

# Brief: Digital Programme:

# Creating an online tool-kit, exhibition space, and database

# Background

**a) Sporting Heritage CIC**

Sporting Heritage is everything from medals and trophies connected to the sporting past, to oral histories, photographs, film, kit, scrap books, texts, and stats. This heritage is often owned by private individual collectors - predominantly because, until recently, the heritage sector did not value sporting heritage and chose not to collect it. Some heritage venues themselves hold sporting heritage but are often unsure about the provenance and the stories associated with it. Because of the changing nature of heritage interpretation though, and the increased awareness of the role and value of sporting heritage in supporting these objectives with support of the work of Sporting Heritage CIC to date, heritage venues are beginning to recognise the opportunities sporting heritage provides and that they should be working with this field.

Sporting Heritage CIC is a community interest company - engaged with all those working in and across the fields related to sporting heritage. We support the protection, collection, preservation, research, and access of sporting heritage collections across the UK. We set up and deliver the National Sporting Heritage Day, a programme of academic research, an annual national conference, and a range of projects, events, and networking activities across the UK. More information about our work can be found on [www.sportingheritage.org.uk](http://www.sportingheritage.org.uk).

**b) The Sporting Heritage of Disability and Women's Sports**

Sport England have granted Sporting Heritage funding to deliver a project which will a) establish a clear understanding of the collections which exist in relationship to small and medium sized NGBs and the stories they tell with a particular emphasis on women’s sport and disability sport; b) develop a digital toolkit which will provide high-quality, easy to access heritage advice and guidance; c) develop networks and partnerships which will sustain NGBs heritage activity into the future; and d) share and celebrate the stories of English sporting heritage widely to empower the governing bodies of sport to become the custodians and disseminators of their own heritage long after the project has been completed.[[1]](#footnote-1)

The objectives of the project are as follows:

To work in partnership with Sport England to deliver a programme of activity over a three-year period, beginning in October 2019, which:

1. Has a focus on, but is not limited to, documenting and understanding the sporting heritage of women’s sport and disability sport;
2. Supports NGBs and the clubs they work with to develop the knowledge and skills to collect, preserve, store, and share their heritage;
3. Provides a collections map of heritage held by governing bodies of sport, their clubs, and their partners, with a particular emphasis on women’s sport and disability sports;
4. Provides a digital toolkit of knowledge, advice and guidance to support all those working in the sports arena wishing to develop heritage activity;
5. Provides a network of support and training to smaller and medium NGBs to engage the right support, knowledge and understanding to protect and share their own heritage;
6. Advocates and celebrates the heritage relating to smaller and medium sized NGBs and the sports they represent widely and to new and different audiences.

# 2. The role and purpose of the brief

This brief specifically relates to providing the online infrastructure which enables the outputs of the project to be shared in the short-medium and long-term.

# 3. Scope of the work and outputs

There are four elements to this piece of work:

1. **Searchable Database:**

Sporting Heritage already has a website which contains a small-scale database of collections. We would like to extend the existing website to include a fit-for-purpose database which can allow visitors to search for women’s collections, disability collections and other specific search terms. We would like the database to enable user generated content so that as the project progresses, organisations can upload their own data (our website currently allows this functionality). We would like to ensure that each entry can also include up to 10 images to provide a flavor of the collection. The database should be created in phase 1 of the project, January 2020 – September 2020 with 10 of the project specific collections included. The database should then be developed further in Phase 2 of the project, October 2020 – September 2021.

This element would involve working with our Sporting heritage Scoping team who will be gathering data to upload to the newly created database.

