



BATH
PRESERVATION
TRUST

BRIEF - ACTIVITIES

1. Introduction

The Beckford Tower Trust (BTT) owns and manages Beckford's Tower, the last surviving building connected with the historically significant William Beckford. Located within the area of Lansdown, the building is open to the public at weekends, operating as a museum and Tower experience. Connected to the public buildings is a property leased to the Landmark Trust, operating as a holiday let. The Trust recognises an urgent conservation need to repair and conserve the Tower and is seeing this as an opportunity to develop our visitor experience, engage wider audiences and reconnect the Tower with its lost landscape, through new experiences, interpretation and access.

The initial exploratory works have been funded by Beckford Tower Trust (BTT), which has been awarded a development grant by the National Heritage Lottery Fund (NLHF) to develop their own proposals up to submission of planning and to assess their costs for the project. The outcome of this development work will influence the works to be carried out during the delivery phase, which we aim to fund through a combination of sources including a further NLHF grant, other grants and donations including that gained by direct fundraising. On completion of this development work a NLHF Round 2 grant request will be made and if successful, the conservation works and other activity plans will be funded by BTT with substantial support from its sole Trustee, Bath Preservation Trust (BPT) as well as from the NLHF.

A brief description of the elements of activities work required to complete the project is given below.

These works will be carried out in two phases, the first (the Round 2 Development Work) will provide consultation sessions with all partners that feed into the Education and Community Engagement elements of the Interpretation and Activity Plan with agreed workshop delivery content, providers and participants, to allow submission of listed building and planning applications and a Round 2 NLHF application to request further funding.)

The second will be the implementation of the works if the application is successful.

The Activities Officer will be required to work as part of a design team alongside other contractors and members of BPT staff, to provide the Trust with a coherent and costed plan for the future Education and Community engagement programme including learning resources and interpretation elements (Phase One) and to oversee its implementation (Phase Two). The successful post holder will be responsible for providing standard activity delivery to include in particular the following:-

1. Development Phase

Scope of Works:

- Outreach and onsite sessions to introduce the project to partners
- Workshop delivery at the Tower, with existing partner groups
- Formation of and quarterly meetings with a new advisory group consisting of partners already engaged in the project
- School visits to engage both teachers and pupils with the Tower project
- Community group visits to enable creative responses to the Tower project
- Creation and management of volunteer groups to fulfil the requirements of the Activity Plan
- Engagement with the new community at Ensleigh, including outreach and Tower visits, as well as joining in with the launch events
- Working collaboratively with partner groups to contribute to the learning element of the overall interpretation design
- Develop outcomes from these sessions and other feedback, to finalise the Interpretation and Activity plan for Round 2 application

Programme:

- Submit NLHF Round 2 in Jan 2022
- NLHF Decision Spring 2022

Costs inc. VAT:

	Budget	Detail
Round 1 costs	£14,400	Includes transport, artists, refreshments and resources
Totals	£14,400	

2. Delivery Phase Scope of Works:

- Delivery of the Activity plan that will include outreach sessions, learning activity and creative outputs with school, community and other groups as identified including volunteers

Programme

- NLHF Decision Spring 2022
- Completion of project December 2023

Costs inc. VAT:

	Budget	Detail
Round 1 costs	£69,488	Includes transport, artists, refreshments, resources and volunteer recruitment, training and expenses
Totals	£69,488	

Start Date	Duration	Project partner (s)	Projected number participating	Activity	Location	Deliverer	Audience	Projected output	Projected outcome
Winter 20/21	1 month	N/A	4	Staff recruitment	BPT offices	Director of Museums	General Public in particular those who will apply	Staff will be in place	Delivery of Development Phase efficiently resourced to support successful meeting of phase objectives (successful Round 2 Bid)
Winter 19	6 months	Various research bodies and holders of Beckford collections	6	Research Beckford collections	Oxford University Bodleian Library. Brodick Castle, Isle of Aonach. Hamilton Family Archives-Lennoxlove or Edinburgh /Scottish National Archives. Hamilton Family Archives - Hamilton Town Library and Record	Senior Curator	Volunteers	Interpretation strategy that indicates how narratives will be made relevant to different audiences	Full understanding of Beckford narratives and those relating to the wider landscape.

