

Tender brief for consultant to review and update the education programme at Brixton Windmill

1.0 The Friends of Windmill Gardens and moving to sustainability at Brixton Windmill

Friends of Windmill Gardens currently manage education and access at Brixton Windmill. We are an entirely volunteer-run charity with a highly regarded track record that is about to undergo a fundamental step-change into a more sustainable and professionally structured organisation. We will soon be taking on expanded responsibilities to run a new visitor and education facility at Brixton Windmill in support of the Friends' objectives to sustain the Grade II* listed windmill, run all-ages education programmes, and improve Windmill Gardens.

2.0 The Friends' educational programme to date

To date the Friends have developed and run highly popular heritage education classes on a grants basis and in borrowed and rather inadequate accommodation. Our successful HLF funded programme of workshops (2011-2015) employed a part-time education worker and engaged with a cluster of local primary schools. 100 school groups, a total of 2,755 children, participated but this programme stopped as the grant ended. We have been determined to restart with an increased new offer that is largely self-sustaining and have successfully campaigned for a new Education Centre to be built by Lambeth Council by in 2018.

3.0 The need for a more sustainable future

Our programme is currently not sustainable as we do not have the modules that funders and teachers need if it is going to be a permanent feature of the curricula. Prospective funders have told us that to be funded to employ tutors/education worker(s), we need to:

- Update the modules to include measurable achievement targets
- Expand the number of courses offered at secondary school level
- Enhance quality, allowing us to gradually increase fees accordingly

We applied for an AIM grant for this developmental exercise and were successful.

4.0 The AIM Project objectives and outcomes

The project will meet the two AIM Sustainability Grant outcomes:

One: increased and/or diversified income streams. This will be achieved by producing an assessment mechanism for our current primary and two new secondary modules, which we know are required by both funders and users (and we will therefore be paid for delivering them).

Two: Developing organisational resilience. This will be achieved by updating existing modules, and writing two new modules suitable for Years 7-9, through a participative process internally and with local education providers. The new, steadier income streams will give the Friends a much more secure financial base for the future enabling it to increase its heritage activities with confidence.

The materials produced with this grant will enable the Friends to:

- Increase delivery of educational sessions reaching 127 sessions per annum by 2020/21.
- Engage over 3,000 users in formal education per annum.
- Reach 30 educational institutions by either visits to the windmill or outreach classes.

5.0 Tasks – The proposed consultancy requirements

5.1 Skills, knowledge, and experience:

Consultants must demonstrate that they are suitably equipped and experienced for the task. The outputs will be used in funding applications and in promotional work with schools so must command the respect of educationalists. A central requirement is that the modules should enable pupil progress and achievement to be objectively measured. This is a requirement of our main potential funders and the reason for undertaking this exercise.

5.2 Outputs:

- 1) Develop two new secondary school modules.
- 2) Update four existing modules
- 3) Develop assessment mechanisms/pro formas for all six modules that are tailored to pupil achievement
- 4) All modules should be able to be delivered both by paid or unpaid fully qualified tutors working on their own and should also allow for more intensive experiences such as tours or activities led by volunteers in period costume.

5.3 Process:

The consultant will:

- 1) Discuss with stakeholders, particularly the local schools, colleges etc., their needs and aspirations for courses that give an exceptional learning experience. Particular emphasis is to be placed on achievement measures and reaching those with a wide range of educational needs.
- 2) Discuss with at least three potential funders (funders will be suggested by the Friends) to find out their requirements and guidance.
- 3) Finalise the modules by sharing drafts in an education workshop and produce a brief report on educational priorities for future work with schools.
- 4) Report in brief to the Friends' Education Sub-Group at the start, draft and final report stages.

5.4 Timetable:

The consultant should propose a work programme based on completing the whole task within three months of a proposed start date (expected to start by the beginning of November 2017).

5.5. Budget available:

The AIM grant with added contribution from the Friends provides a fixed fee of £4,500. Consultants should propose the best quality work programme and outputs to this maximum fee, which must include all charges (including VAT) and any other costs. There is no further budget.

