



Activity Planner

Invitation to Tender

THE
PORTICO
LIBRARY



Background

Reuniting the Portico Library, uniting people

The Portico, a much-loved cultural destination in the heart of Manchester, was established in 1806 as a ground-breaking newsroom and library, and is now working with experts and a range of the city's communities and partners to trial plans for a bold £7 million capital development project that will transform the building and preserve the historic book collection.

During the Development Phase, the Library will invite local communities to work with them on testing how to transform the ground floor and basement into an open and welcoming area with dining and exhibition areas, a 'Northern Bookshop', educational activities, a collections-care lab, plus flexible and high-quality event and meeting spaces.

The upper floors will conserve and enhance the existing heritage, showcasing the unique book collection, manuscript archive and architecture. The technical access requirements, such as a lift, will be supported by creative consultation to establish how best to make the building fully accessible for all.



About the Portico

One of Manchester's longest-running institutions, the Portico is a subscription library and newsroom whose historic collection of over 25,000 books and archives spans over 450 years.

Alongside our members' services, everyone is welcome to enjoy our free exhibitions; take part in our events and workshops; dine in our cafe (Monday - Friday); discover our history; and immerse themselves in our beautiful Regency-period building.

History

The Portico Library was established by 400 founding subscribers in 1806, during Manchester's emergence as 'the first modern city'. Early readers and associates included word-famous authors, future Prime Ministers, leading scientists, and educators. Built with wealth derived from the Industrial Revolution, British empire-building, and colonial expansion, the Library amassed a collection that reflects the innovations, but also the exclusions and inequities of that time.

Today

The Portico Library became a registered charity in 2017 and now plays a central role in Manchester's cultural life and literary heritage. Working with our region's diverse communities, we explore and confront the city's complex histories through eclectic and imaginative events, exhibitions, and learning programmes. The prestigious Portico Prize promotes Northern writing and publishing, while the Portico Sadie Massey Awards nurture literacy and learning among young people.

Vision

Our vision is to be the most accessible, sustainable, and dynamic historic library, where past, present, and future are unlocked through creativity and collaboration.

Values

- Welcoming to all: reflecting our city
- Creative: promoting curiosity
- Equitable: Reading the past to improve the present
- Collaborative: community making

About the role

Would you like to lead the collaborative design of the Portico's activity plan for its £7m Reunited project? Are you passionate about breaking down barriers to accessing heritage as well as the opportunities and challenges of contextualising offensive collections? This role, funded by the National Lottery Heritage Fund, offers an opportunity to work with local communities, partners, staff, members, and critical friends to develop the Library's future activity programme.

As Activity Planner for the Portico, you will be working closely with the Creative Producer, Design Team, Evaluator, partners and community groups to design an Activity Plan that delivers our values and vision. You will bring together skills and knowledge in audience development, community engagement, heritage interpretation and a love for working with people.

Location

The Portico Library and working from home.

Contract

Freelance consultant, 12 months

Deadline

Friday 21st June 2024, 1pm

Interviews

Thursday 11th July 2024

Start date

W/c 15th July 2024

Fee

There is a fee allocation of circa £20,000 (including expenses and travel but excluding VAT) to contract a consultant/consultancy to fulfil this scope within the 12-month period of the Development Phase RIBA 0-3.

Reporting to:

The successful candidate will report to the Librarian, Project Managers and Project Management Group and liaise directly with the Creative Producer and the Public Programme Committee.

Who you will be working with:

The Portico Library staff, project consultants, volunteers, trustees, members, community groups, and partners.

Key Responsibilities

The selected Activity Planner will be responsible for creating a comprehensive activity plan that aligns with the goals and objectives of the development project. The plan should consider the following aspects:

1. Community Engagement:

- Conduct a thorough assessment of the community's needs, interests, and demographics.
- Organise community consultations and workshops to gather input and ideas.
- Develop strategies to actively engage and involve the community in the planning and implementation process.

2. Programming and Events:

- Identify and recommend a diverse range of programmes, events, and activities that align with the organisation's mission, values, target audiences and within budget.
- Propose innovative ideas and concepts to enhance visitor experiences and promote community participation.
- Explore partnerships with local artists, cultural organisations, and educational institutions to facilitate collaborations and enrich programme offerings.

3. Learning and Education:

- Design educational initiatives, workshops, and courses that cater to different age groups and interests.
- Develop a framework for lifelong learning, fostering a culture of curiosity and intellectual growth within the community.
- Incorporate digital learning platforms and technologies to expand access and reach a wider audience.