					Office. Beinecke Library, Yale University				
Winter 19	2 weeks	Cotswold Group	12	Stile & counter	Tower	Project Director Capital Works	Volunteers and visitors using the new stile, also Evaluation Officer	Stile and people counter in place	Evaluation of current use of the landscape will inform both audience engagement and target visitor numbers post-project
Spring 2021	15 months	All partner groups	25	Evaluation	Bath	Project Co-Ordinator	Project team	Evaluation of all works, is carried out during development phase, including gathering of data, images and feedback	Interpretation strategy is informed by evaluation findings
Spring 2021	3 months	All partner groups		Update meetings will be held plus visits to the Tower and partner group sites	Tower	Project Co-Ordinator		Momentum of partnerships will be maintained	Opportunities for collaborative working and reaching new audiences will continue to be explored
Spring 2021	1 day	Anchor Housing Pemberley Place	14	Introduction to Tower Outreach talk by Learning & Engagement Officer and Activities Officer if in post, at Pemberley Place	Pemberley Place	Activities Officer	residents of 'Pemberley Place'	1 hour talk to inform organisation and its stakeholders	Deepening of new partner relationship alongside increasing awareness of the Project by its stakeholders. Feedback on the talk will start to inform future outreach.

Spring 2021	1 day	Age UK (B&NES)	15	A 2 hour visit to the Tower by Age UK volunteer leaders to hear a talk by BPT staff about the landscape and tour of cemetery, grotto site & route to Beckford's house on Lansdown Crescent. This builds on a volunteer visit introducing the project held in June 2018 at the Tower. volunteers run the Walking Club, Culture Club and other relevant Age UK groups.	Tower	Activities Officer	Age UK volunteers	Age UK volunteers are recruited onto the 'Our Tower' advisory panel to help shape Interpretation and Activity planning for older people. A panel meeting will then be held in October	The development of the Project will be informed by the involvement of a panel of older Bath residents so that it will better reflect their interests and lead to a higher quality of Interpretation and Activity.
Spring 2021	2 days	Abbot Alphege Academy	60 students 5 teachers	Two 2 hour visits to the Tower including a walk from Lansdown Crescent to identify Beckford's route. Talk and related follow up (in class) activity to introduce the story of Beckford, in particular the landscape around the Tower	Tower	Activities Officer	Students & teachers	Children aged between 8 and 10 years and their teacher will learn about the Tower.	The school has confirmed their involvement in the project. This trial of a talk and activity will be evaluated so inform future learning delivery to Primary schools (both on-site and outreach)

Summer 2021	1 day	Enleigh housing development	25	A leaflet drop to the new local residents to invite them to refreshments at the Tower for an informal chance to explore it. Two new volunteers (residents on the estate) will be asked to talk about their experience.	Enleigh	Activities Officer	local residents	Local residents will learn about the Tower. They will be invited to join the 'Our Tower' advisory panel to help shape Interpretation and Activity.	More local residents will feel a connection to the Tower, possibly resulting in volunteering currently and over the course of the Project, plus join the advisory panel.
Summer 2021	10 months	All partner groups	25	Development of plans and strategies; Volunteer development plan Marketing plan Business plan Interpretation strategy Conservation Management Plan	BPT offices	Project Co-Ordinator	Project team	Completion of; Volunteer development plan Marketing plan Business plan Interpretation strategy Conservation Management Plan	Plans inform and strengthen the Round 2 Bid to ensure all NLHF objectives are met, with the Project reflecting audience needs, making the most of the collection, revealing new narratives and visitor experiences physically and digitally. The works are also well resourced and full financed, including requirements post-project
Autumn 2021	1 day	'Our Tower' Advisory panel of local older people, volunteers families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	Project Co-Ordinator	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.

