

## Facing the Past: Project Manager: New Insights

<b>Job Title:</b>	Project Manager: New Insights
<b>Salary:</b>	A freelance fee of £2250
<b>Location:</b>	Lancaster with some remote/ home working possible
<b>Reporting to:</b>	Programme Directors
<b>Application deadline:</b>	Midnight 7th August, 2022
<b>Notification of Interview:</b>	8th August, 2022
<b>Interviews:</b>	11th August, 2022
<b>Start date :</b>	1st September, 2022
<b>Duration:</b>	Until end of June 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.

In the summer of 2020, following 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 have resulted in further funding from The National Heritage Lottery Fund to produce a new 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** was conceived following the vandalism of slave trader memorials in Lancaster Priory Churchyard and the multifaceted community response which grew. Facing the Past seeks to expand awareness of the city's recent past through a unique, fulfilling and accessible heritage to project new layers on the city's history through multiple voices. 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 will offer a community wide shared resource for research, archive, documentation and partnership working. A piece of research will be commissioned to drill down into Lancaster Priory Church's complicity in the Transatlantic Slavery and Black presence.

As part of a wider network of cultural programming including participatory events, public realm consultation, festivals, and training opportunities, this post will support foundationstiona activity leading to new understanding and an important cultural response to the complexity of Slavery issues both historic and connected to the present day.

## The Vision

3 new areas of development have been identified as knowledge/ skills gaps.

### 1. Teacher Creative Professional Development

An ambition for all Lancaster KS2 pupils to take part in the Slavery Trail Tour has emerged. Working with John Ross, Headteacher Great Wood School and Chair of the District Headteachers Cluster, this shared ambition will be achieved through teacher and heritage professional research and development time to create a pupil friendly Slavery Trail tour. The aim is to embed life-long learning and awareness of human rights and labour exploitation issues both past and present through active outdoor engagement and curriculum design. Teacher CPD tour will lead to one teacher from every school participating in the Slavery Trail and cascading Slavery Trail training for their pupils.

### 2. Partner Training Package

Arts organisation teams, Museum Staff, teachers and church volunteers have voiced their urgent need to upskill. The following training needs have been identified as priority areas:

1. Building the confidence to talk about race and issues of slavery with visitors
2. Understanding and recognising modern day slavery
3. Building the confidence to discuss Museum collections, colonialism and issues of slavery.
4. Media training: Race and positive messaging

Training will ensure our key partners have the confidence to continue to develop and distribute their work and the work of Facing the Past.

### 3. New Research

A heritage professional will be commissioned to create a factual document which draws together existing and new research which address the Church's complicity in the Transatlantic Slave Trade. Primarily for the Community Stakeholders, this document becomes a key tool to refer to and create new visitor friendly interpretation resources, build context for future generations and challenge 'myths' that currently exist in relation to local history.

## 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

The city holds stories of individual slaves, Abolitionists and web of slavery profits. Lancaster Priory Commissioning Group are keen to upskill themselves and the next generation to challenge the extent to which we change the local knowledge of the city and shift from a 'didactic' conversation of slavery into something experiential and community driven. This will in turn support a wider campaign to rewrite local history and raise awareness of contemporary

social injustice. Digital Mapping is a new and important venture for Lancaster Priory Commissioning Group.

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.

## Key Responsibilities

The post holder will work closely with external stakeholder and colleagues to plan implement the project, supported by Facing the Past Directors

- Manage the work plan, ensuring deadlines, budget and timescales are met
- Engage stakeholder engagement and manage relationship in the process from delivery to review of outputs
- Hire training providers, book venues, manage delegates bookings in line with partner expectations
- Lead internal project communications ensuring the Directors and other Facing the Past Project Managers are kept well informed and engaged.
- Ensure the Heritage Professional and teaching staff have clear expectations, roles and responsibilities
- Ensure the new research finding have a visible presence in Lancaster Priory Church and digital presence on national Slavery networks
- Maintain accurate records of meeting, progress and outputs
- Develop contract of services for training providers and heritage professional and support them with travel and accommodation
- Work with Evaluator to contribute to the evaluation framework

