

Facing the Past - Project Manager: Digital Trail (Freelance)

Job Title:	Project Manager: Digital Trail
Salary:	A freelance fee of £19,500. (Equivalent to 3 days per week for 26 weeks and/or project completion)
Location:	Lancaster with some remote working possible
Reporting to:	Programme Directors
Deadline for Applicants:	Noon, Monday 15th August, 2022
Notification of interview:	Thursday 18th August, 2022
Interviews:	Tuesday 30th August, 2022
Duration:	3rd October, 2022- 30th April, 2023

Context

Facing the Past is an arts and research programme to reflect, reveal and redress omissions in the way the City of Lancaster has commemorated its role as the fourth largest slavery port in the UK.

Following the Black Lives Matters Movement, a group of activists, arts and heritage organisations, faith & community groups and academics came together to facilitate a meaningful response to create new agency and awareness of issues of Slavery and the historic black presence in the city.

In 2021, a programme of creative workshops, public consultation and feasibility and scoping resulted in further funding from The National Heritage Lottery Fund to produce a programme which responds to the pervasive legacy of profit, power and persecution of enslaved Africans in the historic City of Lancaster in meaningful and multifaceted ways.

Facing the Past: Digital Trail was conceived following the vandalism of slave trader memorials in Lancaster Priory Churchyard and the multifaceted community response which grew. There is an urgent need to pull together community activity, archive and academic research as the foundation from which future Facing the Past activity can reference and build upon. A digital trail with physical markers across the city offers scope for a community wide shared resource for research, archive, documentation and partnership working building on the existing Slavery Trail & Tour led by Alan Rice.

The Vision

As part of a wider network of cultural programming including, participatory events, public realm consultation, festivals, and training opportunities, a digital trail, map and community archive will act as the foundation to new understanding and an important cultural response to the complexity of Slavery issues both historic and connected to the present day. Hosting records, photographs, audio content and video some of which are curated and community driven, the digital platform will provide new insight into the reach of Lancastrian family's wealth, human suffering and crucial information about black agency in the wake of such persecution. Training for community and school groups will take place so that communities can create their own trails and records to generate a dynamic community led archive. Physical markers linked to this digital resource ty will appeal to and inform a wide range of audiences to raise awareness of the pervasiveness of the transatlantic slave trade.

Purpose

There has been an explosion of interest and activity in Lancaster's Transatlantic Slave Trail with several groups working to raise awareness, educate, research and creatively respond to the injustices of the past and present. There is a need to have one, centralised shared resource. The aim is to encourage new audiences to re- activate their imaginations for debate, positive action and see their historic surroundings in a new light and raise awareness of contemporary social injustice.

Key Responsibilities

The post holder will work closely with external stakeholders and colleagues to coordinate to implement the project, supported by the Programme Director, Partnership and Development Director, freelancers, volunteers, Digital Trail Co-ordinator populating a developed mapping framework and physical markers across the city.

- Manage the work plan, ensuring deadlines, budget and timescales are met
- Engage stakeholders and cultivate relationships in the process from design, delivery to review of outputs
- Coordinate all appropriate consents and permissions where needed related to planning, legal of finance
- Lead internal project communications ensuring the Directors and other Facing the Past Project Managers are kept well informed and engaged.
- Oversee and support the Digital Trail: Project Coordinator activity
- Support Facing the Past volunteers where relevant
- Maintain accurate records of meeting, progress and outputs
- Work with local Authorities to ensure all planning permission are sought in a timely manner, leading the physical, public realm output
- Ensure quality of Digital Trail records and develop upload protocols where necessary to ensure community archiving is safe, accessible and feasible.
- Signpost the Facing the Past Steering Group to ongoing sources of income to support the long term legacy of the project via a feasibility appraisal

- Develop and implement marketing and evaluation framework

Person Specification

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> • Project Development and Management • Managing staff, volunteers and freelancers • Reporting on project development and delivery • Effectively communicating with colleagues and a range of stakeholders to engage them in co-created projects • Managing project budgets • Proven track record of delivering Project outputs and meeting milestones • Managing the public launch of a project • Contribution to the funder evaluation and reporting 	<ul style="list-style-type: none"> • Working within community archiving, museums, digital mapping, social injustice, visual arts/ heritage sector • Developing and delivering £50k+ funded project • Experience of capital project and planning permission • Managing procurement • Projects of regional/ national significance • Project management of sustainable digital, cultural offers • Evidence of digital brand/ identity schemes of work • Working with sound engineers, videographers to produce and approve digital asset content • Marketing framework design and implementation • Digital Asset auditing processes
Knowledge	
<ul style="list-style-type: none"> • Historical overview of Lancaster as the UK fourth largest Slavery Port • Understanding of how to set objectives and measure success • Understanding of Project Planning including scenario planning • Understanding of relationship cultivation and management • Understanding of audience development • Understanding of the principals and values which underpin community archiving 	<ul style="list-style-type: none"> • Familiarity of the Facing the Past and partner projects work to date • Understanding of audience segmentation • Local Authority Planning Procedures • Active interest in multi-agency approach to social injustice issues • Interest in digital innovation and/ or heritage in the public realm • Knowledge of marketing and project launch