Autumn 2021	7 months	'Off the record' SPACE LGBT+ youth group	12 members	Collaborative event to consult with group members on project ideas and activities	Tower	Activities Officer	Youth Group Members	Interpretation suggestions for the group to pilot during the Development phase	The SPACE group feels engaged and a sensitive and relevant narrative about Beckford's life is created for all visitors to experience
Autumn 2021	1 day	All partner groups	550	High profile event	Tower	Director of Museums	All project partners, participants and general public who attend	Large scale event takes place with public engagement of 500+ people	Awareness of the project is raised, support of local and other interested individuals and groups is engaged, with the potential to initiate funding requests and gain financial support for the project
Autumn 2021	7 months	Age UK visits to the Tower and landscape	30	BPT will consult the Age UK 'Our Tower' advisory panel members to create tailored visits, including 3 talks and tours. Follow up workshops, for example, creative writing or art activities, will be held at No.1 Royal Crescent.	Tower	Activities Officer	Age UK members	These pilot sessions will trial subjects and activities suitable for older visitors to help inform the Round 2 application	Feedback and evaluation will enable Age UK members to receive informative and relevant experiences which will benefit their wellbeing and willingness to maintain their involvement with the project
Autumn 2021	2 months	'Pemberley Place' and Abbot Alphege School	60 children, 30 adults	'Walking for Wellbeing' walks will be run for students and 'Pemberley Place' residents to share the opportunity to enjoy the landscape around	Tower	Activities Officer	Visitors to Tower and No.1 seeing the display 3000	The creative work from the children and older adults will be displayed at the Tower and at No.1 Royal	The participants will experience a greater understanding of, and connection to, the Tower. A wider public (local, UK and international visitors) will hear about the project

				the Tower, then write and paint in response, back at their sites.				Crescent with an information panel about the project.	after seeing the two displays.
Autumn 2021	1 week	B&NES Museums week	150	This popular week gives families free entry to B&NES museums. The learning team will offer a range of fun activities to bring the story of the Tower to life in interactive, immersive ways. Feedback from the families will be taken.	Tower	Activities Officer	adults & children	These pilot sessions will trial subjects and activities suitable for family visitors to help inform the Round 2 application	More local families will be informed about the Project. BPT will have a greater understanding of how to engage this audience with the Tower's story.
Autumn 2021	12 months	BANES	3	Planning permission	BANES office	BANES	Project team	Planning permission is submitted	Capital works will go ahead in line with the project timetable, reducing chances of delays and also enabling works to happen at the ideal time, in terms of weather and resource
Winter 2021	1 day	Enleigh housing development	20s	An introduction to the Project by BPT staff, aimed at new residents. Linked to a Christmas event.	Tower	Activities Officer	local residents	Local residents will learn about the Tower. They will be invited to join the 'Our Tower' advisory panel to help shape Interpretation and Activity.	More local residents will feel a connection to the Tower, possibly resulting in volunteering currently and over the course of the project, plus join the advisory panel.

Winter 2021	6 months	Abbott & Alphege Academy & Pemberley Place	10 teachers 10 staff 20 residents	A talk and tour during 'staff meeting' time at the end of the school day to introduce the project and explore ways to link with existing plans for a cross-generation project. Links to their organisational Wellbeing initiatives will be developed.	Tower	Activities Officer	Students, teachers, members, Pemberley Place	Staff at both organisations will be aware of the Project and plans for activities and will be closely involved in their design and implementation	A wider range of local residents including older people, families and teachers will feel connected to the Tower and its history and so be co-producers of project plans to inform Interpretation and Activity
Winter 2021	3 months	Developing Pathways Project (in partnership with the Holburne Museum)	32	Existing groups which use art as a therapeutic tool for mental health issues will visit the Tower and landscape. Approx. 3 visits will take place by the @freshArt, Gardner's Lodge and IMAGE groups.	Tower	Activities Officer in partnership with Artists and Holburne Museum staff	mental health support group members	The groups' artistic responses will inform the Interpretation Activity planning. A display of artwork at other BPT museums will help raise awareness of the Project.	The Tower and its landscape as a place encouraging wellbeing in its visitors will be informed by the evaluation of these partnerships. Some of the participants will return to the Tower and continue to be involved in the project, either as volunteers or lead artists for future activities.
Winter 2021	1 day	'Our Tower' Advisory panel of local older people, volunteers families	8 members	Meeting to gain feedback on planning (including for outreach adult and schools' sessions), gain new ideas, build relationships and	Tower	Project Co-Ordinator	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.