4. Space and Access:

- Optimise the use of existing spaces within the organisation's premises.
- Work with the design and interpretation teams to recommend changes or improvements to the physical layout to accommodate various activities, events and exhibitions.
- Explore the potential for multi-purpose spaces that can adapt to different functions and programming needs.
- Identify and utilise external venues and spaces during the development phase and plan further use through the delivery phase.



5. Sustainability and Accessibility:

- Ensure that the activity plan promotes environmental sustainability and responsible practices.
- Identify strategies to improve accessibility and inclusivity for individuals who have different intellectual and physical needs to access space and resources.
- Incorporate measures to reduce the organisation's carbon footprint and address the climate emergency through eco-friendly initiatives.

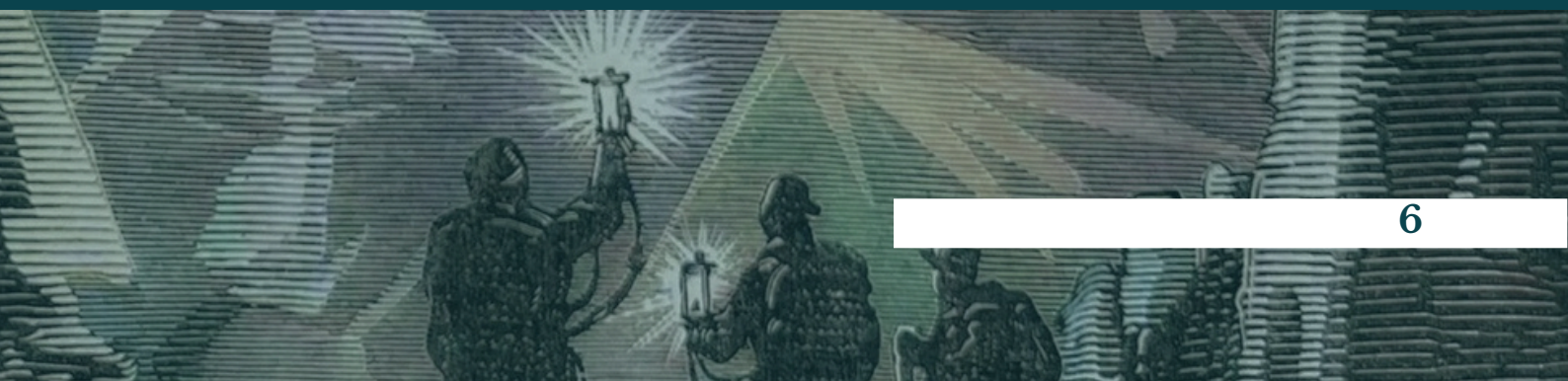
Deliverables

The Activity Planner will be expected to deliver the following:

1. A detailed and costed Activity Plan outlining the proposed programmes, events, and activities.
2. Recommendations for facility modifications or enhancements to support the Activity Plan.
3. Strategies for community engagement and involvement during the Delivery Phase.
4. A timeline and implementation roadmap for the activities proposed.
5. A comprehensive report summarising the research, analysis, and findings.

About you

- You will have experience in developing activity plans for similar community-focused projects. Preferably you will have relevant experience of developing and delivering Activity Plans for National Lottery Heritage Fund projects.
- You will have worked with internal and external parties to deliver a successful Delivery stage Heritage Fund application. You will be familiar with the up-to-date Heritage Fund guidelines and have the experience to develop an Activity Plan that fulfils their priorities whilst aligning to the Portico's vision and values.
- You will have the ability to propose unique and engaging ideas that align with the organisation's mission, vision, and values.
- You will have past success in effectively engaging and involving the community in planning processes.
- You will have a track record of delivering projects within budgetary constraints.
- You will have strong communication skills and the ability to work collaboratively with diverse stakeholders.
- You will have knowledge / experience of Greater Manchester and audiences in the North / Northwest of England



How to apply

If you are skilled in developing audiences and have a passion to connect people with their heritage then we would love to hear from you. We particularly welcome and encourage applications from candidates who are currently under-represented across the heritage sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds. If you're worried you cannot undertake all the Key Responsibilities, but do have relevant experience that could make you a great candidate, we encourage you to apply.

