manager.

Payment on satisfactory completion of agreed stages of work will be made within 10 days of receipt of invoices.

Procurement process

Proposal return deadline: 26/07/24

Interviews with shortlisted candidates week commencing 30 July 2024. As part of the interview, shortlisted candidates will be invited to present their proposal to a panel made up of Trustees/Steering Group members / Volunteers. Presentations will be no more that 20 minutes with 30 minutes for questions/answers.

Bailiffgate Museum & Gallery will notify applicants by telephone of our procurement decision by 1 August 24 and this will be followed by email confirmation.

Please submit proposals, marked CONFIDENTIAL Project Manager Proposal to Bailiffgate Museum & Gallery for the attention of Chair of Trustees.

Email to: companysecretary@bailiffgatemuseum.co.uk

Or post to:

Chair of Trustees

Bailiffgate Museum & Gallery

14 Bailiffgate, Alnwick NE66 1LX

Marked CONFIDENTIAL Proposal for Project Manager

The proposal should arrive no later than 5pm on 26/07/24