		and teachers		awareness of the Project					
Winter 2021	1 month	N/A	5	Contractor tender	BPT offices	Project Director Capital Works	General Public in particular those who will apply	Contractors will be in place	Delivery of the Development Phase will be efficiently resourced, to support successful meeting of phase objectives - successful Round 2 Bid
Winter 2021	1 month	N/A	5	Archive Project: New volunteer recruitment.	Bath	Archivist & Activities Officer Existing volunteers help with distribution of leaflets and posters at intervals throughout project	General Public in particular local residents	Aim to recruit 5 new volunteers during each year of the project.	To provide opportunity for people to learn more about the Beckford's Tower Library & Collections, the history of BPT, Beckford and Bath, and meet others of similar interests
Winter 2021	7 months	Pemberley Place	200	Ongoing consultation with 'Pemberley Place' residents will enable an ongoing programme which, after initial discussion, could include; - Joint 'Open Days' to include talks and activities at the	Tower	Activities Officer	Members of public including 'Pemberley Place' residents	Stronger links with 'Pemberley Place' plus residents of the Ensleigh development will result. An invitation to join the 'Our Tower' advisory	Feedback and evaluation will inform the Activity plan. More local residents will visit the Tower and also become volunteers and/or involved in delivering the Project.

				<p>centre's lounge and tours of the Tower</p> <ul style="list-style-type: none"> - a pilot 'Wellbeing walk' connecting the development to the Tower and its landscape - A shared offer at the on-site café to encourage visitation (from June onwards) 				panel will be made.	
Winter 2020	1 month	Bath Record Office	8	<p>Archive Project:</p> <p>Existing volunteer and new volunteer training including sessions on basic archiving, document conservation, object handling and storage and a visit to Bath Record Office to learn about the collections and how they relate to BPT holdings.</p>	MoBA	Archivist & Activities Officer individual 2-hour induction with each volunteer, 5 x ½ day training session p/a with volunteer group. ½ day p/a with volunteer professional paper conservator. In partnership with Bath &	New and existing project volunteers	Targets are to train all volunteers to undertake basic archiving of items to support Archivist. The aim is to also train volunteers to answer public enquires and undertake small research projects. Success measured through the level of archiving and cataloguing the volunteers are able to help with and the	Opportunity for people to learn about the city and its built heritage, and learn new skills, in particular skills in the conservation of historic documents and records. Also to provide volunteers with the skills and confidence to undertake small research projects and answer public enquiries.

						North East Somerset Record Office with support from other BRO staff. Existing staff 2 days p/a		confidence with which they feel they can undertake such work, and pass on their skills and knowledge	
Spring 2021	3 months	N/A	12	Archive Project: Archiving of uncatalogued Beckford's Tower Library and Collection	MoBA	Archivist 50 days p/a/100 days Project volunteers , 30 days p/a/60 days	New and Existing Volunteer and the general public, in particular those interested in learning about their own homes or aspects of Bath's built heritage	Volunteers to have been involved with archiving and to have advanced skills through project to move from basic cataloguing to taking on individual sections of archive under Archivist supervision.	Opens up a valuable resource of Bath's heritage that has previously been inaccessible to the public through its uncatalogued state, thus providing opportunity for people to learn about heritage