To apply please submit answers to the following questions:

1. Please set out your skills and experience relevant to this role. Demonstrate this through at least two examples delivered in the last three years where you successfully produced costed Activity Plans for heritage projects of a similar scale. Max 2 A4 pages
2. Please provide a CV. Max 2 A4 pages
3. Please provide evidence of how you would approach producing the Portico's Activity Plan, ensuring it meets the Heritage Fund's priorities and Library's values. Max 1 A4 page
4. Please outline how you would integrate the needs and ideas of our targeted communities within the Activity Plan. Max 2 A4 page
5. Please provide evidence of how you work with Evaluation Consultants and integrate evaluation frameworks into activity testing. Max 1 A4 page
6. Please complete the pricing schedule (Appendix 2) which has been included as an Excel sheet with this ITT.
7. Please complete the Organisation and company Details form (Appendix 1)

Please submit your application via email to both Dr Thom Keep (librarian@theportico.org.uk) and Matt Johnson (matt.ian.johnson@googlemail.com). Include in your submission, answer to the above questions and your completed Equal Opportunities form (this information will be held anonymously and will not be used as part of your application). Appendices 1 and 2 have been included as you need these to complete the questions. Further supporting information, that form Appendices 3-5 and are listed on page 12, will help you complete your submission. Please request these by sending an email to the two addresses above.

Tender Assessment

Tenders will be assessed under the following weighting:

- Quality of question responses 70%
- Price: 30% (see Appendix 2)

Scoring Criteria

Questions 1 – 5 will be assessed to see if they have been completed fully and will then be scored according to the following criteria and added together.

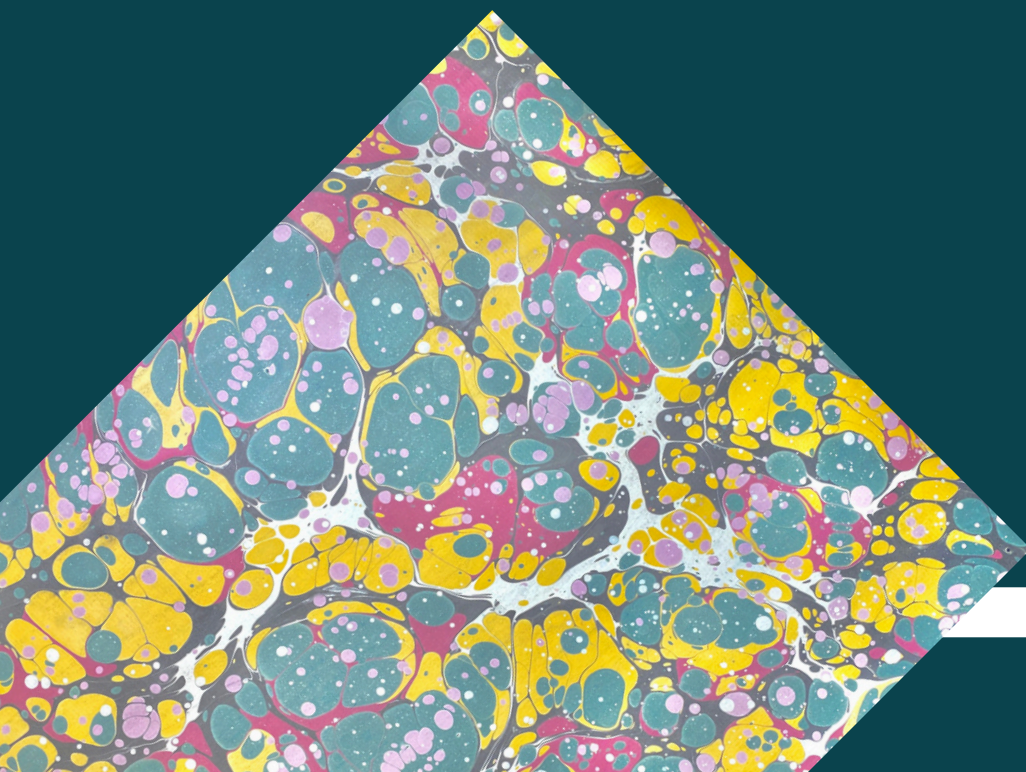
Score	Description
9 – 10	Excellent - Outstanding & competent proposal. Thoroughly convinces with significant and relevant added value. No clarification needed.
7 - 8	Good - Competent proposal. Some limited added value. No clarification required
5 - 6	Satisfactory - Acceptable proposal providing only minimum levels to meet the standard
3 – 4	Poor - Missing Key areas of information and failing to deal with the full scope demonstrating the standards
1 - 2	Very Poor - Seriously incomplete, largely not demonstrating the standard.
0	No response received or unable to demonstrate - based on the answers provided that the standard can be met.

