



New Town Heritage Explorers

Project Manager

Contract Title:	New Town Heritage Explorers Project Manager (Freelance role)
Client(s):	Milton Keynes Council, Culture and Economy and Conservation and Archaeology Teams; Milton Keynes City Discovery Centre
Reporting to:	Heritage & International Partnerships Officer (MKC); Director and CEO (MKCDC)
Duration:	12 months, 1-2 day(s) per week
Payment Method:	Monthly Invoice to Milton Keynes City Discovery Centre (employer)

Role Overview

Milton Keynes Council (MKC) and its partner Milton Keynes City Discovery Centre (MKCDC) have secured [National Lottery Heritage Fund](#) investment thanks to National Lottery players, for a pioneering New Town Heritage Explorers project in Milton Keynes. MKC is seeking an enthusiastic freelance **Project Manager** with experience of delivering heritage projects and managing a complex and varied workload to drive this project.

As a significant part of a wider 2019-20 city programme focussed on Milton Keynes New Town design heritage USP, this project will build and support a step change in active learning, volunteering, flagship events and public programme activities focussed on our New Town heritage. The project will:

1. Animate and profile the [New Town Heritage Register](#) a new local list detailing the heritage character and contemporary value of Milton Keynes' Design City heritage, delivering a model for celebrating and safeguarding modernist heritage for other New Towns across the UK and Europe;
2. Develop existing and new audiences through a public programme of events and volunteering activities arising from the development of a New Town Heritage Toolkit, which will profile and characterise the unique design heritage of 'MK';
3. Engage young people in exploration of new Town Heritage in key MK Regeneration areas and embed skills and knowledge that allows them to take part in decisions about their future – developing the next generation of volunteers and civic guardians;
4. Support development of our [MK Heritage Open Days](#) programme as it moves from a 4-day event (2017) to a 10-day event (2019), and support the city's new [A Festival of Creative Urban Living](#) to showcase this Design City heritage internationally.

Key Partners and Stakeholders

The Project Manager will work with MKC (strategic lead and host organisation) and Milton Keynes City Discovery Centre (project partner and employer), plus our contract delivery partners including the Historic Towns and Villages Forum. An office base is provided at Civic Offices with access to IT and meeting rooms.



There will also be an Advisory Group of stakeholders with expertise in New Town heritage and heritage and cultural networks across Milton Keynes. The successful candidate will be required to work flexibly, attend site visits and project meetings across the city.

Project Delivery

Project delivery will form four inter-linking strands:

- 1. Development of a New Town Heritage Toolkit** – to engage community groups, heritage and design-interested individuals and train volunteers;
- 2. Young Explorers Workshops** – engage young people in regeneration areas in mapping and understanding their modern architectural/design heritage and exploring their views on the future of their estate and environment;
- 3. New Town Heritage Engagement** – range of interpretation/engagement activities to raise the profile of the new town heritage and pioneering experiments and decisions that were undertaken during the development of Milton Keynes;
- 4. Training and Development of Heritage Skills** – recruiting diverse volunteers to take part in the project, support development of the New Town Heritage Toolkit and act as New Town Heritage ambassadors. External training events will share the Toolkit with the wider public, Town and Parish Council representatives and colleagues from other New Towns (in the UK and beyond).

Background

The MKC Conservation and Archaeology Team are currently developing a New Town Heritage Register (NTHR), normally described as a 'local list'. The register fulfils the requirement of National Planning Policy Framework paragraph 187, that local planning authorities assess the significance of heritage assets within their area and that this information be made publicly available. The New Town Heritage Explorers project will animate and celebrate spaces listed on the NTHR through a series of exploration, interpretation and animation activities/events. This project will raise the profile of these important and recognised sites, as well as bringing to light their particular stories and places in MK's heritage. It will use the NTHR as the inspiration to celebrate and document the character of the city through development of a New Town Heritage Toolkit. The project will empower enthusiastic citizens to both explore, and make valuable contributions to, our body of local knowledge and to safeguard our design heritage into the future.

There are already several detailed and tried-and-tested heritage toolkits available, and each of these toolkits look at land uses, buildings and the landscape, which have been identified as the main variables in defining character and local distinctiveness. These existing toolkits implicitly place more emphasis on historic locations, and less on the infrastructure and landscape setting – natural or man-made – which New Towns were designed to address. Innovative New Town planning and architecture has created places which do not easily fit the mould or confirm to the public's perception of 'heritage'. The outcome of this process would be greater awareness of what makes a place special (and in terms that are more easily shared with others), better communications between those involved in managing change, and a recognition of what future decision-making could do to improve, or perhaps undermine, the character of places.

Skills & Experience

Essential requirements are:

- At least 3 years' experience managing grant-funded heritage projects;
- A proven track record of working in partnership with developers, Local Authorities, communities and multi-disciplinary design teams on cultural project development and delivery;
- Passion for New Town heritage (with knowledge of Milton Keynes an advantage) and sharing the unique approach to place-making exhibited by Milton Keynes;
- Excellent communication and dissemination skills, with a view to securing the delivery, evaluation and legacy components of the project with partners and contracted professionals.

