



The Whitworth

The Heart of the Park

Project Coordinator – Job Description

The Whitworth is seeking to appoint an 18 month post of Project Coordinator to support the development phase of a National Lottery Heritage Fund funded project which will improve the visitor experience to the park and the building.

The project will include making better links from the building and its terrace to the park and car park, making the building more inviting to explore and discover our heritage, and improving the biodiversity and heritage landscaping in the park and around the building.

Background Information

1. INTRODUCTION

The Whitworth is a charity and a company limited by guarantee. The charity owns and manages the Whitworth Park and the building. The Whitworth's charitable objectives are to promote educational, leisure and recreational activities for the benefit of the residents of Darley Dale and the neighbouring parishes.

The Whitworth aims to:

- Improve the mental and physical wellbeing of residents of Darley Dale and surrounding areas
- Increase and diversify audiences
- Maximise the financial sustainability of the charity, without undue impact on its community benefit
- Maintain the historic Whitworth building and parkland for future generations
- Be a great place to work and volunteer

The Whitworth is highly valued and well used by its local community for its heritage, cultural offer and as a place for many forms of indoor and outdoor community activity.

The parkland is open to the general public for leisure and recreation and the Whitworth offers a range of community facilities, cultural activity, as well as offering a café and spaces for hire for local businesses and community functions.

2. THE HERITAGE

The Whitworth has significant historical, cultural and natural heritage significance. The Whitworth is a substantial Grade II listed building and Whitworth Park is a Grade II listed park. The 1890 building and park land were designed to be a community facility for the benefit of the working people of Darley Dale, by Lady Whitworth, in memory of her husband, the famous Victorian engineer and industrialist Sir Joseph Whitworth. The building and parkland retain many original features and



functions. The building contained numerous meeting rooms, a library and reading room, a purpose-built billiard room with two tables, a large ball room on the first floor, a museum of natural history, and an indoor swimming pool – one of the first indoor heated pools in the country. Externally the Institute originally comprised of a large area of formal parkland to the south and west of the main building with a series of tree-lined paths demarcating a series of lawns. At the foot of the slope (opposite the station) there were a boating lake, ornamental pond, paddling pool and pavilion.

3. THE HEART OF THE PARK PROJECT

THE SUMMARY

In 2019 The Whitworth developed a 5-year plan, with the benefit of National Lottery Heritage Funding. One of the key elements of the plan, being the Heart of the Park Project.

The project will develop the park and its biodiversity, improve access to the building and access to the heritage, strengthening its role at the heart of the community and its biodiversity. By creating better links between the park and the centre we will create a place that will better serve the community.

The project will:

- Work with the local community to undertake conservation work in the parkland to develop both the historic integrity of the landscape and the biodiversity of the parkland. This will include drystone walling projects, restoration of water courses, tree and plant management.
- Develop the link between the parkland and the building through the removal of vegetation, creation of accessible paths and redevelopment of the tarmac terrace (carpark) as a wonderful pedestrianised space.
- Develop the entry points into the building from the terrace to encourage people to enter and drop in to explore the heritage and use the facilities.
- Create interpretation for the centre and parkland that explores the heritage of the centre, Darley Dale and the natural environment.
- Involve local communities in the natural and historic heritage through co-curation and community led project ideas.
- Develop an activity programme for participation, inspiration, enjoyment, and wellbeing.
- Make capital interventions in the building and surrounding spaces to help develop the financial and environmental sustainability of the centre and to reduce carbon footprint.

THE DETAILED PROJECT PLANS

As part of the project we intent to:

3.1. Develop the welcome into the building by developing the access route into the café and the access route from the café into the main building:

- Upgrade the café entrance and lobby from the rear terrace to create a key/main entrance into the whole building.



- Install automatic glass doors to the café and main rear entrance to increase the visitor welcome and aid access into the building.
- Develop the visitor access route from the café to the building through design changes which could include widening doorways, providing a renewed platform lift, handrails and improved interior design.
- Create a new roof light, skylight or high-level windows, with the aim to improve the natural light in the corridor and to encourage people to visit the main building.
- Refurbish the toilets.
- Update the conservation management plan and management and maintenance plan.

3.2. Develop the link from the park into the building

- Develop the café terrace and create a welcoming outdoor area by the removal of a tarmac terrace and the introduction of a hard and soft landscaped area with planting and seating that will improve biodiversity.

3.3. Develop the link from the carpark to the terrace

- Develop the visual link and pedestrian link from the main carpark to the welcome terrace and new main entrance. This will encompass the removal of a shed and storage buildings, the creation of a paved link/pathway (ramped) and the removal of and improvement of vegetation and planting.

