

Saltaire Stories: past, present and future – A Saltaire World Heritage Education Association project

Archive Consultancy £4,500

Saltaire World Heritage Education Association (SWHEA) is a newly formed educational charity working to promote learning in Saltaire World Heritage Site. The Trustees of *SWHEA* have received a Development Phase Heritage Lottery Fund 'Heritage Grant' for a c£300,000 *Saltaire Stories* project. This exciting project will review and update the existing Saltaire Archive catalogue to make it accessible in a variety of formats online, as loan boxes and as mobile exhibitions. Resources will support the 4 Key Stages and FE/HE courses of study. The project will promote the use of Saltaire World Heritage Site as a "world classroom" and will train volunteers in skills such as conservation, archive management and engagement with education/tourism organisations.

The Development Phase of this project will scope the basic collections management needs of the Archive, train volunteers, work with an Education Consultant and other stakeholders to identify the key learning themes supported by the Archive.

An experienced archivist or a suitably experienced museum or library professional is needed with a track record of working with small, specialist multi-media archive collections and alongside a team of committed volunteers. You must be very organised and focussed on our objectives, a 'self-starter' and able to communicate effectively across a range of stakeholders – from digital media experts, education specialists and historical researchers. We need you to be able to produce timely, succinct and costed reports to feed into our Delivery Phase Bid to HLF due by the end of November. Experience of HLF applications and projects relating to educational resources and archive management is also desirable

The Trustees have a total budget of £4,500 to support this work (including all out of pocket expenses). The work has already been allocated into 18 days, however the detailed work programme and timing of the work will be discussed and agreed with the successful candidate. Payment will be staged with 10% withheld pending satisfactory completion of documents ready for submission for a Delivery Phase bid. The successful candidate needs to be able to start by early April and deliver final reports by the end of September 2016. The successful consultant will be expected to meet Trustees (or their representatives) in Saltaire as often as is necessary. The Trustees will provide a point of contact and all documents relating to the consultancy should be prepared in accessible electronic format.

We invite expressions of interest from experienced consultants. More detail about the *Saltaire Stories* Project can be given to those considering Expressing Interest – please contact Molly Kenyon on 01274 593585 or Helen Thornton on 01274 435319. Expressions of interest should be in email format or as a WORD attachment and be a covering letter and your CV. You should cite successful projects you have been involved in and which could provide references.

Deadline for submission of Expressions of Interest is 5pm on Monday 29th February 2016 emailed to salttairstories@gmail.com. Please state if you require acknowledgement. Interviews will be held in the afternoon on a date between 10th March – 24th March.