## Person Specification

ESSENTIAL	DESIRABLE
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Reporting on project development and delivery</li> <li>● Effectively communicating with colleagues and a range of stakeholders to engage them in co-created projects</li> <li>● Managing project budgets</li> <li>● Proven track record of delivering outputs and meeting milestones</li> <li>● Managing the public launch of a project</li> </ul>	<ul style="list-style-type: none"> <li>● Working within community archiving, museums, digital mapping, social injustice, visual arts/ heritage sector</li> <li>● Developing and delivering training packages</li> <li>● Experience working within Primary Education settings</li> <li>● Managing procurement</li> <li>● Development work within education</li> <li>● Contribution to the funder evaluation and reporting</li> </ul>

<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>● Historical overview of Lancaster as the UK fourth largest Slavery Port</li> <li>● Understanding of project planning including scenario planning</li> <li>● Understanding of relationship cultivation and management</li> <li>● Understanding of audience development</li> <li>● Understanding of the principals and values which underpin arts/ heritage trails</li> </ul>	<ul style="list-style-type: none"> <li>● Familiarity of the Facing the Past and partner projects work to date</li> <li>● Understanding of KS2 curriculum</li> <li>● Active interest in multi-agency approach to social injustice issues</li> <li>● Interest in heritage in the public realm</li> <li>● Knowledge of marketing and project launch</li> <li>● Understanding of how to set objectives and measure success</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>● Ability to manage own workload, completing tasks to deadline without supervision</li> <li>● Ability to take responsibility and make decisions as required and authorised</li> <li>● Excellent advocacy, presentation and verbal communication skills with an ability to engage effectively with a wide range of people</li> <li>● An eye for details both visual and textual, ability to edit and approve content appropriate to the context</li> <li>● Highly organised with excellent administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>● Exemplary written communication skills</li> <li>● Excellent ICT skills</li> </ul>
<b>Qualities</b>	
<ul style="list-style-type: none"> <li>● Ability to build excellent relationships and work in a supportive manner alongside colleague, partners, freelancers, teachers, academics and local authority representatives</li> <li>● Ability to work flexibly and adapt to unforeseen problems</li> <li>● Commitment to equal opportunities, cultural diversity and accessible of service</li> </ul>	

<ul style="list-style-type: none"> <li>• Self-motivation, ability and willingness to work as part of a team</li> <li>• Accountability and sensitivity to issues and challenges as they arise</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Relevant degree or qualification by experience</li> </ul>	

### Resources available:

The post holder will oversee the Teachers' Creative Development Programme, Partner Training sessions and New Research Commission. The post holder will work to ensure that all final deliverables meet the project's quality standards and set content milestones that must be met leading up to launch. 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 resources including the Lancaster Slavery Family Trees project and Digital Trail.

### How to apply and the selection process

For an informal chat about the role please email [info@lancasterpriory.org](mailto:info@lancasterpriory.org)

Please send a CV and covering letter no larger than 10 MB to [info@lancasterpriory.org](mailto:info@lancasterpriory.org) by noon on midnight on 7th August. Unfortunately, any application after this time will not be considered.

**Covering letter:** 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.

CV Please keep to 2 pages of A4 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 £2250 is available. This includes all fees, materials, public liability insurance, expenses, site visit, evaluation meeting, events, administration, meetings, VAT. The fee will be released in tranches upon invoice and completion 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](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)

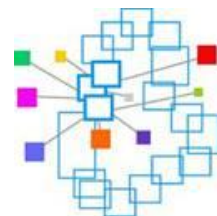
- a) Elder, M., 2007. The Liverpool Slave Trade, Lancaster and Its Environs, in: David Richardson, Suzanne Schwarz, Anthony Tibbles (Eds.), Liverpool and Transatlantic Slavery. Liverpool University Press, Liverpool, pp. 118–137.
- b) Elder, M., 1992. The slave trade and the economic development of eighteenth- 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>



Lancaster & Morecambe

Primary Headteachers' Cluster