



Stories of Enfield – A Call for Heritage Trainers

Background

Enfield Council has been awarded funding from the National Lottery Heritage Fund (NLHF) to deliver **Stories of Enfield** between 2020 and 2022. Enfield has been designated as an NLHF area of focus, and we have a strong interest in engaging a wider range of people in sharing and participating in heritage activities. We will support local individuals and organisations from across the borough in developing and delivering community heritage activities – the **Stories of Enfield**. Some of these individuals and organisations might be running a community heritage project for the first time.

To achieve this, we will fund a broad range of exciting and creative projects relating to Enfield's very diverse heritage. The total value of this fund is £83,000, with project grants likely to range from £3,000 to £10,000 in value and we anticipate that these projects might be run by individuals as well as by organisations across the borough. There will be approximately 10-15 different projects in total. We anticipate that these might be as diverse as exhibitions and oral history projects, to festivals and theatre pieces. In addition to this, we will be running a training and capacity building programme in order to support local individuals and organisations in developing and delivering projects in the future.

By supporting and sharing stories of our local community and engaging people with heritage, Enfield will become an even better place to live, work in and visit. Through this project residents will feel better equipped and more confident to take ownership of Enfield's heritage and continue to explore the rich history of the borough.

The impact of this project will lay the foundations for further heritage projects in the future, and feed into heritage and cultural strategies. We anticipate the key outcomes for this project will include the following:

- People in Enfield will have engaged more with heritage
- A wider range of people in Enfield will be actively engaged in heritage
- People will have developed skills
- Organisations in Enfield will have grown capacity to design and deliver heritage projects
- Enfield Council will have developed a strong model for supporting heritage projects across the borough



Brief

Enfield Council are offering a **Heritage Capacity Training Programme** as part of Stories of Enfield. This programme will involve the delivery of seven training sessions to individuals and community organisations from across the borough and cover a range of topics that will give those attending the capabilities to devise, develop and deliver heritage projects.

Training sessions should last for up to two hours (including breaks) and should be appropriate for organisations with a wide range of heritage experience, many of whom may have no background in developing and delivering heritage projects. We expect training sessions to be accessible and adaptable, differentiated to suit audience members requirements or learning needs (we will inform trainers of this in advance). Where possible we would like training sessions to be interactive and make use of best practise case studies from the cultural heritage sector. **Each training session will be delivered twice to maximise the number of people who can attend.**

These sessions will take place online unless circumstances change substantially regarding advice around Covid -19.

We would like to hear from experienced trainers from within the cultural heritage sector who feel they could design and deliver an appropriate training session on one or more of the following topics. We would be interested in hearing from trainers able to deliver specific sessions of the programme. We would also be interested in hearing from organisations who could provide all seven sessions, as an alternative delivery model.

1) Identifying your heritage

Stories of Enfield defines heritage very broadly, covering both tangible and intangible heritage, from food, dance and theatre to community stories, buildings and sports. This session will engage participants in identifying, explaining and exploring what their unique heritage is as a strong foundation to developing a heritage project.

2) What will your project achieve?

Each project will seek to achieve a range of outcomes. This session will provide an introduction to the different possible NLHF outcomes that projects can work towards, such as: an increased number of people being engaged in heritage, the funded organisation becoming more resilient, increasing wellbeing, developing skills, ensuring the local area becomes a better place to live, work in and visit and ensuring long-term environmental sustainability and inclusion are built into projects.

3) Developing activities for your project

We anticipate projects will develop activities through a number of ways. This may include exhibitions, oral histories, art installations, theatre pieces, reminiscence sessions, cookery classes, outdoor trails and much more and will depend on the individual nature of projects.



This session will provide an introduction to and overview of the different ways that organisations can identify and develop project specific activities.

4) Engaging audiences with your project

All projects will be targeted towards particular audiences and demographics. This may include families, teenagers, the over 50s and other specific communities with diverse cultural backgrounds, ethnicities and languages. Projects may also work with services, including Enfield Museum Service, the borough's Archivist, artists, volunteers and local schools. This session will provide guidance on identifying groups to work with, creating an audience development plan and introducing specific concerns and sensitivities of working with different organisations.

5) Marketing your project

All participants will need to promote their projects, as a way of understanding audiences, generating awareness, building credibility and facilitating engagement with others. This session will provide an overview of how to market your project, from effective strategies and tools of carrying out successful campaigns to building project awareness. The basic skills required for marketing, such as public speaking and communication will also be reviewed.

6) Running events for your project

All projects will involve events, from exhibition launches and public workshops through to programmes of talks, open days and more. This session will cover an introduction and overview of identifying events and event managements, including planning, publicising, health and safety and logistics.

7) Managing your project

All projects will make use of project management tools to ensure effective delivery. This session will cover the basics within the framework of NLHF projects. This includes identifying project aims and objectives, planning and documenting activities, considering resources, mapping stakeholders and detailing costs, budgets, timelines and risks.

An Evaluation Consultant has been recruited for the project who will be delivering an eighth training session on 'evaluating your projects.' It is anticipated that all heritage trainers will work with the consultant to ensure all training sessions are evaluated.



We will provide

- Access to all relevant project documentation
- Demographic data for the London Borough of Enfield
- Support to organise training sessions

Timescale

We anticipate the following:

Brief issued	31 st March 2021
Submission deadline	11.59 pm on 18 th April 2021
Informal interviews	26/27 th April 2021
Selection	28 th April 2021
Preparatory meeting 1	Early May 2021
Preparatory meeting 2	Mid-May 2021
Training sessions*	Early June 2021

***Note: each training session will be delivered twice to maximise the number of people able to attend.**

Fees

The rate we can offer for developing each session and delivering it twice is £600.

Required experience, knowledge and skills

- Specialist knowledge of training topic(s)
- Demonstrable training skills, particularly with people who have varied experience of heritage projects
- Experience of facilitating training sessions using Zoom or a similar platform
- Knowledge of Enfield is an advantage but not required

Submitting an expression of interest

Please note you can apply to deliver **any number of** these seven training sessions.

If you would like to be considered for this work, please submit the following:

- A personal statement (no more than 1 A4 page) outlining your suitability for the work and which of the seven workshop(s) you are applying to lead.
- A current CV (no more than 2 A4 pages).

Please ensure that it is clear from your submission who would actually be doing the work.



Please submit your application(s) to Dorian Knight on: dorian.knight@enfield.gov.uk by 11:59 pm on the 18/04/2021.

Criteria for selection

Selection will be on the basis of expressions of interest and informal interviews.

Applicants will be assessed on:

- Their understanding of, and enthusiasm for, the brief and working in Enfield
- Evidence and experience of successfully carrying out similar training
- Considerations of accessibility and inclusivity

If you have any questions about the call for heritage trainers, please contact Dorian Knight (Cultural Heritage Development Officer) at: dorian.knight@enfield.gov.uk