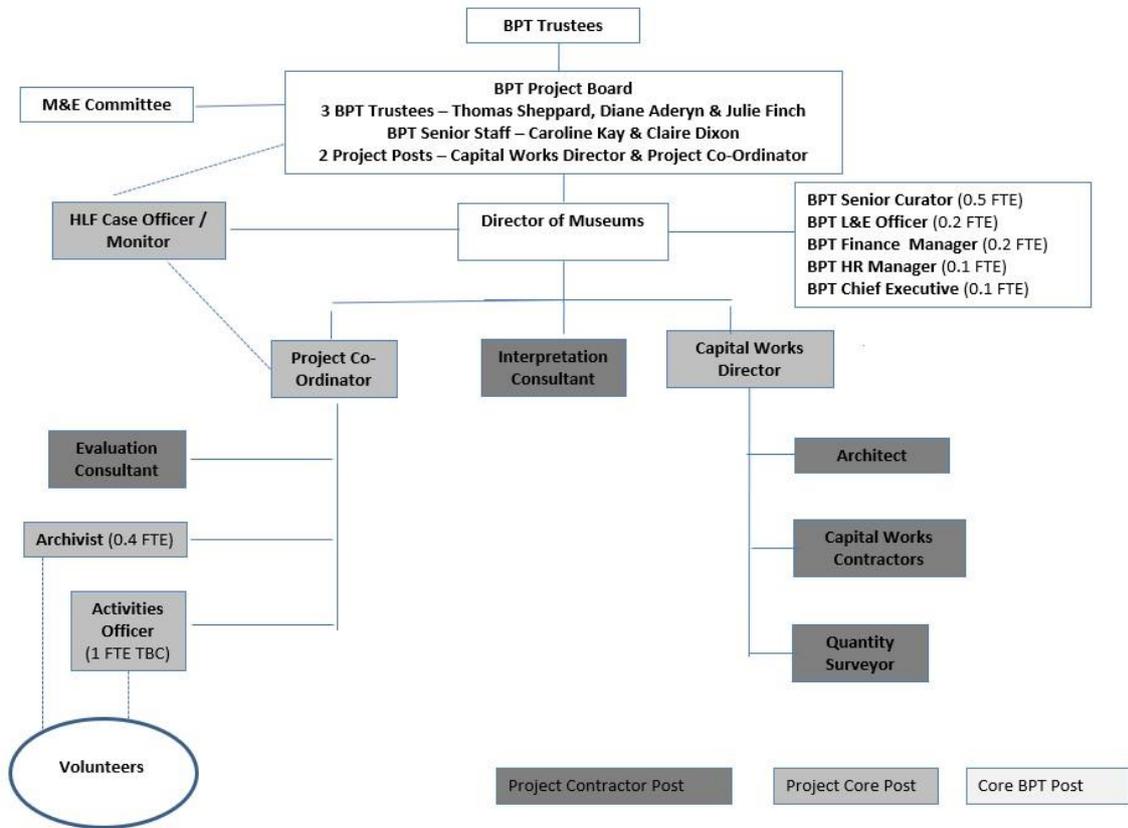
Spring 2021	1 day	'Our Tower' Advisory panel of local older people, families and teachers	8	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	Project Co-Ordinator	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.
Spring 2021	5 months	St Andrew's, Kingswood, Royal High, Twerton Infant & St Stephen's schools will be invited to visit (plus other Bath schools)	120 students, 20 teachers	Visits will be made to the Tower for talks and walks. The Learning & Engagement Officer will liaise with class teachers over planning to ensure subject matter is relevant to the curriculum.	Tower	Activities Officer	Students & teachers	These pilot sessions will trial subjects and activities to help inform the Round 2 application.	Feedback and evaluation will inform the development of the schools' offer. The positive relationships with schools put into place at this stage will help enable a strong outreach programme during the closure of the Tower in 2020.
Spring 2021	3 months	N/A	5	Exploratory works	Tower	Project Director Capital Works	Project team	Full exploration of Grotto Tunnel	Good understanding of all capital works required, including costs and timescales to feed into Round 2 Bid

