

BRIEF FOR A FREELANCE LEARNING OFFICER FOR 'THE GENIUS OF THE PLACE' PROJECT AT POPE'S GROTTA

December 2021

Summary

Role	Freelance Learning Officer
Purpose	To engage local audiences with Pope's Grotto through learning activities, and encourage greater participation in their local heritage by a wider community.
Location	Home based, with activities to be delivered within the London Borough of Richmond upon Thames
Timescale	February to July 2022 (6 months)
Maximum Budget	£3,000 (including VAT and expenses)
Project Contact	Victoria Northwood, Heritage Project Manager
Deadline	5pm 10 January 2022

Background

Pope's Grotto Preservation Trust (PGPT) has received a grant from the National Lottery Heritage Fund to restore the Grade II* Grotto, the last remnant of Alexander Pope's villa and gardens in Twickenham, conserving it for future generations. Alongside the conservation works, we are carrying out a programme of activities which will enable a wider range of people to experience and learn about Alexander Pope's contribution to culture, literature and garden design in the 18th century. We work closely with Radnor House and St Catherine's Schools (which now occupy the site of the Pope's villa and gardens) and with other local partners including Strawberry Hill House, to widen our offer to the public. Further information about our recent activities can be found in our latest Newsletter at: <https://popesgrotto.org.uk/events/>

To date, these activities have been delivered by an Outreach & Volunteers Officer who has successfully built up the Grotto's team of volunteers, supported our programme of Open Days and developed a learning resource focusing on the rich geology contained within the Grotto. We are now seeking the support of an experienced learning officer to complete this learning resource and undertake the delivery of two further elements of the 'Genius of the Place' project plan: archaeology based family learning activities in the Grotto, and a programme of heritage training for young people, to be delivered in partnership with the learning teams at Strawberry Hill House and Turner's House. Further details are provided in the brief which follows.

The Brief

- Review the KS2 learning resource developed by the Outreach & Volunteers Officer, and pilot with at least 3 local primary schools, incorporating any feedback into the final version.
- Facilitate visits to the Grotto by schools participating in the pilot, engaging the support of PGPT volunteers as required.
- Work with Odgers Conservation Consultants and at least 1 PGPT volunteer to develop a handling box, drawing on available mineral samples which are not required for the restoration of the Grotto.
- Work with the Museum of London Archaeology team to market and deliver 2 virtual family learning workshops based on the archaeology of the Grotto.
- Work with the learning teams at Strawberry Hill House and Turner's House to plan and deliver a programme of heritage training for 16-24 year olds.
- Work with the Heritage Project Manager to ensure that evaluation forms and monitoring data for the above activities are collected.
- Provide regular updates to the Heritage Project Manager to be incorporated into reports to the PGPT Trustees and Heritage Fund.

Contract Duration

We anticipate making an appointment in January 2022, with the contract to start in February 2022 and end in July 2022 (when the capital works element of the project is due to begin). Please note that Pope's Grotto is accessed via Radnor House School, and all on-site activities must therefore take place outside school hours or in the holidays.

Budget

The maximum budget available for this work is £3,000. Fee proposals should indicate whether you are registered for VAT, and provide separate details of your day rate and any expenses.

In addition to the budget for fees, there is additional budget available for the purchase of equipment and materials to support learning activities. This budget is held by the Heritage Project Manager.

Selection Process

Proposals are invited from individuals with:

- Practical experience of formal and informal learning activities in a heritage context;
- Experience working with the public, especially young people;
- Experience working with volunteers;
- The organisational skills to plan, deliver and evaluate a range of activities;
- The interpersonal skills to work successfully with internal and external stakeholders;
- The communication skills to successfully engage a range of audiences with the heritage;
- The ability to work flexibly and be self-motivated;
- Interest and enthusiasm for the local heritage of the Borough of Richmond upon Thames;
- A willingness to travel to and within the London Borough of Richmond upon Thames.

How to apply

Proposals should include:

- A methodology of how you propose to meet the requirements of the brief;
- A programme indicating how you would deliver the work, and any key dates;
- A breakdown of costs;
- Examples of similar work undertaken;
- A current CV;
- Details of two referees for whom you have done similar work.

We are mindful that applications take time to prepare, and are very happy to have an informal conversation before you decide whether to proceed with developing a proposal.

Proposals will be assessed based on:

- Understanding of the client and project;
- Appropriate methodology;
- Relevant experience and expertise;
- Value for money;
- Availability.

Proposals should be sent by e-mail to Victoria Northwood, Heritage Project Manager at vnorthwood@gmail.com by 5pm on Monday 10 January.