



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 staff, numerous project consultants including the Design Team, Evaluator, Business Planner, Interpretation Designer and Lead Fundraiser. Your role is to author a compelling Activity Plan to take the Portico Library through the three-year delivery phase, including a period of closure for the capital works, where you will be running engagement and activities for targeted audiences. This plan should also map out the long term vision for public programming at the Portico once we re-open in 2028.

This piece of work will build on consultation with partners and community groups, with whom some established relationships are already in place but others need to be built up. Staff at the Portico - led by the Creative Producer - will support your work in this area, particularly on site at the Portico in scoping out activities and themes for interpretation. In addition to the fee for your work, there is budget allocated to consultation on the legacies of enslavement, developing new displays and trialling different activities. You will play a part in allocating this budget with the guidance of the Creative Producer, Librarian and Project Management Team (budget details are in the outline Activity Plan). You will bring together skills and knowledge in audience development, community engagement, heritage interpretation and a love for working with people.



This role can be undertaken as an individual, as part of a team, or consultancy

Location

The Portico Library and working from home.

Contract

Freelance. Contract ends 31st July 2025.

Deadline

12th August 2024 1pm

Interviews

Thursday 22nd August 2024, online

Start date

w/c 2nd September 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 11-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 building on current programming work and 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.
- Build on bench marking demographic and evaluation work to support the above.
- 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.
- Target and work with different communities and people following the values of our equities statement.

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.
- Build on current programming activity to propose innovative ideas and concepts to enhance visitor experiences and promote community participation.
- Explore current and new 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.
- Build on the success of the Portico Sadie Massey Awards - both the networks of writers, students, parents, teachers and schools that have been formed and the positive growth - to develop the strategy that the Portico should take for formal learning in order to deliver it's mission over the next 5 years.
- Incorporate digital learning platforms and technologies across all programming 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 people taking part in various activities, events and exhibitions.
- Explore the potential with the Design Team for multi-purpose spaces that can adapt to different functions and programming needs.
- Identify and utilise external venues and spaces with the Portico team during the development phase and plan further use through the delivery phase.

5. Sustainability and Accessibility:

- Ensure with the support of the Design Team that the Activity Plan promotes environmental sustainability and responsible practices.
- Identify strategies with the Project Team to improve accessibility and inclusivity for individuals who have different intellectual and physical needs to access space and resources.
- Incorporate measures for programming to reduce the organisation's carbon footprint and raise awareness of 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 based on research, analysis and findings.
2. Recommendations for space usage and design to support the Activity Plan and our audiences.
3. Strategies for community engagement and involvement during the Delivery Phase.
4. A timeline and implementation roadmap for the activities proposed.

About you

- You will have experience in developing activity plans for similar community-focused projects for significant and / or organisations. Preferably you will have direct experience of developing and delivering - or the transferable skills and experience to be able to develop and deliver - 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 within and to the Project Team 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 stakeholders from the community as well as the range of expertise in the Project Team.
- 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 and includes the needs and ideas of our targeted communities. Max 2 A4 page
4. Please provide evidence of how you work with the Project Team, particularly the Evaluation Consultants, and integrate evaluation frameworks into activity testing around design, interpretation, activities etc. Max 1 A4 page
5. Please complete the pricing schedule (Appendix 2)
6. 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). To support your response, you will need to request the appendices (see page 13). Candidates are asked to request the appendices and register their interest so any subsequent clarifications can be shared with candidates.

Please send your response to Thom and Matt. Please ensure your return includes the following: Response to questions 1-4. Completed Organisation and Company details (appendix 1), completed Equal Opportunities Monitoring form (Appendix 6). This information will be held anonymously and will not be used as part of your application.

Tender Assessment

Tenders will be assessed under the following weighting:

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

Scoring Criteria

Questions 1 – 4 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.