1. **Tool-Kit**

The tool-kit content will be developed by our project team. The creation of the digital tool-kit will be an essential long-term resource which guides organisations, big and small, through protecting and sharing their heritage. It should be easy to use and allow users to dip in and out of the content depending on their needs. It will have at least seven key sections informed by our research needs with the sector:

1. Governance
2. Finance
3. Collections Management and Care
4. Audiences
5. Evaluation and Research
6. Policy and links to wider agendas
7. Advocacy – locally, regionally and nationally

The content will include:

* Downloadable templates in word / power point / excel etc
* How to video guides
* Case studies both on film and as text / images
* Talking head films
* Podcasts

We expect that the tool-kit will be a stand alone element of our website. The tool-kit will be developed in Phase 1, January 2020 to September 2020 of the project and content added in Phase 2 & 3, October 2020 – September 2022.

1. **Online exhibition template**

In order to enable Sporting Heritage to draw together the collections we uncover into exciting, illustrative exhibitions, we are in need of a simple online exhibition template. The aim of the template will be to enable us to create digital exhibitions ourselves, drawing from the collections and images outlines within the database. The template should be created in Phase 1 of the project, January 2020 – September 2020 for use in year 2+.

1. **E-Learning module**

Our resilience Lead will be responsible for creating the content for an e-learning module. They will work with the successful IT infrastructure team to create an accessible and easy to navigate online training module. The learning module will be created in Phase 2 of the project) October 2020 – September 2021.

It is imperative that there is a long-term model in place for maintaining the content online at a realistic cost to Sporting Heritage in the long-term, and that the ability for Sporting Heritage to manage the content management system is realistic – where necessary training for our team should be factored into the programme.

It is expected that the web lead would attend virtual skype meetings and occasional in person meetings as necessary. It is also expected that the web-lead will attend at least 1 day of the Sporting Heritage national conference throughout the project.

# 4. Budget and timescale

The activity will begin on **1st January 2020** and be completed on **30th September 2021 (year 2 dependent on full project progressing to stage 2)**

The budget available for this work is:

* **Phase 1 £7,500**
* **Phase 2 £13,000**
* **Phase 3 £2,500**

The successful candidate(s) will be responsible for their own tax and national insurance contributions.

Invoicing will be to Sporting Heritage CIC

Professional indemnity insurance to the value of £100,000 should be held by the successful candidate(s).

# 5. Response to the brief

Deadline for responses is **27th November 2019 at 12pm** Unfortunately, any tenders received after this time will not be included in the selection process.

Responses to the brief should take the following form:

* Understanding of the brief – no more than **4** side of A4
* Methodology of approach – no more than **4** sides of A4
* Suitability for the role – no more than **2** sides of A4
* An up-to-date CV

Responses should be sent by email with the subject heading: **Digital Infrastructure Programme** to arrive on or before the deadline to: **justine@sportingheritage.org.uk**

A confirmation email will be sent upon receipt of your response (please allow 24 hours). Should you not receive this confirmation, please contact 07971 008037 to check we have your application.

# 6. Selection process

**We expect the successful candidate will have:**

Experience and skills:

* Excellent experience in delivering digital outputs working with small-scale not-for-profits
* Experience of working with heritage organisations
* Experience of creating collections databases
* Experience of creating online exhibitions templates
* Experience of creating online learning modules
* Experience of working in multi-faceted projects and with a range of different content creators
* Experience of developing user generated content
* Experience of copywrite law

Knowledge:

* An understanding of the heritage sector and / or sports sector
* Creating user friendly, easy to navigate digital spaces

**Timeframe:**

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1. The closing date for applications is **27th November at 12pm**
2. **Interviews for the post will be held in Leeds / Bradford w/c 9th December**
3. The successful candidate will be notified by the **18th December**
4. Inaugural meeting will take place **w/c 6th January**
5. Unsuccessful applicants will be notified by email and feedback provided on request. Please note we are a small team so feedback will be limited to key, headline points.

We welcome applications from everyone irrespective of gender, disability, and ethnic group.

Appointment will be based on merit and ability to deliver the brief alone.

1. Image courtesy of Sporting Heritage – Women’s Roller Exhibition, Nottingham [↑](#footnote-ref-1)