Facing the Past: Digital Trail Project Coordinator (Freelance)

Job Title: Digital Trail Project Coordinator

Salary: A freelance fee of £9,100

                        (Equivalent to 2 days per week for 26 weeks or project completion).

Location: Lancaster with some remote working possible

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 lead 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 deliver the project, supported by the Digital Trail Project Manager using a pre-built digital mapping platform.

- Coordinate the project plan for this work package ensuring timescales are met
- Stakeholder engagement and relationship management in the process from record creation to review of outputs
- Implement and deliver 'Community Archive' training to a range of interested groups
- Coordinate all appropriate consents and permissions where needed related to record sharing, image consent and GDPR
- Ensure all Facing the Past Project Managers are kept well informed and engaged.
- Advocate and market the project as an active resource for a wide range of stakeholders
- Ensure quality of Digital Trail records adhering to upload protocols where necessary to ensure community archiving is safe, accessible and feasible.
- Audit existing digital assets and upload to the digital mapping platform
- Contribute to the design and user experience of the mapping platform
- Identify records for upload, edit and approve community posts

Person Specification

ESSENTIAL	DESIRABLE
Experience	
- Project Development and Coordination - Working on multi-agency projects - Reporting on project development and delivery - Effectively communicating with colleagues and a range of stakeholders to engage them in co-created projects - Proven track record of content creation and upload for the web - Co-ordinating the public launch of a project - Contribution to the funder evaluation and reporting	- Working within community archiving, museums, digital mapping, social injustice, visual arts/ heritage sector/journalism/ literature/ academia/ libraries - Delivering training to adults in small groups - Digital Asset Auditing - Website development - Working on co-creative models of production - Working on projects within the public realm
Knowledge	
- Historical overview of Lancaster as the UK fourth largest Slavery Port - Understanding of relationship cultivation - Understanding of the principals and values which underpin community archiving - Understanding of web-based content for mobile and local devices	- Familiarity of the Facing the Past and partner projects work to date - Interest in digital innovation and/ or heritage in the public realm - Local knowledge
Skills	
- 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	- Proven research/archive skills - Audio/ Video editing/ file transfer - Editing for the web/ PR/Comms - Digital Policy/ procedure/ guideline development

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	● Archiving/ cataloguing/record keeping/collection management/data management

Qualities

● Ability to build excellent relationships and work in a supportive manner alongside colleague, partners, freelancers, teachers, academics and local authority representatives ● 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

● Relevant degree or qualification by experience	

Resources available:

The post holder will populate and co-ordinate the Digital Trail with the support of the Digital Trail Manager and Digital Mapping platform developers. This team will work to ensure that all final deliverables meet the project's technical standards and set content milestones that must be met leading up to the public launch. Members of the Lancaster Black History Group community historians,, Academics and activists will be available to help deepen your knowledge and understanding of local slavery where necessary.A budget for marketing and graphic design costs to help with project's branding and public realm user experience is available. The Digital Trail Project Manager 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

If you require further information, please email steph@lancasterpriory.org to arrange an informal chat.

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 pages of A4, including 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. Your application will be assessed on how you meet the experience, skills and qualities outlined in the Person Specification through the application form and interview.

Fee

A total of £9,100 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 competition of agreed milestones.
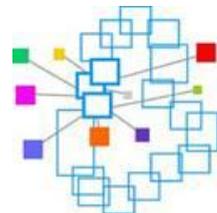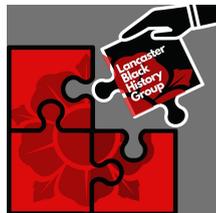
Useful Links:

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.

2. **ONLINE (General)**

   a. Slavery in the North of England' Melinda Elder, OpenLearn https://www.open.edu/openlearn/history-the-arts/history/heritage/slavery-and-the-north-england

b. 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

c. 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

d. National Trust, Fowler, Corinne Et Al, Colonialism and Historic Slavery Report, 2020 -
https://www.nationaltrust.org.uk/features/addressing-the-histories-of-slavery-and-colonialism-at-the-national-trust#Download%20the%20report

3. **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