<ul style="list-style-type: none"> • Understanding of web-based content for mobile and local devices 	
Skills	
<ul style="list-style-type: none"> • Ability to manage own workload, completing tasks to deadline without supervision • Ability to take responsibility and make decisions as required and authorised • Excellent advocacy, presentation and verbal communication skills with an ability to engage effectively with a wide range of people • An eye for details both visual and textual, ability to edit and approve content appropriate to the context • Exemplary written communication skills • Excellent ICT skills • Highly organised with excellent administrative skills 	<ul style="list-style-type: none"> • Proven research skills • Press/ Radio/ TV confident • Project management software skills • Audio/ Video editing • Editing for the web • Digital Policy/ procedure/ guideline development
Qualities	
<ul style="list-style-type: none"> • Ability to build excellent relationships and work in a supportive manner alongside colleague, partners, freelancers, teachers, academics and local authority representatives • Ability to work flexibly and adapt to unforeseen problems • Commitment to equal opportunities, cultural diversity and accessible of service • Self-motivation, ability and willingness to work as part of a team • Accountability and sensitivity to issues and challenges as they arise 	
Qualifications	
<ul style="list-style-type: none"> • Relevant degree or qualification by experience 	

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Resources available:

The post holder will oversee the Digital Trail production with the support of the Digital Trail Co-ordinator using a prebuilt Digital Mapping platform. Members of the Lancaster Black History Group, Church Volunteers, Academics and activists will be available to help deepen your knowledge and understanding of local slavery where necessary and to signpost your team to existing resources including the Lancaster Slavery Family Trees project. The Lancaster Slavery Family Trees project is led by 35 community historians from Lancaster Black History Group with community volunteers and is a model the post holder may build upon. New records will be produced as part of the wider Facing the Past programmes and should be built into the project plan. The budget marketing and graphic design costs to employ freelancers to help with project's branding and public realm user experience. Facing the Past Committee is available to support you throughout, brokering the relationship between you and the Digital Mapping developer at the outset and acting as the main point of contact.

How to apply and the selection process

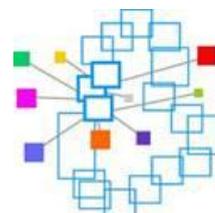
For an informal chat about the role please email steph@lancasterpriory.org

Please send a CV and covering letter no larger than 10 MB to steph@lancasterpriory.org Unfortunately, any application after this time will not be considered. Please tell us how you meet the experience, skills and qualities outlined in the Person Specification. This should be no longer than 2 pages in either Word or PDF. Please keep your CV 2-3 A4 pages and include two references from recent or current employers/ clients.

All applications will be acknowledged with an email receipt. Should you be shortlisted, we will invite you to interview. We will assess how you meet the experience, skills and qualities outlined in the Person Specification through the application form and interview.

Fee

A total of £19,500 is available. This includes all fees, materials, public liability insurance, expenses, site visit, evaluation meeting, user events, administration, meetings, VAT. The fee will be released in tranches upon invoice and completion of agreed milestones.





Lancaster & Morecambe

Primary Headteachers' Cluster

Useful Links:

Lancaster Priory Church

<https://lancasterpriory.org/>

Slavery Tree Project

<https://www.lancasterslaveryfamilytrees.com/>

Slavery Trail

https://visitlancaster.org.uk/wp-content/files_mf/1608030019TownTrailinA4pages2020.pdf

Lancaster Black History Group

<https://www.facebook.com/Blackhistorylancaster/>

Refugee map: Wiener Holocaust Library

<https://www.refugeemap.org/>

Reading Material:

1. BOOK CHAPTERS, BOOKS AND ARTICLES (Lancaster and Lancashire related)

- a. Elder, M., 2007. The Liverpool Slave Trade, Lancaster and Its Environs, in: David Richardson, Suzanne Schwarz, Anthony Tibbles (Eds.), Liverpool and Transatlantic Slavery. Liverpool University Press, Liverpool, pp. 118–137.
- b. Elder, M., 1992. The slave trade and the economic development of eighteenth-century Lancaster. Ryburn Pub, Krumlin, Halifax [England].
- c. Rice, Alan (2020) Ghostly Presences, Servants and Runaways: Lancaster's Emerging Black Histories and their Memorialization 1687–1865. In: Britain's Black Past. Liverpool University Press Series. Oxford University Press.
- d. Schofield, M. 1946 An Economic History of Lancaster 1680-1860 vol. 1 (Lancaster Historical Association, 1946).
- e. Schofield, M. 1976. 'The slave trade from Lancashire ports outside Liverpool, 1750-90'. Historic Society of Lancashire and Cheshire, vol. 26, 30-72.

- f. Skidmore, Peter. 2010. Transactions of the Historic Society of Lancashire and Cheshire: Volume 159, Issue 1. Liverpool University Press.
- g. Tyler, Imogen (2020) Stigma: The Machinery of Inequality, Zed.**ONLINE (General)**
- h. Slavery in the North of England' Melinda Elder, OpenLearn
<https://www.open.edu/openlearn/history-the-arts/history/heritage/slavery-and-the-north-england>
- i. Online Teaching pack “the abominable trade: Cumbria’s’ Connections to the History and Legacy of Slavery ”
<https://cumbria.gov.uk/elibrary/Content/Internet/542/795/41053132443.PDF>
- j. Olusoga, D., 2015. The history of British slave ownership has been buried: now its scale can be revealed. The Guardian.
<https://www.theguardian.com/world/2015/jul/12/british-history-slavery-buried-scale-revealed>
- k. National Trust, Fowler, Corinne Et Al, Colonialism and Historic Slavery Report, 2020
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<https://www.nationaltrust.org.uk/features/addressing-the-histories-of-slavery-and-colonialism-at-the-national-trust#Download%20the%20report>

2. Databases:

- a. Legacies of British Slave-ownership, UCL - <https://www.ucl.ac.uk/lbs/>
- b. Runaway Slaves in Britain: bondage, freedom and race in the eighteenth century:
<https://www.runaways.gla.ac.uk>
- c. Slave Voyages Database <https://www.slavevoyages.org>