

## Freelance Museum Learning Resource Developer for Early Years Foundation Stage (EYFS)

Hampshire Cultural Trust (HCT) is seeking a freelancer to develop self-led museum learning resources for Early Years Foundation Stage (EYFS) groups for two museum sites: Milestones Museum in Basingstoke, and Andover Museum and Museum of the Iron Age.

**Contract:** Freelance

By tender

**Budget:** Fixed fee £1500, including expenses and VAT. A separate £750 for purchase of resources, etc.

**Interview date:** Thursday 3 October 2019

**Project completion:** January 2020

It is expected that the appointed specialist will have the following skills and experience that are deemed necessary to deliver the project:

- Experience of developing EYFS Framework-linked learning resources for EYFS groups
- Knowledge of the EYFS Framework
- Experience of consulting with Early Years providers
- Experience of project management
- Understanding of learning in a museum, heritage or arts context

Your proposal should include a response to the project brief (with reference to sections three, four, five and six):

- An outline of how you propose to deliver the project
- Your assessment of the key challenges and issues
- Project management procedures
- Timetable for delivery
- Detailed budget breakdown
- Relevant experience, expertise and relevant examples of previous work
- Details of all the personnel proposed to carry out the work (if applicable)
- Details of your levels of insurance

Please send all applications to Helen Sinnamon, Schools Manager:  
[helen.sinnamon@hampshireculturaltrust.org.uk](mailto:helen.sinnamon@hampshireculturaltrust.org.uk)

**Closing date for applications:** Monday 23 September, 5pm.

## **Brief for Freelancer: development of self-led museum learning resources for Early Years Foundation Stage (EYFS)**

### **1. Introduction**

Hampshire Cultural Trust (HCT) with its partners Gilbert White and the Oates Collections and Winchester's Military Museums is in the fourth year of the 'Reaching Out!' Museum Education Partnership for North Hampshire, a Museums and Schools project funded by Arts Council England and the Department for Education.

Over-arching aims of the project are to:

- Reach out to schools in North Hampshire that have above average indices of deprivation and/or that show a lack of engagement with museums as part of their classroom teaching in order to forge new, sustainable relationships between these schools and their local museums and thus enhance pupils' education
- Bring together a group of partner museums to deliver this project and thus offer a diverse range of opportunities with which the schools can engage, as well as strengthen existing museum networks and their future resilience

As part of this work we wish to develop new learning resources for EYFS for the two HCT sites of:

- Milestones Museum
- Andover Museum and Museum of the Iron Age

### **2. Background information**

Milestones Museum is Hampshire's living history museum and a flagship site of HCT, with a suite of successful formal learning programmes from KS1 to KS3. A small proportion of visits are from Year R following learning programmes designed for KS1, however there are currently no learning resources to support self-led visits of nursery and Reception aged groups.

Andover Museum and Museum of the Iron Age focuses on life at nearby Danebury Hillfort and has a led KS1 session based on this period. There is currently no provision for EYFS.

The learning resources would be aimed at Early Years providers (including schools, preschools, nurseries and childminders) and would link into museum displays and collections, whilst also responding to learning needs within the EYFS Framework. The resources would enable Early Years providers to facilitate an engaging self-led visit using the resources that will be developed through this project. This would ensure that EYFS providers can utilise the museums and embed the hands-on collections and displays into their visit. The resources will also be sustainable and have a legacy within the venues.



### 3. Project brief

The purpose of this consultancy is to undertake the detailed consultation, planning and preparation required in order to create self-led learning resources (downloadable and physical, as appropriate) for two museums to support Early Years groups in engaging with the museum collections. You will work with our Schools Manager and Community Manager to develop the programmes in consultation with EYFS providers. You will develop the resources and test them with EYFS groups before they are finalised. You will design the resource pack to adhere to HCT brand guidelines and logos. You will also train our teams at each site in promoting, managing and maintaining the resources. The activity will take place over a three month period from October – January when the resources will become available. The project will be overseen by the Schools Manager.

The key deliverables are:

- Consultation with a minimum of two EYFS providers
- Development, trial, evaluation, review and modification of EYFS Framework-linked self-led learning resources for EYFS groups. A minimum of three resources for Milestones Museum, and one for Andover Museum and Museum of the Iron Age.
- Accompanying text for website, marketing etc.
- Training for staff
- Case study report at project completion

### 4. Skills required

It is expected that the appointed specialist will have the following skills and experience that are deemed necessary to deliver the project:

- Experience of developing EYFS Framework-linked learning resources for EYFS groups
- Knowledge of the EYFS Framework
- Experience of consulting with Early Years providers
- Experience of project management
- Understanding of learning in a museum, heritage or arts context

### 5. Key dates

1. Deadline for quote submission	Monday 23 September 2019, 5pm
2. Interviews	Thursday 3 October 2019
3. Contract awarded	Wednesday 9 October 2019
4. Briefing held with project team	Thursday 17 October 2019
5. Project completed and resources available	January 2020



## **6. Method of work**

We do not wish to be prescriptive in terms of methodology, but the quote response will have to take into account and include the outlined project brief and the key deliverables (section 3). The methodology will be agreed at the start of the project with the Schools Manager and form part of the contract.

The contract is offered on a freelance basis.

## **7. Budget**

This project is being quoted on a fixed fee basis.

The maximum budget available for this project is £1500 including travel, administration and other related expenses and VAT. A separate budget of up to £750 is available for the purchase of the resources and materials, printing, casual staff support, etc. This budget will be managed by the Schools Manager.

We are seeking a total and inclusive price for the project and no other costs, except the quoted price, will be payable. The payment schedule will be agreed during award of the contract.

## **8. Quote response**

Your proposal should include a response to the project brief (with reference to sections three, four, five and six):

- An outline of how you propose to deliver the project
- Your assessment of the key challenges and issues
- Project management procedures
- Timetable for delivery
- Detailed budget breakdown
- Relevant experience, expertise and relevant examples of previous work
- Details of all the personnel proposed to carry out the work (if applicable)
- Details of your levels of insurance

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## **9. Interviews**

The top three scoring quotations will be invited to an interview on **Thursday 3 October 2019**.