

**Project:** Learning and Participation Consultancy  
**Location:** Tiverton Museum of Mid Devon Life  
**Fee:** £9,000 including VAT and all expenses including travel  
**Status:** Freelance Consultant  
**Reporting to:** Pippa Griffith, Museum Director  
**Timeframe:** January – July 2021

## 1. Background

Tiverton Museum is a vibrant, award-winning and much-loved museum that provides extensive displays on the history of Mid Devon. Until Covid 19, the museum ran a lively events programme, including temporary exhibitions, guided walks, talks, holiday craft activities, themed days and lots more.

The museum contributes to the local economy as a key visitor attraction and works closely with its local community and is an important learning resource for all ages in an area where poverty and geographical factors increase the risk of isolation.

The museum has over many years earned a very good reputation for its learning and participation offer. For many years it has provided excellent learning opportunities outside the classroom and pre-Covid also provided a successful reminiscence service for older people in care and residential homes.

The museum's well-established formal learning had focused on working principally with local primary schools. There has also been a strong focus on lifelong learning / participation through family activities, as well as events for adults (mainly walks and talks). The impact of the Covid-19 pandemic has led to a change in staffing at the museum.

## 2. Project Objective

We are seeking to commission a thoroughgoing review of our learning offer with the aim of creating a high-quality, financially sustainable offer for the long-term. We wish to commission an experienced consultant to research, develop and pilot the delivery of a new learning and participation strategy, action plan and resources that embed lifelong learning across the Museum and provide multi-platform learning and participation activities \* for a range of audiences of all ages and abilities. These will promote understanding, enjoyment and inspiration from the Museum's collections, local and social history of the area.

The project will be based on close consultation with teachers, museum staff and volunteers, and care homes.

*[\*Learning and participation activities include formal/curriculum-based learning for pre-schools, schools, and colleges, prioritising primary schools, as well as other informal learning, life-long learning and outreach activities for local societies and community organisations.]*

### **3. Project Deliverables / Outcomes:**

A review of formal and lifelong learning across the museum to inform the resulting strategy for learning across the museum (strategy to be written by the consultant in consultation with museum staff and trustees).

A new, sustainable formal learning offer for schools that can adapt to social distancing via a blended use of on-site, outreach and digital content.

A refreshed range of school workshop sessions that respond to teacher needs and minimise volunteer / staff time.

A review of the education loans service to ensure it meets the needs of local schools and other users and is operationally and financially viable/sustainable.

A redesigned family learning offer for delivery within the museum, specifically focused on providing activity in school holidays.

A plan for the safe delivery of a revised reminiscence service in care homes.

Following consultation, a recommendation for developing future adult learning activities which are financial viable / sustainable.

An updated Working with Children and Vulnerable Adults Policy, meeting current legislation, and a practical Safeguarding Code of Conduct for all staff and volunteers.

Piloting of all resources, workshops and sessions and incorporation of feedback into the final action plan / offer.

Training for staff and volunteers to deliver the new learning offer.

A marketing plan and resources to communicate the revised formal learning offer and resources to local schools in order to achieve maximum usage take-up.

Initial promotion of all new resources to target audiences.

### **4. Timetable**

- Closing date for submission of proposals: 10:00am 27/11/2020
- Interviews will take place between 07/12/2020 and 18/12/2020 (probably via Zoom).

### **5. Proposal**

Your proposal to undertake this project should include:

- Your professional credentials and relevant experience
- Examples of similar work undertaken.
- A methodology of how you propose to meet the requirements of the brief.
- A programme / timetable indicating how you would deliver the project and key dates for tasks.
- A costing breakdown (including day rates) to include all expenses and VAT where applicable
- Two professional references from clients on previous relevant projects.

Please email applications to Pippa Griffith, Director at [curator04@tivertonmuseum.org.uk](mailto:curator04@tivertonmuseum.org.uk)  
For an informal chat please contact Pippa via email on [curator04@tivertonmuseum.org.uk](mailto:curator04@tivertonmuseum.org.uk)