

This document should be read in conjunction with 'SGS @ 40 Project background' to give applicants a fuller understanding of the project.

### The contract

The Scottish Glass Society is looking to award a contract for project management services to deliver the 'future of SGS' aspect of the SGS @ 40 project, funded by Creative Scotland. This entails:

- consulting with individuals, institutions and businesses to assess how the Society can best promote and develop the sector over the next 5 years;
- evaluating and developing the current offering to members to better facilitate their individual practice;
- reviewing and streamlining the day to day activity of the Society to meet the needs of the membership;
- investigating opportunities to better support the creative and professional development of glass artists living and working in Scotland;
- investigating ways to increase membership;
- creating a 5-year plan for promoting and developing the glass sector in Scotland;
- project management, budget management, and project evaluation and reporting;
- proactively working with other freelancers and the voluntary Committee to ensure the success of the project.

**Appendix 1** sets out the deliverables in more detail and indicates the time allocated to each area.

### Delivery of the contract

The contract is designed to be delivered by a single freelancer, based in Scotland, with some flexibility around their working schedule and the ability to travel within Scotland.

The contractor must hold the relevant professional insurances to carry out these duties – e.g. public liability and professional indemnity insurance. Proof of these will be requested.

### Skills and experience required

The contractor must demonstrate the following skills and experience:

#### Essential experience

A minimum of 2 years' experience in arts management / arts administration / business development with a proven track record of delivering projects on time and within budget, including experience of:

- strategic organisational planning;

- gathering feedback from individuals and organisations and evaluating this to create an actionable plan to improve services and processes;
- running face to face focus groups and creating and managing online surveys;
- identifying and pursuing development opportunities to improve offering to members / customer / audiences;
- analysing current processes and working practices and making actionable recommendations for streamlining and improvement;
- researching, facilitating and co-ordinating workshops, seminars or professional development events;
- researching and writing successful funding bids for creative organisations;
- creating and maintaining partnerships to facilitate collaborative working;
- managing external contractors;
- working towards specified targets and providing regular progress reports;
- managing budgets, including ensuring principles of best value and good governance are adhered to;
- working to UK regulations and within guidelines set by funders and / or organisations;
- project reporting and evaluation.

### **Essential skills**

- Highly developed communications skills.
- A good level of IT literacy which will allow you to be an effective administrator for the SGS website (training will be given).

### **Desirable skills / experience**

- Knowledge of the glass sector and the wider visual / applied arts landscape in Scotland.
- Knowledge of Creative Scotland Open Fund monitoring and reporting procedures.
- Knowledge of the workings of professional bodies which aim to support artists.
- Experience of using print and online media, and professional networks, to promote participation.
- Experience of running continuous professional development events.
- Experience of using crowdfunding platforms such as Patreon and Kickstarter to fund creative projects.
- Experience of managing social media accounts including scheduling posts.
- Web administration experience.
- Experience of working with a voluntary Committee.
- Experience of working in the arts sector in Scotland beyond the Central Belt.

### **Notes on fees**

The contractor will be responsible for paying all relevant tax, NI contributions, pension contributions, student loan repayments, etc and will not be entitled to sick pay or holiday pay from the SGS.

Separate budgets are allocated for the non-staff costs of delivering the project including, but not limited to, travel and accommodation, venue hire for focus groups, and tutor fees for professional development workshops. The contractor will not be expected to meet these costs from their professional fees.

*The SGS @ 40 project is supported by Creative Scotland.*



The contractor will be expected to cover from their professional fee any costs relating to the provision of work space, equipment (i.e. phone and laptop), software, subscriptions (e.g. phone contract) and consumables (e.g. stationery).

It is intended that payments will be made retrospectively on a quarterly basis, based on progress towards the project outcomes, with 35% of the contract value paid on acceptance of the final report by Creative Scotland.

## Tender process

Based on the breakdown of activity in **Appendix 1**, we are seeking tenders in the region of £7,585 (including VAT where appropriate) to deliver the project management aspect of this project between December 2018 – January 2020. As per **Appendix 1**, the volume of work will vary during the lifetime of the project and the contractor should be able to facilitate this. Separate budgets are allocated for non-project management costs of delivering the project.

The deadline for responding to this tender is 5 pm on Monday 3 December 2018. Shortlisted candidates will be contacted by Catherine Lowe, Interim Chair of SGS with an aim to arrange a call or face to face meeting on the 6 or 8 December 2018 for an informal discussion. The project will commence before the end of December.

Responses to this brief should include:

- a professional CV outlining your skills and experience (max 2 pages A4);
- a short statement (max 500 words) detailing what interest you about the role and why you feel you have the skills and experience to deliver the outcomes;
- details of 2 referees who can be contacted to discuss your work;
- confirmation of the project management fee you require to deliver the project.

Responses should be submitted by email to [sgsvicechair@gmail.com](mailto:sgsvicechair@gmail.com) – by 5pm Monday 3 December 2018.

For an informal conversation about the project, please email Catherine Lowe at [sgsvicechair@gmail.com](mailto:sgsvicechair@gmail.com) or on 07774979281 evenings and weekends.

**Appendix 1 – anticipated time allocation**

**Project Manager - the future of SGS**

Activity	# Days
<b>consulting individuals, institutions and businesses to assess how SGS can support and develop the glass community.</b>	
creating, analysing and promoting online surveys to target specific groups;	3
following up on survey comments with individuals to gain further insight;	1
arranging, conducting and writing up one to one session with key players in the glass sector;	2
organising and running two focus groups and collating feedback from these.	3
<b>examining the current offering to members and investigating how to develop this further.</b>	
identifying and securing additional benefits and discounts for our members;	2
establishing the potential to run professional / creative development courses to members;	1
looking at alternatives to open up the work of members to wider audiences – e.g. partnerships with organisations in other countries, online exhibitions, etc	2
identifying and acting upon ways to increase membership	1.5
<b>reviewing processes for managing subscriptions, handling data, and communicating with members to ensure they are in line with existing regulations and meet the needs of members;</b>	
<b>managing creative / professional development workshops including:</b>	
establishing the areas of interest amongst the members;	1.5
identifying a specialist to run the workshop and working in conjunction with them to plan its delivery;	3
publicising workshops and managing attendance;	1
managing logistical operations including booking space and equipment;	0.5
evaluating the success of the events;	0.5
establishing if there is a need for further events, creating a plan for delivering these and applying for further funding if required.	2
<b>create a 5 year plan for SGS to promote and develop the glass sector in Scotland, including identifying and applying for further funding if required.</b>	
<b>managing the associated project budget; providing project monitoring reports; and evaluating individual elements of the project as well as the project as a whole.</b>	

**Total days: 41**

**Appendix 2 – Draft project timescales**

**Draft Outline Project Plan - future of SGS**

Planned activity	Month																		
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
Funding confirmed	■																		
Posts advertised		■																	
Project managers commence work			■																
Map consultation exercise and identify participants				■															
Consultation via surveys and one to one chats				■	■	■	■												
Organise and run 2 focus groups						■	■												
Evaluate of consultation feedback								■											
Investigation and development of member offering / increasing membership				■	■	■	■	■	■										
Reviewing processes and procedures to ensure fit for purpose							■	■	■	■									
Planning and promoting creative / professional development workshops								■	■	■	■								
Delivering / evaluating professional development workshops										■		■	■						
Creating a 5 year development plan for SGS								■	■	■	■	■	■	■					
Project reporting, monitoring and evaluation			■	■	■	■	■	■	■	■	■	■	■	■	■				