3.4. Improve vehicle access and safety for visitors to the park and centre

- Installation of safety improvements to the main carpark entrance (Dale Road North), by lightly rerouting the traffic entering and leaving the car park. This will include the resurfacing of the carpark, the replacement of kerbs, relocation of drains, and installation of bollards.
- Provide new soft landscaping where alterations have been made.

3.5. Enhance the front of the building

- Remove vehicle access to the front of the building, remove tarmac and create a landscaped area of soft and hard landscaping with pedestrian paths to improve biodiversity and public access.

3.6. Undertake first floor works

- Ballroom: structurally upgrade the balcony and create balustrade (metal and glass).
- Create a room for hire (strip out and make good).

3.7. Improve the biodiversity and heritage of the parkland, and increase access

- Review tree survey and undertake tree surgery to restore views from formal terrace and main pool.
- Undertake habitat/biodiversity surveys, develop biodiversity plans and implement plans across the parkland
- Create a pedestrian link from the boundary of the Whitworth Park to provide access to the railway station of the heritage railway.



- Survey and restore, where required the rustic bridge.
- Restore the view from the heritage mound through vegetation removal.
- Interplant lime avenues to ensure pattern remains as original concept.
- Undertake boundary planting/hedging throughout the park and undertake thinning and removal of inappropriate species working with volunteers.
- Undertake drystone wall boundary repairs working with volunteers.
- Develop forward plan and deliver programme for the ruderal vegetation on 'silt tip' land adjacent to the football pitch area to maximise nature conservation benefit.
- Repair of the park's lodge windows.

3.8. Restore water features and resolve drainage issues

- Restore, through repairing stonework and management of vegetation, the small ornamental pool adjacent to model boating lake and the ornamental pool/dell adjacent to rustic bridge.
- Vegetation removal to main pool and island to sustain water quality
- Provide drainage improvements to the football pitch, water gardens and model boating pool.
- During the development stage to investigate and survey the historic site drainage and water feeds for pools and provide a comprehensive costed restoration plan to implement in the delivery stage to sustain the water features.

3.9. Work with volunteers and the local community

- Review plantings in consultation with volunteers and local communities and develop a work programme to develop and manage plantings as required as part of the project's activity programme.
- Work with the team, as part of the development phase, to develop activity ideas and opportunities for co-creation and co-delivery working with volunteers and local communities to improve all site boundaries and entrances, through dry stone wall repairs and hedging improvements as part of the project's activity programme.
- Work with the team, as part of the development phase, to identify other opportunities for working with local communities across all project streams (this may encompass opportunities for learning, volunteering, co-creation in design, build and delivery across a range of elements in the delivery stage (for example in historic research, interpretation, seating designs, stonework, planting designs, etc.).
- As part of the delivery stage the project's consultants will be expected to work with local communities to deliver co-developed and co-created elements of the project with local people and volunteers (this may encompass creative workshops, training, and supervision of delivery objectives where appropriate.)

3.10. Develop the zero carbon aspirations for the building

- As part of the development stage the project will also explore the potential and options for improving the sustainability of the building and this might encompass the installation of green sustainable heating system (for example, biomass boiler or ground source heat pumps) to be installed as part of the delivery phase.

3.11. Ensure the parkland obtains its Green Flag Status



- As part of the project, in the delivery stage, the project team must prepare and apply for Green Flag Status for the park, including creating a conservation management plan and management and maintenance plan.

3.12. Create heritage interpretation in the building and in the parkland

- As part of the project, the project will develop and implement an interpretation scheme in the building and in the parkland to engage people with the heritage of the site.

3.13. Deliver a 3 year heritage activity engagement programme

- As part of the project, the project will develop and implement a 3-year activity engagement programme that seeks to engage a more diverse audience with the heritage of the site and contribute to the aims and objectives of the charity.

Project timetable

Project development phase	January 2023 - June 2024 (18 months)
Capital works interventions	January 2025 - December 2026 (24 months) (works in the centre and the parkland).
A volunteering, activity, and engagement programme	June 2025 - July 2028 (3 years)

4. EXISTING REPORTS AND INFORMATION

Existing reports include:

- The Whitworth Masterplan (Architectural), 2021-2026, James Boon Associates, November 2021
- Green Heritage Site Assessment Report and Initial Condition Survey and Masterplan Suggestions Report, Ashmead Price, 2020.
- Management and Maintenance Plan, Ashmead Price, 2020.
- Initial Condition Survey and Management and Maintenance Plan (listed buildings), James Boon Associates, 2020
- The Whitworth Masterplan (Business Plan), 2021-2016, DBA Consulting, November 2021.