5.6 Tender submission requirements:

Tenders must be submitted by 5pm on 16/10/17. They must be by email only and a maximum of six A4 pages may be used. Additional information may be attached to the email tender but the tenders will be assessed on the six-page submissions. In fairness to all tenderers, questions may be asked by email only and all questions and answers will be provided to the other tenderers.

After shortlisting, interviews will be held on 24/10/17. It will be essential that the person or people undertaking this consultancy work are present at the interview.

6.0 Project Management and working and reporting arrangements.

The consultant will report to the Chair of the Friends of Windmill Gardens. The consultant will be supported by a new Education Sub-Group of the Friends as well as the Friends' officers dealing with many of the development and operational aspects of the Friends (for example the layout and furnishing of the education building; heritage interpretation, marketing, design, communications, and business planning).

The consultant will also be given a contact list for the key officers so that they can receive ready access to information and discuss aspects of proposals with the right people. In addition, the consultant will have access to all the research to date into demand for educational services; the records of education work run under our previous HLF funded project; and the former education officer (who still volunteers with us).

The consultant's work will be discussed with the Chair fortnightly and the Education Sub-Group at the start, draft, and final report stages.

Further information on quality – our approach to heritage education

Our commitment is to deliver increasing quality of both formal and informal education at the windmill.

The formal courses – the subject of this application – will be delivered by educationalists with the appropriate training, knowledge and experience. They will be developed and adapted in liaison with local schools and whilst meeting curriculum requirements will also focus on knowledge-rich education. Users will really experience the Brixton Windmill site as an ensemble within the community that is memorable and applicable to many areas of their lives. An innovation is that the updated modules will be designed to be delivered by a mixture of paid and voluntary tutors – ensuring sustainability of provision.

Informal education is delivered through our regular windmill openings, guided tours and publications. We proactively encourage engagement with the heritage through our community events, festivals, planting (e.g. wheat in the park) and milling experiences.

Safeguarding of all the users and volunteers is a priority. The Friends have a well-developed suite of policies. We also have full support from Lambeth Council who advise us on the range of practical and policy matters. Our Executive Group take full responsibility for safeguarding and our named Trustee is: Jean Kerrigan. Before the new education programme is introduced a safeguarding plan will be agreed by the Executive which will ensure that all those involved are DBS cleared and well trained in the whole range of relevant health, safety, equalities and educational issues.

Further information about the Friends of Windmill Gardens – achievements to date

The 201-year old Brixton Windmill (Ashby's Mill) is unique within central London. We have involvement of the descendants of the family who milled there (1816-1934). This really enables us to bring the heritage alive.

Windmill Gardens is a small public park located in one of the most densely populated wards of the London Borough of Lambeth. Local residents concerned about the future of the derelict mill established the Friends of Windmill Gardens (FoWG) in 2003. In 2010, in partnership with London Borough of Lambeth, FoWG spearheaded a successful Heritage Lottery Fund bid to restore the windmill, provide trained tour guides to open it regularly to the public and establish a five-year schools education programme. Since that grant ended (2015) FoWG has continued to organise an annual programme of community events, made improvements to the park setting of the mill and regularly open it to the public. In 2015, we were granted a Green Flag Community Award (aka Green Pennant) in recognition of the grass roots work of FoWG in improving the park and promoting the mill.

FoWG is an entirely volunteer run membership organisation, with no paid staff. In 2017 we have just over 100 members and at least 30 regular volunteers. We estimate that in 2016 almost 3,500 people, the majority local, took part in Windmill open days, schools education visits and community events that FoWG organised in the park. The new centre will enable us to continue and expand these activities, which reduce social exclusion and increase community cohesion.

The Friends of Windmill Gardens is committed to continuous improvement of quality of offer and we joined the Association of Independent Museums in order to benefit from good practice and new ideas from elsewhere. We plan to complete the museum accreditation process within two years.



Friends of Windmill Gardens

For further information: email Jean Kerrigan at info@brixtonwindmill.org.uk or phone 07587170029