

# Brief: Scoping the collections related to women’s sport and disability sport in England

# 1. 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 the delivery of a scoping programme which maps women’s sport and disability sport collections across England. The mapping will work with small to medium sized National Governing Bodies of Sport to better understand the collections they hold themselves, and to reach out to clubs and linked organisations which hold sporting heritage across these sports. The scoping programme is fundamental to the understanding of the number, type and condition of these collections, and the springboard for establishing a network of Heritage Ambassadors within NGBs and sports clubs, and providing them with the relevant support, advice and guidance to better look after, protect, and share their collections.

# 3. Scope of the work and outputs

The role will deliver activity in two phases:

Phase 1) 1st January 2020 – 30th September 2020

* Develop relationships with key contacts as NGBs working with our Campaigns Lead (contact with at least 100 NGBs)
* Identify a heritage lead within at least 10 NGBs and begin to develop a database
* Establish an e-survey to capture information about sporting collections held at NGBs and within sports clubs and linked organisations across England and ensure at least 25 responses
* Deliver the e-survey and associated activities to develop a map of collections which represent women’s sport and disability sport in England
* Work with our web team to create a bespoke online database of sporting collections, which draws from, or joins to, our existing database and allows collections to upload up to 10 digitized images. Ensure at least 50 NGBS have represented entries on the database (this may be NGBS themselves, or clubs related to the NGBS)

Phase 2) 1st October 2020 – 20th September 2021

* Continue to develop relationships with NGBS leads and ensure that a further 25 participate in the e-survey
* Work with NGBS to establish an identified heritage lead in a further 30 NGBS
* Upload a further 50 collections to the database
* Work with the Resilience Lead to support NGBs and the organisations they work with to access the online tool-kit, training modules, and regional workshops

**The main outcomes of this role will be, by the end of the second year of the project, to establish:**

1. A clear picture of the heritage held which represents women’s sport and disability sport collections across England in NGBS, clubs and associated organisations
2. A network of Heritage Ambassadors within NGBS and clubs across England and a clear strategy of how SH can support and engage these HAs going forward
3. A database of collections with associated images available for public access and a clear strategy to support SH to continue to engage new collections to upload to the database

Progression to Year 2 of the project is dependent on the successful completion of year 1 objectives of the project as a whole in accordance with the terms set out in our funding agreement with Sport England.

Skype meetings will be the main form of team-comms throughout the project, but there will also be occasional team meetings in person where the scoping lead / team will be required to attend. There will also be an expectation that regular quarterly reporting will be made to the Sporting Heritage Director. In addition, we expect the scoping lead to attend at least one day of the Sporting Heritage Annual Conference.

# 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 £10,000**
* **Phase 2 £10,000**

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

Invoicing will be to Sporting Heritage CIC on the completion of successful milestones

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: **Scoping Progamme** 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:

* Experience of working in and with the sports sector, working with NGBS and sports clubs
* Experience of delivering scoping programmes
* Experience of delivering national multifaceted projects
* Experience of developing online, user led activity
* Experience of working in a team
* Experience of delivering a large-scale project to time, budget, and meeting KPIs

Knowledge:

* Knowledge of the heritage sector
* A basic understanding of collections management and access
* Knowledge of Sporting Heritage and our aims and objectives

In addition, we expect the successful candidate to have a commitment to support the develop work of Sporting Heritage and increase engagement to these vital collections across England.

It will be expected that the successful candidate may be required to travel across England as part of the projects deliverables, dependent on the methodological approach taken.

**Timeframe:**

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)