

HEART OF WAKEFIELD – HERITAGE LOTTERY FUND RESEARCH PROJECT

Downloadable KS2 resource, writer's brief

1. INTRODUCTION

Wakefield Council is seeking to appoint an experienced Heritage Educational Consultant to develop and produce a KS2 Teachers Pack and delivery of up to 4 teacher INSET sessions. These outputs will form part of the 'Heart of Wakefield' project funded by the Heritage Lottery Fund (HLF).

You will be responsible for coordinating all the requirements listed in the scope of works, liaising and working with the organisations involved and helping deliver the project outputs and outcomes. You will report directly to Claire Newton, the project manager, but you will also work with input from the partner organisations; Wakefield Historical Society, Wakefield Civic Society and Leeds Beckett University.

We are anticipating a quote of less than £4k to cover all fees and delivery of all specified outputs.

2. BACKGROUND OF THE OVERALL PROJECT – HEART OF WAKEFIELD

The principal objective of the project is to uncover the rich historical and heritage landscape of Wood Street, Wakefield and document the role this area has played in the development and governance of what is now a small city. Many of the buildings have had inter-related civic uses which have ebbed and flowed over the decades. The project is recording and documenting how Wood Street was once the Heart of Wakefield.

The outputs from this overall project will potentially advise future considerations for this area, and will also form part of a future bid for further HLF funding.

The teacher's pack is a key output from the project and will disseminate the heritage information discovered into the local schools educating our young people on their local history.

THE AREA

At the centre of Wood Street are four iconic buildings which represent many of the public services which have been developed to serve the public of Wakefield: the Court House of 1810, designed for the magistrates by local architect Charles Watson; The Music Saloon of 1821, also designed by Charles Watson for shareholders; the Town Hall of 1880 by architect T E Collcutt for Wakefield Corporation; County Hall of 1898, designed by James Gibson and Samuel Russell for the West Riding County Council. Their architectural importance and their importance in the streetscape of Wakefield are reflected in their listed status. Wakefield Town Hall and County Hall are listed Grade 1, while the Courthouse and the former Music Saloon are listed Grade 2*. However, even more important is the part these buildings have played in providing increasing public services in education, health, housing, law and order, roads, waste disposal and many other services.

The project started in June 2016 and has created a body of research information which can be used to develop the resource. Consultation with schools has shown an interest in a Teachers Pack on this topic, but it is for the appointed Educational Consultant to devise an innovative and useable KS2 resource with appropriate curriculum links.

A first draft of ideas for the pack is to be circulated among the partner organisations for comment before the final resource is written.

3. SCOPE OF WORKS

The Heritage Educational Consultant will be expected to carry out the following tasks as part of their role:

- To use the project research to develop a concept for a KS2 Teachers Pack for circulation to project partners for comment.
- To write the Teachers Pack and deliver in a format for website upload.
- To deliver up to 4 teacher INSET sessions on the project.

4. APPLICATION PROCEDURE

Bidders are asked to submit a quote as outlined in section 5 below to include all fees and costs associated with delivery of all the scope of works.

Educational Consultants submitting a quote are required to submit support information of projects of a similar nature to demonstrate that they have appropriate experience of developing resources for a KS2 audience.

Please submit your quote to cnewton@wakefield.gov.uk

The closing date for submissions is Friday 27th October.

5. QUOTATION

Work Package	Quote £
Delivery of Scope of Works	
Fees and disbursements	
TOTAL	

6. TIMESCALE FOR DELIVERY OF PROJECT

Brief Issued		October 2017
Appointment of preferred contractor		November 2017
Submission of teachers pack concept		December 2017
Completion of teachers pack		February 2018
Delivery of teacher INSET sessions		April 2018

7. CONTACTS DETAILS

The commission is being managed by:

Claire Newton
Economic Growth & Strategic Housing
Regeneration
City Of Wakefield Council
Floor 2
Wakefield One
WF1 2EB
Tel: 01924 305805
Email: cnewton@wakefeld.gov.uk

8. PROJECT TEAM

A Project Team has been established which includes the Council's partners

- Claire Newton – Development Officer
- Dave Hazard – Housing & Regeneration Manager
- Pam Judkins – Wakefield Historical Society
- Phil Judkins – Wakefield Historical Society
- Kevin Trickett – Wakefield Civic Society
- Ian Strange – Leeds Beckett University

9. PAYMENT AND INVOICING

The selected Contractor will be set up on the Council's payment system on receipt of a signed Freelance Contractor contract. A Purchase Order will then be issued.

An invoice, quoting the Wakefield Council Purchase Order to cover charges for all services undertaken, is to be raised on completion of the work.

Wakefield Council agrees to pay all invoices within 30 days of their receipt. However, should there be a dispute over charges or the work completed in relation to the contracted agreement, then the payment will be delayed until resolution has been agreed, and the 30 days payment period will commence from the date of resolution.