Question 6 will be assessed on a most economically advantageous basis, where both resource levels and cost will be taken into account.

Higher scores will reflect those that can demonstrate the quality, scale, relevance of their experience and value for money.

Programme for Procurement

Stage	Task	Dates
Tender		
	Issue of Tender Documentation	Friday 17th May 2024
	Contractor tender review & submission	17th May - 21st June 2024
	Site tours for candidates who request (30mins)	30th & 31st May 2024 (time slots to be booked in advance)
	Receipt of Consultant clarifications	Thurs 6th June, 1pm
	Client clarifications issued to all	Friday 10th June
	Tender submission deadline	21st June 2024, 1pm
	Review period & notification of selected candidates for interview	24th June - 5th July 2024
	Interviews	11th July 2024
	Notify Preferred Candidate	15th July 2024
	Contract and Project Scope discussions	w/c 15th July 2024
	Appointment	w/c 15th July 2024



Programme

Development phase RIBA 0-3		
RIBA 0-1	Start-up meeting	w/c 15t July 2024
	Strategic Definition and Review and Briefing development stages	July – August 2024 approx. 6 weeks duration (inc. 2wk. gateway review)
RIBA 2	Concept Design development stage	September 2024 – January 2025 approx. 20 weeks duration (inc. 3wk. gateway review)
RIBA 3	Spatial Coordination development stage	February – July 2025 approx. 26 weeks duration (inc. 3wk. gateway review)
Project Break Between RIBA 3-4		
Delivery Phase RIBA 4 - 7		
RIBA 4	Technical Design (including procurement of Contractor)	January – August 2026 approx. 36 weeks duration (inc. gateway reviews)
RIBA 5	Manufacturing & Construction	September 2026 - August 2028 approx. 100 weeks duration (inc. gateway reviews)
RIBA 6	Handover (including staff training)	September 2028 approx. 4weeks
RIBA 7	Use	September 2028 – September 2029 52 weeks

Equal Opportunities

At the Portico Library, we believe that the rights of all people, inclusive of age, disability, gender, neurodivergence, race, relationship status, religion or belief, and sexual orientation, should be fully realised and protected. Our vision is to be an organisation that is representative of our city and accessible to all. To help us realise this vision we use a recruiting monitoring process to ensure that the selection process is consistent with the law and the Library's Equal Opportunity Policy. To this end, applicants will be asked to complete an Equal Opportunity monitoring form, which will play no part in the selection process, and will not be seen by any member of the selection panel.

The Portico Library is an equal opportunities employer and we value diversity in our organisation, recognising its critical importance as well as the many strengths in bringing a wide range of cultures, ideas and knowledge together. We want a workforce that reflects the incredible diversity of Greater Manchester's communities and therefore welcome and encourage applications from candidates who are currently under-represented across the heritage sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

Access

The Portico is located on the first floor of its original 217-year-old Listed Building. It is our priority to ensure the Library can be as welcoming and accessible as possible for everyone. Please read below for current access information about our building.

- The Library's main entrance is via the green doors on Charlotte Street at the corner with Mosley Street. There is an intercom button next to the doors. Please press this button for entry.
- There are 32 steps from the main entrance to the Library and currently no lift. There is a handrail, and a chair is placed on each landing. Toilets are available for visitors, located on the landings.
- There is a stair-lift at the Library's back entrance on Back George Street, accessed by a portable ramp, but currently no step-free or accessible toilets.
- 6 pay and display parking spaces are available nearby, on the same side of Charlotte Street as the Library. These are not dedicated or bookable disabled parking bays, but Blue Badge holders may park here free of charge.
- An audio-described tour of the library is available to listen to at www.theportico.org.uk/visit and is also available with headphones from the reception desk.

Appendices

Appendix 1: Organisation and Company Details - to be completed as part of your tender response

Appendix 2: Pricing and resource schedule - to be completed as part of your tender response

Appendix 3: Library's Outline Activity Plan - available upon request for information

Appendix 4: Project brief supporting information - available upon request for information

Appendix 5: Development Phase Programme - available upon request for information