

## **Brief and Person Specification: Access Audit Consultant**

<b>Role:</b>	Freelance Access Audit consultant for the Dean Heritage Centre
<b>Location:</b>	Working from home and at the Dean Heritage Centre, Gloucestershire
<b>Fee:</b>	Our total budget is £3,000 including VAT and all expenses including travel.
<b>Status:</b>	Freelance Consultant
<b>Reporting to:</b>	Emma Smith, Centre Manager
<b>Period of contract:</b>	Fixed term, to be completed by 28 <sup>th</sup> February 2017

## **1 Project Summary**

1.1 Dean Heritage Centre has secured an Arts Council England Resilience Museums Fund grant for a project titled Focussing on the Fundamentals. The development work includes:

- Access and interpretation work to improve visitors' experiences. In particular, we want to improve our 'telling of the story' of the Forest of Dean and the Dean Heritage Centre. Currently the centre has failings in the cohesiveness, both physical and intellectual, of the different parts of the site, the way-finding for visitors and the accessibility of the interpretive signage.
- Branding work to create a clear brand identity to reflect the values and character of the Dean Heritage Centre, and produce guidelines to help us ensure that this brand identity permeates all aspects of our service.
- Using the outcomes of our access audit and re-branding to re-design our website, in order to enhance our engagement with online audiences, both current and new. In addition, the re-design will ensure the website is fully accessible to mobile devices; thereby increasing its reach and effectiveness.

1.2 Dean Heritage Centre is an accredited museum, established in 1983. The heritage mill building and additional buildings are set in a five-acre woodland site with a mill pond. Its collections tell the story, starting in pre-history, of a geologically diverse area which has resulted in a fascinating mining and industrial heritage. The free miners of the Forest of Dean are unique and the museum tells their story as well as the social history of an area that was relatively isolated until the latter 20<sup>th</sup> Century. The museum holds an archive of 20,000 artefacts including oral history illustrating the forest dialect.

The outdoor exhibits include a Forester's cottage with a garden and livestock, a traditional charcoal burner's camp, chainsaw carvers working daily, a working waterwheel for hydroelectricity, a playground and a children's Gruffalo Trail.

We are also an Educational Charity and we offer an education programme which is delivered to 50 schools and 2,000 children each year. We are particularly interested in improving the accessibility of our collections for children and the intellectually disadvantaged.

## **2 Scope of work**

2.1 Dean Heritage Centre requires a consultant to carry out an Access Audit as one of the first steps in the project. It will assess our current environment and the methods of delivery used to meet the needs of our audience. This will highlight areas for improvement in our current offer and will inform the plans for improving the use of the site, the interpretation of our exhibits, our leaflets and signage.

The consultant will have a proven track record of having carried out successful Access Audits for multi-faceted organisations in the Heritage/Education field.

2.2 The consultant will work closely with the Education officer.  
The following tasks will be completed as part of the contract.

A thorough examination and assessment of:

- Approach routes, setting down points and parking
- Entrance and reception
- Communication systems, signage and wayfinding
- Horizontal and vertical circulation
- Sanitary provision
- Lighting and acoustics
- Surface finishes and visual contrast
- Means of escape
- Building management
- Interpretation panels
- Publicity material

### **3 Delivery of the consultancy**

The selected consultant will be expected to fulfil the following:

- Liaison with the Education officer via email or telephone
- An on-site audit
- A report setting out improvements needed and guidance
- Presentation of the findings

### **4 Timetable**

The contract for the consultancy will be awarded by 14<sup>th</sup> February 2017 and will be completed by 28<sup>th</sup> February 2017.

### **5 Submission of project proposals**

Proposals to undertake the project should be submitted by 12 noon on 13<sup>th</sup> February 2017 to the key contact, below, in digital format only.

The proposal should include the following:

- Examples of similar projects you have undertaken
- Details of two referees
- How you would address the brief
- Your timetable for work
- Your skills and experience
- Your quotation

The successful consultant will be chosen on the basis of:

- Their approach to and understanding of the brief
- Their track record of the successful delivery of similar projects

- The expertise and skills that they can bring to the project.

## **6 Fee**

Consultants are invited to submit proposals for this contract up to the value of £3,000, including VAT. Tender costs should cover all travel and other costs associated with the work.

## **7 Reporting**

The consultant will report directly to the Centre Manager.

## **8 Contact**

The key contact for applications is

Emma Smith  
Dean Heritage Centre  
Camp Mill  
Soudley  
Gloucestershire  
GL14 2UB

Tel: 01594 822170

Please email applications to: [emma@deanheritagecentre.com](mailto:emma@deanheritagecentre.com)