Corinium Museum ‘Community Discovery Project’
Job Description for a Fundraising Consultant

1. Project summary
Corinium Museum managed by Sports and Leisure Management Ltd and owned by Cotswold District Council, has been successful in securing a round 1 pass from the Heritage Lottery Fund for their ‘Community Discovery Project’ capital and service development project. The project is about creating a Museum fit for the 21st century, maximizing on the building spaces, enhancing the visitor journey through reinterpretation and flow, working with new partners to produce a vibrant programme of archaeology related events and activities, whilst reducing energy costs and increasing income making the museum more resilient. This will be achieved by installing a central information desk, redesigning the prehistory, early Roman galleries and garden, and building a new Discovery Centre.

2. Summary of work required
The Corinium Museum is now seeking a consultant to develop and execute a detailed fundraising action plan and to provide additional capacity to help us raise c. £200,000 partnership funding in support of our round 2 HLF bid. Support is required to:

- Review fundraising progress to date and produce an action plan for approaches to potential Trusts and Foundations;
- Develop applications for support and review the core ‘case for support’ in light of ongoing activity plan and development work;
- Advise on and review progress with fundraising reporting to the Project Advisory Group;
- Mentor the Museum Director through major applications and meetings with funders and any direct involvement of the Project Advisory Board members.
3. Scope of work

- Review of existing fundraising plan and progress and produce a detailed fundraising schedule (in priority order) with a target of raising £200,000. This would prioritise approaches to Trusts and Foundations based on responses to date and on a mix of potential likelihood of support and/or scale of funding that might be achieved. This plan should be reviewed with the Project Advisory Board to ensure best fit with emerging activity plans and capital development work.

- Production of Round 1 and subsequent Round 2 funding applications to priority trusts, including clarifying requirements for supporting information and/or visits.

- Attend an estimated 3 meetings with the Project Advisory Board to discuss plans and review progress.

- General advice on organizing fundraising events and communicating fundraising plans to supporters and volunteers.

- General advice on the production of the Round 2 funding application to HLF, being led and produced by the Project Manager including a degree of mentoring, possibly extended to Project Advisory Board members.

The consultants will be expected to work closely with the Project Lead, the Museum Director, the Project Advisory Board, as well as the volunteers of the Friends of the Corinium Museum and Corinium Museum as well as other relevant project consultants and the Project Manager.

4. Costs and timing

This work has a fixed budget of £7,200 including expenses, travel, and VAT. Payment stages to be agreed with chosen consultants.

It is anticipated that the contract for this consultancy would be awarded in August 2015 for a maximum period of 12 months to the end of August 2016.

5. Tendering Requirements
A tender response to this brief should outline (in no more than 6 pages of A4) the following:

- Approach to the work
- Relevant experience of fundraising for the heritage and cultural sector
- Full qualifications of the person or persons who will work on the project. (This person/s shall not be removed from the project without approval from the Project Advisory Board)
- Methodology, milestones and timetable
- Number of days work
- Two referees
- Quotation in the form of a lump sum fee inclusive of all expenses, including travel, printing and VAT.

Expenses are to be included in the fee and should allow for meetings on site in Cirencester required throughout the period plus all other meetings as required to satisfy statutory authorities and other interested parties, to the submission of the Round 2 application. Expenses should include all travel, subsistence, accommodation, printing, duplicating, photography and similar expenses.

The fee submission should where possible be priced individually to reflect the Scope of Work outlined above.

6. Deadline
The deadline for applications is 5pm on the 24th July 2015. Interview provisional date 7th August 2015.

7. Contact details
Amanda Hart, Director of the Corinium Museum
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For further information or for an informal discussion please contact the Museum Director.