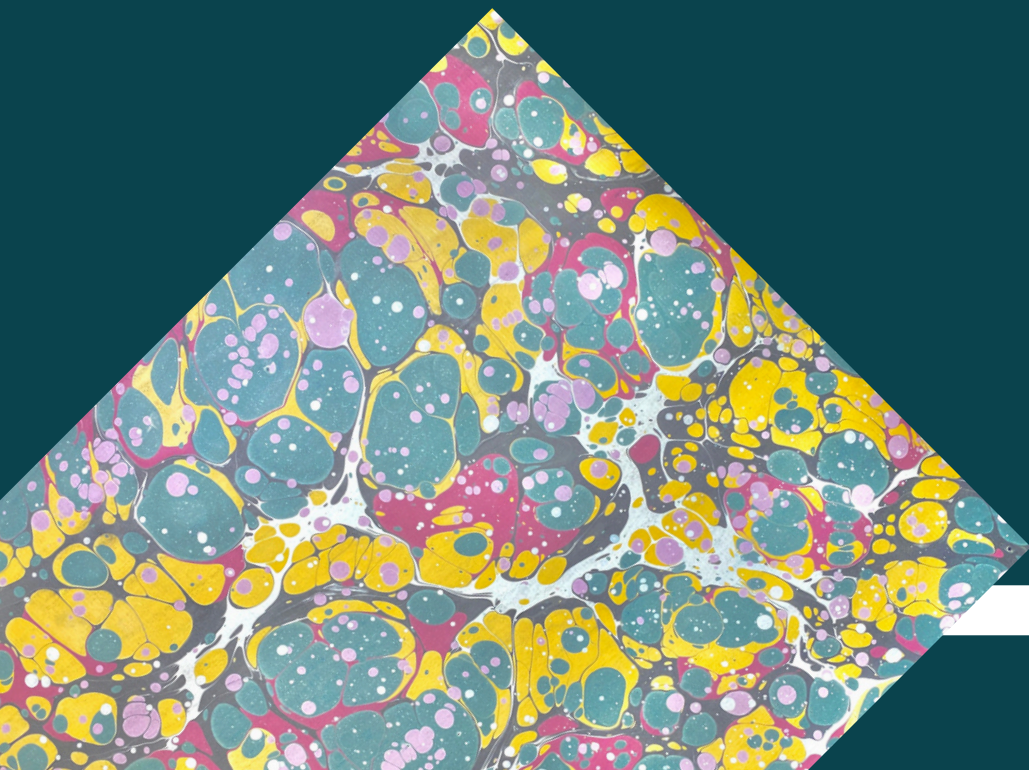
Question 5 (Appendix 2) will be assessed on the most economically advantageous in terms of price and resource allocation to deliver the project and scope of work.

Question 6 (Appendix 1) will not be scored but will be assessed to see if it has been completed fully and correctly. This is a minimum requirement.

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 12th July 2024
	Submission of clarification questions about the role	6th August 2024, 1pm
	Review period & notification of selected candidates for interview	12th July - 16th Aug 2024
	Submission deadline for applications	12th August 2024, 1pm
	Interviews	Thurs 22nd Aug 2024
	Notify preferred Candidate	23rd Aug 2024
	Contract and Project Scope discussions	w/c 26th Aug 2024
	Appointment	w/c 2nd September



Programme

Development phase RIBA 0-3		
RIBA 0-1	Start-up meeting	w/c 2 Sept 2024
	Strategic Definition and Review and Briefing development stages	July – August 2024 Note: will be complete by time appointed
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)
<p>Project Break Between RIBA 3-4</p> <p>The initial role is for the Development Phase RIBA 0 - 3. Subject to funding from the Heritage Fund and satisfactory performance, the role may be extended to include the Delivery Phase RIBA 4 - 7. The scope of the role and services will be defined during the delivery phase with a fee to be negotiated based on the day rates set out in your response to this tender. Should the project proceed into the Delivery Phase, applicants should note that there will be a gap in activities between the two Phases. No work will be undertaken in this gap, and no fees will be eligible or paid for any activity over this period.</p>		
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.

Our full Equities Statement can be found [here](#).

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

Appendix 6: Opportunities Form - to be completed as part of your tender response (this information will be held anonymously and will not be used as part of your application)