**Our Shared Cultural Heritage**

**Job Description: Project Working Agreement Facilitator**

**Summary**

The British Council is looking for a Facilitator to run a shared Project Working Agreement meeting for those involved on the Our Shared Cultural Heritage project and write-up the points agreed at the session.

**The Project**

The Our Shared Cultural Heritage project (OSCH) focuses on exploring the shared cultures and histories of the UK and South Asia. The project works with young people aged 11-25 to experiment and create new ways for museums and youth organisations to work together, become better places to explore identity, connect with others and create new opportunities for young people. The project is led by British Council in partnership with Glasgow Life, Manchester Museum and UK Youth. It is funded by the National Lottery Heritage Fund's Kick the Dust programme.

The first stage of the project, ‘Laying the Foundations’, represents the groundwork needed at the early stages of youth engagement and the preliminary work needed from organisations and staff. This stage will help the project work effectively within local structures, authentically engage with and train young people, and make solid plans for a sustainable project.

**Project Working Agreement**

As part of the Laying the Foundations stage the project will create a Project Working Agreement with the project partners and young people. This will be a ‘live’ shared understanding of project aims, the equality, diversity and inclusion values inherent to the project, and agreed measures of quality. The Project Working Agreement will also identify potential barriers that young people may face in engaging with the project and will agree definitions of key terms such as ‘Heritage’.

The shared Project Working Agreement aims to ensure that:

* **The aims and working practice of young people and youth & heritage institutions are aligned.** This will support the smooth running of the project and will create a better structure in which to make sustainable change in museums and in the youth sector.
* **Young people have the opportunity to** respond to and challenge the infrastructure of partner institution’s existing equality and diversity commitments.
* **Heritage institutions are more resilient.** Forming an agreement with potential young audience members will allow museums to be more responsive and reflective of audiences, ensuring a continuation and increase in future audiences.
* **The project runs smoothly through partnership working.** This will benefit both the heritage and youth sector through sharing resources, skills and experience, and will make for more success in engaging youth with heritage overall.

The Facilitator will deliver the first session on the Project Working Agreement among the project partners, young people and project staff which will then be further revised with young people through project activity.

**The work of the Facilitator will follow the following objectives:**

1. To help facilitate the Project Working Agreement session on **14 and 15 October in Glasgow**, supporting the partner staff and young people in their discussion and gathering main ideas and consensus of Project Working Agreement points.
2. To use the information gathered in the session to create and deliver a write up summary Project Working Agreement by **25 October**

Outputs:

* Workshop plan delivered by 8 October
* Final session summary write-up delivered by 25 October

**The ideal applicant will have:**

* Experience of working with young people. Experience of working with young people from the South Asian diaspora in Glasgow and/or Manchester areas will be a benefit
* Experience condensing big ideas into concise and accessible information
* Experience facilitating group meetings with different stakeholders
* Experience in creating good quality outputs suited to different audiences
* Experience working on, reviewing or evaluating organisations’ diversity and equality policies particularly arts/heritage and/or youth organisations
* Knowledge of engagement strategies within cultural heritage institutions.
* Knowledge of barriers for young people particularly from the South Asian diaspora

**Timeline**

* Facilitator workshop plans for the Project Working Agreement session will be agreed with by the project manager on **8 October 2019**
* **The Project Working Agreement Sessions will take place in Glasgow on 14 and 15 October 2019**
* Final write-up will be submitted by 25 October

**Important: The successful applicant must be available to attend the Project Working Agreement Sessions in Glasgow on 14 and 15 October 2019.**

**Contract Details**

We anticipate the contract taking the following number of working days, where working days means 8 relevant working hours:

* 1.5 days preparation and start-up
* 2 days delivery of sessions 14and 15 October
* 1 day for creation of Project Working Agreement output

Please contact Isobel Cecil on isobel.cecil@britishcouncil.org with any questions.

**How to apply**

If you apply for the opportunity, please email Isobel Cecil, Project Manager, expressing your interest, noting your approach and daily rate.

Please email with ‘Project Working Agreement Consultant’ as the subject line.