



Museum Estate and Development Fund **Project Support & Relationship Manager** Invitation to Tender

Summary

We are seeking an experienced individual who can provide project support for the volunteers of Lowestoft Museum and manage their relationship with Arts Council England. You will need to have good interpersonal skills and an established track record of capital project management.

About Lowestoft Museum

Lowestoft Museum is an Accredited Museum found inside Broad House, a Grade II listed building dating from 1685 situated within the grounds of Nicholas Everitt Park, Oulton Broad, NR33 9JR. Broad House is owned by and shared with Nicholas Everitt Park Trust acting by Oulton Broad Parish Council.

The aim of the Museum is to collect, preserve, and display objects relating to the history of the area and its people, and awareness and interest in the rich local heritage. It is staffed by local volunteers, is free to enter, and funded by donations, shop income, and other fundraising activities.

The Museum is home to an important collection of 18th-century Lowestoft Porcelain, partly owned by Lowestoft Town Council. There are also displays of locally found fossils and artefacts relating to early man including Pakefield Man (dating back 700,000 years). Archaeological displays include objects from local Roman and Anglo-Saxon sites. There are also a range of other local history displays.

For more information, visit www.lowestoftmuseum.org.

About the Museum Estate and Development Fund

The Arts Council England (ACE) Museum Estate and Development (MEND) Fund is an open-access capital fund targeted at non-national Accredited Museums and local authorities based in England to apply for funding to undertake urgent maintenance backlogs which are beyond the scope of day-to-day maintenance budgets.

The impacts ACE expects to see from this investment are:

- Museums across England who are awarded a MEND grant improve their core infrastructure by tackling their maintenance backlogs.
- Museums across England who are awarded a MEND grant reduce the immediate risks to buildings, visitors, staff and collections due to improved core infrastructure.

The outcomes ACE expects to see from recipients of this investment are:

- Museums are more financially resilient and environmentally responsible by developing and implementing maintenance plans.
- Environmental performance of buildings and equipment is increased, supporting the reduction in carbon emissions in the museum sector.
- Improvement in museums' ability to offer independent access for disabled people and accommodation of diverse user needs.
- Museums have strengthened their contribution to local community and regeneration by preserving landmark buildings and ensuring locally treasured collections are accessible by the public.

About the project

Lowestoft Museum was awarded £243,281 in 2022 by Arts Council England as part of the first round of Museum Estate and Development Fund to carry out urgent repairs to Broad House. A total of £22,000 match funding has been secured and £20,591 is still to be raised.

Water ingress is causing damage to the Museum building and collections. Initial investigations suggested that the cause of the dampness was the external walls combined with a failed tanking structure in the cellar. Following advice from Historic England, further survey work by qualified conservation specialists identified that inadequate drainage and rainwater dispersal/disposal systems, along with a failure to address flooding issues in the cellar caused by the external high water table, are major contributors to the perilous state of the buildings.

The final submission to the MEND fund is based on the recommendations identified by Historic England and is outlined in subsequent surveys by a conservation architect and structural engineer.

The capital project plan agreed by ACE includes roof repairs, replacement of failing rainwater dispersal system, renewal and separation of surface and foul water drainage, installation of French drains, structural repairs to alleviate flooding in the Museum cellar, and upgrades to services. This should prevent ingress of water and secure the future of the building and collections.

Governance and management of the project

The project is led by Lowestoft Museum Trustees with support from the Association for Suffolk Museums and Suffolk County Council. Arts Council England is the main funder. The project also includes the following funding partners:

- Nicholas Everitt Park Trust (Oulton Broad Parish Council)
- Lowestoft Town Council
- East Suffolk Council
- Adnams Community Trust

The project is governed by a Project Management Board (PMB). The PMB includes representatives from the Museum Trustees, Nicholas Everitt Park Trust (Oulton Broad Parish Council), Lowestoft Town Council, and Association for Suffolk Museums. A Qualified Lead Advisor (QLA) and Project Support & Relationship Manager will report to the PMB.

The capital project will be managed by the Qualified Lead Advisor (QLA). The QLA will oversee the capital works including listed building consent, appointment of appropriate professional contractors, and site meetings.

The Project Support & Relationship Manager will liaise between all project partners and ensure that the project runs smoothly. More details about this role are outlined below.

Role of the Project Support & Relationship Manager

The Project Support & Relationship Manager will be expected to:

- Support the Museum Trustees in all matters relating to the project.
- Support the Project Management Board to appoint the QLA.
- Liaise with QLA throughout the project to ensure it is managed effectively.
- Regular and ongoing communication with all stakeholders.
- Organise meetings of the Project Management Board.
- Support the PMB Chair and record minutes at all PMB meetings.
- Present a progress report at all PMB meetings.
- Support the project fundraising by completing funding applications.
- Liaise with the Museum Treasurer to ensure all bills are paid on time.
- Liaise with all project partners and ensure funds are drawn down on time.
- Maintain an income and expenditure budget and timetable for the project.
- Maintain a cash flow forecast for the project.
- Maintain a costed risk register for the project.
- Complete a 10-year costed management and maintenance plan.
- Complete all Arts Council England project payment requests and activity reports for approval by the Museum Trustees before submission.
- Meet all project milestones as outlined below.

Project milestones

| Milestone Description | Milestone Date |
|--|----------------|
| Project starts | August 2023 |
| Project Support & Relationship Manager appointed | September 2023 |
| Recruit Qualified Lead Advisor | September 2023 |
| ACE Activity Report #1 | October 2023 |
| First tranche of fundraising achieved | April 2024 |
| ACE Payment Request #2 | September 2024 |
| ACE Activity Report #2 | September 2024 |
| All fundraising complete | October 2024 |
| 10-year management and maintenance plan | December 2024 |
| ACE Payment Request #3 (final) | January 2025 |
| Project ends | February 2025 |

Tender Requirements, Qualifications and Experience

All proposals must include a methodology and programme that outlines an approach to the brief, referencing the role as described in this document. This should be short, succinct, and practical in nature, and should not exceed 10 pages including case studies and photographs.

The document should also include the following information:

- Details of previous relevant experience, including CV.
- A detailed breakdown of fees, including expenses and showing VAT where applicable.
- Details of at least two relevant referees.

Submissions should also demonstrate:

- Proven record of accomplishment in arts and heritage project management.
- Good interpersonal skills.
- Experience and understanding of how to successfully work with volunteers.
- Experience of working with local authorities and local councils.
- High level of written and verbal communication skills.
- Demonstrable report writing and presentation skills.
- Financial management skills.
- Proven successful fundraising skills.
- Experience of successfully liaising with and writing reports for funding bodies.
- Experience and knowledge of delivering capital projects.

Submissions should be made to:

museums@suffolk.gov.uk

Timetable for tender

Deadline for submissions: Monday 11th September 2023

Invite to interview: Friday 15th September 2023

Interviews: Thursday 21st September 2023

Budget for the tender

There is a total budget of £25,000 for this commission inclusive of VAT (Value Added Tax), travel and all other related expenses.

Payment will be made in 10 instalments:

1. 10% on appointment
2. 10% following completion of ACE Activity Report #1
3. 10% following report to December 2023 PMB meeting
4. 10% following report to March 2024 PMB meeting
5. 10% following report to June 2024 PMB meeting
6. 10% on completion of ACE Activity Report
7. 10% on completion of Payment Request #2
8. 10% following completion of 10-year management and maintenance plan
9. 10% following completion of Payment Request #3
10. 10% on completion of project

Contact

For any further information about this commission please contact:

museums@suffolk.gov.uk