

Tales from The Mill Project Manager - Call for Tenders

The Mill is seeking an experienced project manager and oral history practitioner to manage the Tales from The Mill oral history project during summer 2021. The Mill is a volunteer-led community hub founded 10 years ago by the local community in the old St James Street local library building in this diverse area of Walthamstow. The project will seek to uncover and record the stories of The Mill and the local people who have helped to create the charity and make it a success. The project is funded by players of the National Lottery through Awards for All.

The purpose of the role:

To manage the Tales from The Mill oral history project, part of The Mill's 10th anniversary celebrations, a series of events and activities taking place in summer/autumn 2021.

Contract: £5000 fee for approx. 25 days work between July and December 2021 (freelance) agreement

The project - Tales from The Mill:

To celebrate the 10th anniversary of the founding of The Mill in 2011, we want to record this important piece of recent local history whilst still fresh in people's minds, inspire others to community action and be a catalyst for community togetherness and celebration post-pandemic. We will collect, explore, create and celebrate shared stories and shape a community identity together. The Project will involve training for a small team of volunteers in oral history interviewing and transcription, collecting interviews from diverse people involved in The Mill past and present, collating archive of audio, film, photography and art with new material, creating a small publication, curating an exhibition from the material, a community celebration event to launch the exhibition, create content for The Mill's website. We have received funding for this work from the National Lottery Community Fund's Awards for All programme.

Responsibilities:

1. Recruit volunteers (working with the Community Organiser)
2. Explore and collate existing archival material
3. Research and contact potential interviewees
4. Organise volunteer training in oral history methods
5. Coordinate and support volunteer interviewers and transcribers
6. Collate archive of stories including film, audio, photography, artwork, testimonials
7. Curate and organise an exhibition of the material collected to be shown towards the end of the year.
8. Organise a celebratory event to mark the opening of the exhibition
9. Coordinate the creation of a small publication to accompany the exhibition
10. Create related content to add to The Mill's website
11. Ensure all relevant material is archived and stored appropriately
12. Publicise the project, exhibition, event and publication (working with the Communications Coordinator)
13. Manage the project budget
14. Assess risks of activities and events
15. Monitor and evaluate the project against stated outcomes and objectives

16. Report on progress regularly to the Centre Manager
17. Produce an end of project report for the trustees and funder, including a final budget
18. Work within The Mill's [Covid secure procedures](#) and our risk assessments. We hope that most activities will be able to take place at The Mill, however, you will need to have alternative plans in place, in case of social distancing restrictions continuing into the summer and autumn. Alternatives could be an outside event, socially distanced smaller indoor events or online, if necessary. You will need to create a risk assessment for the events and activities ensuring you consider our [Covid secure procedures](#) and our Covid risk assessment.

Essential experience and skills required:

1. A genuine interest in people, communities and their stories
2. Previous experience of working on oral history projects
3. Experience of coordinating volunteers
4. Experience of managing budgets
5. Experience of monitoring and evaluating projects
6. Experience of organising exhibitions, events and publications
7. A commitment to diversity, equality and representation
8. Good communication skills, verbal and written
9. Good IT skills including design and imaging software

Reporting to: Centre Manager (Natasha McFadzean)

Working closely with: Community Organiser (Kim Dexter), Communications Coordinator (Helen Johnson)

Call for tender issued	24 May 2021
Deadline for receipt of tenders	By 5pm 14 June 2021
interviews to be held	22/23 June 2021
Project to commence	1 July 2021

Your Tender

To make a bid for this work, please submit an expression of interest to people@themille17.org by 5pm on 14 June 2021. This should include:

- A covering letter explaining why you are interested and consider yourself suitable for the role and how you meet the requirements outlined above
- A short CV, highlighting similar and related work undertaken

For any queries or questions please contact Natasha McFadzean, Centre Manager at natasha@themille17.org