Role Responsibilities

Responsibilities will include:

Project Management

- Managing the core project strands, people and overseeing progress and milestones;
- Working with project partner, [MK City Discovery Centre](#), to deliver the New Town Heritage Toolkit - contracted to Historic Towns and Villages Forum;
- Managing recruitment, briefing and contracting of Events Producer, supporting development and delivery of Film/Discussion Events programme (including engagement with [Living Archive MK](#) and [Independent Cinema MK](#));
- Managing recruitment, briefing and contracting of a filmmaker to document the Young Explorers project strand. Overseeing filmmaker contract and supporting development and delivery of final film;
- Engaging with stakeholders, MKC departments, project supporters/advisors, community groups and potential volunteers. This includes engaging with representatives from other New Towns;
- Liaising and reporting to the [National Lottery Heritage Fund](#);
- Managing, convening and reporting to the project Steering Group;
- Managing, convening and reporting to the project Advisory Group;

Volunteer Engagement

- Communicating the project widely and offering people a range of ways into the project;
- Encouraging volunteers to join the project and take part in workshops and training events;
- Working with Heritage MK to develop volunteering opportunities for the project that can be advertised via the [Heritage MK Volunteer Makers](#) platform;
- Working with MKC Regeneration team to identify young people to take part in Young Explorers activity;
- Supporting engagement and workshop planning for the Young Explorers strand;
- Supporting the [MK Arts and Heritage Alliance](#) to attract volunteers to develop New Town Heritage Explorers Trails and content to be added to the Discovering MK app;

Communication & Marketing

- Communicating and raising the profile of the New Town Heritage Explorers project in print, on social media and online;
- Marketing Film/Discussion Events programme to ensure attendance at events;
- Sharing/communicating the project achievements and outputs widely, to the public, local organisations, schools, Town and Parish Councils and beyond MK;
- Marketing the final New Town Heritage Toolkit for use by a wide range of groups within and beyond MK;
- Sharing the Young Explorers film widely;
- Marketing the re-launched Discovering MK app containing the New Town Heritage Explorers Trails;
- Setting up and managing a blog to share the progress of the project;
- Ensuring project outputs are added to the City Discovery Centre website for future use.

Evaluation & Legacy

- Securing an Evaluator and developing with them an evaluation framework that accounts for MK Council and National Lottery Heritage Fund evaluation and reporting requirements;
- Collecting and collating evaluation materials across the different project strands to provide one final report that illustrates the outputs, outcomes and impact of the project;
- Reporting to National Lottery Heritage Fund and completing interim and final reports as required;
- Supporting sharing events to engage a broad range of New Town, Garden City and international representatives in discussion/training relating to the New Town Heritage Toolkit;
- Working with local organisations to share the final New Town Heritage Toolkit and develop ways to embed toolkit activity and discussion in future work;

Fee

There is a fixed fee of **£10,000** available for this contract and a small budget to cover reasonable expenses. It is expected that this will cover at least 1 day per week over 12 months.

Timescales

Application Deadline	12 Noon, Friday 20 th May 2019
Interviews	Afternoons of 30 th and 31 st May 2019
Contract Start Date	June 2019, exact date to be confirmed with successful candidate

Information required in submission

Project Managers who satisfy the skills and experience of the brief should make a submission which should include the following:

Information required	Weighting
CV which includes: <ul style="list-style-type: none">• Career history, qualifications and professional memberships etc.	20%
Letter of interest, limited to 4 sides A4, stating <ul style="list-style-type: none">• Your availability and interest in this role;• Relevant skills and experience;• Your knowledge of Milton Keynes and New Towns;• Stated cover for relevant insurances (Public Liability, Professional Indemnity and if applicable, Employers Liability). Proof demonstrated if called for interview.	25%
Proven track record on quality delivery <ul style="list-style-type: none">• 2 examples of relevant projects or commissions that you feel demonstrate your ability to deliver this contract. Limited to one side A4.• Please include details of two referees	30%
Fully inclusive fee proposal including: <ul style="list-style-type: none">• Costs of your service for time specified (including day rate) within fixed fee• All other costs (such as travel) - noting;• There is no additional operating budget for this contractor.• Milton Keynes Council will provide office/desk space, access to a computer for office days, and related admin support.	25%

Shortlisting will be based on the submission of all candidates against the weighting. Final candidate selection will be based on additional interview questions extracting more detail on the above criteria.

Please submit applications to culture@milton-keynes.gov.uk by 12 Noon, Friday 20th May 2019.

Questions

Any questions to the project should be directed to Shane Downer, Heritage and International Partnerships Officer via Mobile 07872 111175 or preferably via culture@milton-keynes.gov.uk Please note that due to annual leave, there may be a delay in answering queries from 7th – 13th May inclusive.

END OF FORM