



## **Project Officer for City Voices: Brief for freelance position**

City Voices began as the community engagement strand of the high-profile Gloucester History Festival. We are at an exciting point in the development of City Voices and are looking for a committed and enthusiastic individual to help us deliver our ambitious vision. With the support of the National Lottery Heritage Fund, we will take City Voices to the next level by enhancing and developing community engagement through a year-round community-led programme, creating opportunities together to celebrate community heritage and history, diversifying audiences and ensuring on-going sustainability.

### **1. Summary of contractor's requirements**

GUST's City Voices Working Party wishes to appoint an experienced Project Officer to deliver the following areas of work:

- Provide planning, administrative and organisational support for the development of the City Voices programme
- Maintain accurate records of activities and compile regular reports for GUST trustees, the National Lottery Heritage Fund and any other funders
- Monitor expenditure, collate evidence of expenditure and compile grant drawdown reports.
- Coordinate and maintain the collection of relevant data, such as volunteer hours, to support project evaluation
- Set up a shared document store for City Voices
- Promote environmental good practice
- Support City Voices volunteers

### **2. Experience, skills and knowledge**

#### **Essential**

- Organised and methodical approach to tasks with track record of meeting deadlines
- Experience of data collection and reporting
- Enthusiasm for Gloucester's history and heritage
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Track record of budget monitoring and financial prudence



## **Desirable**

- Knowledge of Gloucester and its communities
- Experience of supporting a National Lottery or Arts Council bid, or similar
- Experience of working alongside other freelancers

### **3. Delivery of the Contract**

*Contractor agreement:* This contract is offered on a freelance basis and the successful person will be responsible for their own NI and tax owed.

*Hours:* The work is likely to take in the region of 1-1.5 days a week overall but with additional hours required during events. Weekend and evening work will be required during events, and may to be required at other times too.

### **4. Timetable**

We anticipate appointing a freelancer in July or August 2021 for 35 months.

### **5. Fees**

There is a maximum budget allocation of £25k for this work over 35 months, including all travel and expenses. Please submit your fee proposals including expenses, subsistence and VAT, as part of your tender. The Project Officer will be remunerated on receipt of an invoice at agreed intervals/milestones.

### **6. How to apply**

Please submit an electronic copy of your application of no more than 4 x A4 pages (exclusive of CV) covering the following areas:

- Summary of your understanding of the brief and insights you can offer
- Proposed methodology and approach to the brief
- Your CV including qualifications, professional insurance/indemnity cover, and other relevant expertise and experience. Please include 2 examples of previous relevant work
- Breakdown of all costs. These should include a rate per day/hour and the number of days required to complete the brief. Costs should be inclusive of VAT and all expenses

Equal weighting will be given to each of the four criteria.

Please also include details of two referees from recent projects you have worked on who you would be happy for us to contact.

### **7. Further information**



For further information, please contact Heather Forbes (City Voices Working Party)  
[heather.forbes@gloucestershire.gov.uk](mailto:heather.forbes@gloucestershire.gov.uk) 07852 829944

Closing date: 4pm Monday 26 July 2021

Please submit your tender response to: [heather.forbes@gloucestershire.gov.uk](mailto:heather.forbes@gloucestershire.gov.uk)

Interviews: TBA

## **8. Further details about City Voices and GUST**

City Voices started in 2016 as the community engagement strand of the high-profile Gloucester History Festival, which runs for two weeks each September. The History Festival features more than 200 events including Blackfriars Talks, Heritage Open Days and a wide range of City Voices events developed and co-curated locally. City Voices has grown exponentially since the 18 events scheduled in 2016 to over 60 events in 2019. During the coronavirus lockdown in 2020 City Voices events were delivered online and outdoors and involved 38 local organisations, 125 volunteers and 25 freelance artists. In order to reach its full potential City Voices is now planning an innovative year-round community-led development programme.

The charity GUST was set up by Donna Renney, former director of Cheltenham Festivals. GUST originally supported Gloucester History Festival whilst it transformed into a Charitable Incorporated Organisation and will now incubate City Voices whilst it develops the governance structures to deliver its ambitious vision effectively. GUST is supporting the City Voices Working Party overseeing the next stage of City Voices development. City Voices will remain an integral part of Gloucester History Festival but with its own community panel whose members will in due course lead the delivery of City Voices events.

City Voices Working Party members are Clare Bebbington (City Voices and History Festival Patron), Andrew Pitt (City Voices and History Festival Patron), Heather Forbes (City Voices volunteer lead between 2016 and 2020, and trustee/vice-chair of Gloucester History Trust), Clair Greenaway (GUST trustee) Jacqui Grange (History Festival Manager), and Sarah Rawlings (History Festival Fundraiser).