Spring 2021	2 days	N/A	8	Assessment of collection storage needs, sourcing and costing storage and packing materials.	Beckford's Tower & MoBA	Senior Curator	Volunteers	Round 2 costings for materials and off-site storage.	Full understanding of packing and storage needs of collection
Spring 2021	3 months	'Snap and Stroll' mental health support photographic project, in partnership with Creativity Works.	12	Working with a professional photographer, the participants will create images of Beckford's landscape over 5 weekly sessions	Tower	Artist managed by the BPT Activities Officer	mental health support group members	The photographic work will be incorporated into future interpretation of e.g. the grotto and paddock.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.
Spring 2021	3 months	N/A	12	Archive Project: Temporary and then new storage of Beckford Tower's Library and Collection to conservation standards and to improve accessibility to items for users	MoBA	Archivist & Activities Officer 20 days p/a/ Collections Access Project volunteers 10 days/pa/	Project volunteers and General public using the Library	Target is to store all holdings to conservation standards Target is for 10 users of Beckford's Tower Library in the first year post opening the new museum. On-going target will be for at least 15 - 20 users every year following	Project volunteers will learn about the correct storage of materials to conservation standards and how to handle archive and library objects practising skills learnt in training sessions

								completion of project.	
Spring 2021	10 days	N/A	3	Undertake conservation survey of collection. Create list of any conservation treatments required. Source conservators and cost conservation treatments.	Beckford's Tower & MoBA	Senior Curator	Volunteers	Interpretation strategy and plan for any items chosen as part of interpretation	Assessment of items in the collection in need of treatment to make them display standard.
Spring 2021	1 day	'Our Tower' Advisory panel of local older people, volunteers families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	Project Co-Ordinator	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.
Summer 2021	2 days	N/A	3	Source and cost storage facilities for furniture storage during delivery phase	MoBA	Senior Curator	N/A	Round 2 costings for materials and off-site storage.	Full understanding of packing and storage needs of furniture
Summer 2021	3 months	N/A	5	Archive Project: Inputting of BPT Museum Collections and Archive and library holdings onto electronic management system	MoBA	Archivist 20-25 days p/a/40-50 days. Existing staff 5 days p/a/10 days	BPT museums staff General Public, in particular those interested in	Targets for the Beckford's Tower Library and Collections to be fully searchable by all staff	General public will have access to the Beckford's Tower Library, previously inaccessible, to learn about heritage in particular Bath and its built environment.

						Existing BPT administrator 4 days.	learning about Bath and its build heritage and in architectural history.		
Autumn 2021	1 day	'Our Tower' Advisory panel of local older people, volunteers families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	Project Co-Ordinator	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.

Management Reporting Structure



Recruitment Process

Applications will be received and reviewed by the Director of Museums and Senior Curator.

There will be short list of candidates selected for interview with tours of Beckford's Tower and Landscape available on request, to support short-listed candidates in their preparation for the interview process.

Interviews will enable a final decision to be made.

Sunday 24 January - Deadline for applications, received and reviewed by Claire Dixon, Director of Museums and Dr Amy Frost, Senior Curator.

Week commencing Monday 25 January - Shortlisting by Claire Dixon, Director of Museums and Dr Amy Frost, Senior Curator

Week commencing 1 February - Tours for shortlisted candidates with Dr. Amy Frost, Senior Curator

Week commencing 8 February - Interviews with Claire Dixon, Director of Museums and Dr. Amy Frost, Senior Curator

Submission

Applications to be received no later than Sunday 24 January

Applications to be submitted via the required form to admin@bptrust.org.uk

Any enquiries about this project to be directed to cdixon@bptrust.org.uk