**Appointment of a Project Development Consultant**

**Woodhall Spa Cottage Museum**

**Project Brief**

Woodhall Spa Cottage Museum is seeking to appoint a project consultant to prepare a business plan and assist directors in securing funding for the future development of the Museum, helping to ensure its sustainability.

***The Cottage Museum and its Activities***

Woodhall Spa Cottage Museum is a volunteer managed small independent accredited Museum which also houses a tourist information facility. It is a registered charity and it became a Company Limited by Guarantee in 2005. The Trustees are also Directors of the Company and references to Directors in this Project Brief also mean Trustees.

The Museum first opened its doors in 1987 and has welcomed over 100,000 visitors. The Museum’s main beneficiaries are volunteers, local people, community groups, families, young people, day trippers, holiday makers staying in the village, school groups and researchers. Visitors are known to have come from other countries.

The Bungalow known as the Cottage Museum not only houses the Museum’s collection but is itself the major exhibit and is constructed of corrugated iron laid on a timber frame. The extensive collection of photographs and artefacts, mainly attributed to John Wield, who lived in the Bungalow over a 100 years ago, is used to illustrate the history and development of Woodhall Spa.

The Museum is the custodian of a wealth of material which provides an insight into the development of the village and the lives of its residents, for local people and visitors to Woodhall Spa.

Our work is supported by the local community, local businesses and various organisations associated with Museum development and in the past, the National Lottery Heritage Fund.

The Museum successfully applied for Heritage Lottery funding in 2010 and after extensive refurbishment, re-opened its doors in May 2013 with new professionally designed displays and an activity plan with four key elements - Education, Interpretation, Exhibition Programme and Promotion.

In line with the planned activity programme the aim is to increase visitor numbers and ensure sustainability of the Museum. The Cottage Museum strives to provide the best service for all its users.

The Museum is managed by a Board of Directors. It employs a part time Administrator and seasonal Visitor Services staff. It relies on the support of a number of volunteers.

Before the pandemic, our accredited Museum had a full programme of events and activities including school visits and family activities. Next year we need to create new, resume and adapt existing and proven programmes and services post-Covid. Our events and lecture series attract local audiences as well as visitors from far afield.

We recruit and train volunteers to manage our collection, meet and greet visitors, promote and run our activities and develop skills and knowledge. We have a publishing programme with several successful books recording local history.

We have a “Friends Group” and communicate with approximately 100 members via our newsletter, website and Facebook page.

The Cottage Museum is currently working with Lincoln University.

***Aims and Objectives***

Our aims and objectives are to continue to develop and sustain a nationally recognised Museum, celebrating and interpreting the history of the village and the community which grew up around it.

Our vision is to extend the exhibition space by building a permanent structure, incorporating a large covered display area with large doors for easy access to artefacts and new technology, with storage space at the back for equipment used for events.

The new building will possibly be accessed from the old building by the removal of a window in the temporary exhibition room, replaced with a door and walkway between the two buildings.

The new exhibition space will house the larger artefacts, with a transport theme, which have been donated or acquired since the Museum opened. These include Bath Chairs, a bicycle owned by the local “Rose Family” and artefacts telling the story of the Arnhem connection to Woodhall Spa. The walls along the walkway (if decided upon) will also be used for storytelling. The Museum has many stories to be told and artefacts which need to be displayed.

Covering the patio area in a more permanent way and improving the visitor flow through the Museum are also new ideas to be carefully considered.

A Development Committee, comprising of six Museum directors will manage the project. Three elements need to be addressed - “Capital Works,” relating to the buildings, a “Digitalisation Plan” designed to attract new audiences and “Community Engagement” which will provide employment opportunities.

***About the Role***

The project consultant will work with the directors in developing the Cottage Museum’s overall objectives.

***The Development Project***

It is envisaged that the project consultant will guide the directors through the preliminary stages of the development project and help to bring new ideas to reality whilst meeting funder requirements and Museum standards.

***Contract Deliverables***

1. Preparation of a business plan for the Museum that will demonstrate an ability to meet current and predicted costs, including realistic projections for increased visitor numbers commensurate with the future development of the Museum and meet Museum Accreditation Standards.
2. Preparation and submission of appropriate funding applications relating to the development of the Museum and employment opportunities, in consultation with the directors.
3. Review Audience Development and Education Plans and make recommendations.
4. Support directors, volunteers, and staff to identify and acquire essential skills.
5. Maintain regular contact with the Museum Chairman and Treasurer through an agreed reporting schedule and attend monthly meetings.

***Essential criteria for the successful candidate***

* Business Planning experience.
* Proven experience of preparing successful funding bids for large Projects.
* Excellent communication skills.

***Desirable criteria for the successful candidate***

* Experience of working with small, volunteer-based museums.
* Strategic review / planning experience for charities.

***Practicalities***

The successful candidate will liaise with the directors through the Chairman, or his nominated deputy. The successful candidate may also need to communicate directly with project funders.

The period of the contract will be from the 1st January 2023 to the 31st March 2023.

The maximum fee for the Project will be **£8,000** including all expenses and charges inclusive of VAT.

Applicants must submit a detailed breakdown setting out how they will address the brief, identifying how many days they will dedicate to each expectation and any anticipated additional costs.

**Quotations** should be addressed to:

The Chairman, Woodhall Spa Cottage Museum, Iddesleigh Road, Woodhall Spa, LN10 6SH and emailed to [chairman@cottagemuseum.co.uk](mailto:chairman@cottagemuseum.co.uk) by noon on the 1st December 2022.

The following details **must** be included:

* your business name, address (including postcode) and telephone number. Also, a website address if you have one.
* a detailed and itemised breakdown of costs.
* your company number and VAT number (if applicable).