5. DEVELOPMENT STAGE OUTPUTS (The whole project)

During the project development stage, to facilitate a Round Two NHLF application we expect to be preparing:

- Capital works and landscaping plans and robust costs to RIBA Stage 3 (as a minimum)
- Management and Maintenance Plan for the park and building (review and update of existing plan)
- Conservation Management Plan (review and update of existing plan)
- All required surveys to inform the design development



- Documents to support planning permission
- Advice on the tendering and appointment of contractors for the delivery stage
- A detailed and costed activity plan. (A three-year activity plan to support the involvement of local communities in the heritage and in the delivery of the project.)
- An interpretation plans and costs to RIBA Stage 3 (as a minimum) for the building and the park
- Business plan (review and update of existing)
- Baseline data and outline evaluation plan proposals for the project

The team will contribute to:

- Refined costs for the whole project
- The risk register
- The project delivery structure and identification of delivery phase roles, briefs and job descriptions as required
- The detailed delivery timetable
- Documents to support planning permission
- Documents to support the tendering and appointment of contractors for the delivery stage

Project Officer (development phase) – Job Description

Post Title: Project Officer

Responsible to: General Manager

Salary: £25,000 (Pro Rata)

18 month contract, 3 days per week.

Purpose of the post

To develop the Heart of the Park National Lottery Heritage Fund project, co-ordinating the development phase, working closely with staff, consultants and our local communities to facilitate the development of the detailed plans and costs.

To coordinate and support the submission of a Round Two THE NATIONAL LOTTERY HERITAGE FUND application, including supporting the project lead in creating supporting materials and documents, plan and the application.

To plan, develop, and support the team to work with local communities to develop the project plans, in particular to identify opportunities for co-creation.

To work with external consultants and the staff team to support their consultation and co-creation work with local communities.

To advocate and embed community involvement into the project plans and proposals.

National Lottery Heritage Fund project development phase



The post holder will be responsible for the areas outlined below. They will be expected to work in close liaison with the project team members as well as other consultants, staff and volunteers, external stakeholders and potential partners.

Main activities, duties and responsibilities:

1. Act as project coordinator for The National Lottery Heritage Fund project, supporting the project lead to oversee the work of consultants, contractors and partners within a multi-disciplinary team and developing work strands as identified in the NATIONAL LOTTERY HERITAGE FUND application.
2. Have responsibility for the day-to-day coordination of the project, supporting the project team to ensure that proposals meet The National Lottery Heritage Fund priority outcomes
3. Co-ordinate associated project budget control, communication and consultation, and outputs throughout the development phase project including all The National Lottery Heritage Fund reporting and evaluation.
4. Facilitate team meetings and coordination between the key strands of the project.
5. Support the project team to build relationships with key stakeholders, including local communities statutory, community, education and voluntary sector partners and create collaboration opportunities with them in interpretation, landscape design and activity.

6. Work directly with the interpretation planners, landscape architects, activity planners and other specialists and community groups and communities to identify opportunities for community involvement and to ensure co-curation and co-co-production with the target audiences is undertaken in the development stage and planned for the delivery stage of the project.
7. To work across the staff team to identify opportunities for community involvement and to support community involvement across all areas of the development and delivery of the project.
8. Support the project manager to develop a network of sustainable partnerships with local communities
9. To undertake the day-to-day supervision and support of volunteers who are assisting in the development of participation and engagement activities.
10. Prepare, or assist in the preparation of reports, and attend meetings to advise on community engagement, development and equalities.
11. Support the evaluation of the development stage and the establishment of baseline data
12. Provide input into PR and marketing initiatives where required, including email, social media, newsletters and website and to ensure that the National Lottery Heritage Fund 'Acknowledgement' guidelines are fulfilled.

Person Specification

Experience

Demonstrable experience of:

- Coordinating capital and/or activity projects in a heritage setting, preferably National Lottery Heritage Fund grant funded



- Co-ordinating and delivering programmes, projects and budgets within set timescales to meet clearly defined outcomes
- Communicating and working with local communities and/or diverse communities including hard to reach groups
- Working in a heritage environment
- Working with audiences and participants of all ages and abilities
- High quality report writing
- Managing budgets and working to timescales

Skills

- Ability to work to deadlines and to prioritise work
- Ability to plan and identify programme steps and to monitor these
- Good financial management skills and understanding of budgets in a heritage context
- A good knowledge of digital media and social media

How to Apply

Please submit a CV and cover letter, explaining why you are suitable for this position, to enquiries@thewhitworth.org

Closing Date – Midday on Friday 8th September 2023