



Chelsea Physic Garden Glasshouses Restoration:
preserving London's botanical heritage for future
discovery

Invitation to Tender: Black History Month School Resource Consultant



Image: from activity day at Chelsea Physic Garden

Equal Opportunities: Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.



This role is supported by the National Lottery Heritage Fund.

Black History Month School Resource Consultant

1.0 Overview

Role Title:	Black History Month School Resource Consultant
Position:	Fixed-Term Contract, Freelancer Contract
Days:	Approx. 5 days
Completion Date:	September 10 th , 2021
Indicative Budget:	£1000
Invoicing Schedule:	To be agreed on appointment
The client:	Chelsea Physic Garden (CPG) Company
Responsible to:	Head of Learning and Public Engagement
Location based at:	Balance of remote working and onsite. Onsite address: Chelsea Physic Garden, 66 Royal Hospital Road, London, SW3 4HS.
Timetable:	Deadline for Tender Submission: Sunday 15th August Interviews: Tuesday 17th August

The aims of this Brief are to provide:

- Background information on Chelsea Physic Garden
- Information on the opportunity to be the Black History Month Learning Consultant
- Information about the process of responding to this Brief.

2.0 About Chelsea Physic Garden

Chelsea Physic Garden is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural, and environmental importance of plants to the survival and wellbeing of humankind. There has been a Garden on our site since 1673. Together as a small, dedicated team of staff we welcome 70,000 visitors a year to enjoy our Grade 1 Listed Garden.

We are currently in a period of large-scale project delivery, as we move toward a celebration of our 350th anniversary in 2023. The first phase of the project is focused on the restoration and re-presentation of our Glasshouses and their important and fragile plant collections. This project is supported by the National Lottery Heritage Fund and other major funders.

Our organisational values are:

- Inclusion
- Sustainability
- Openness & Transparency
- Respect & Care
- Discovery & Enrichment

3.0 About school's learning at Chelsea Physic Garden

Chelsea Physic Garden have been delivering educational sessions to school groups for 25 years. We deliver sessions for all year groups and have a core programme focusing on plant science, habitats, climate change, and the environment. We also offer workshops to schools that support teachers in delivering non-curriculum-based learning.

4.0 Black History Month Schools Programme at Chelsea Physic Garden

This year, we will add to our school engagement programme by creating an educational resource and workshop for Black History Month. We have a collection of over 4000 plants, from all over the world, and we want to better recognise the contribution Black people, People of Colour and Indigenous people have had on the history of science and our understanding of plants. Therefore, we are creating a school's resource that focuses on celebrating the Black contribution to science. We also recognise that this work should not just contribute to our programme in October and this will influence learning programmes moving forward.

We are looking to collaborate with a Resource Consultant to help develop, finalise, and review our school learning resources and review the workshop content for Black History Month.

The resource will likely be a booklet, which is currently being developed, and will focus on plants found in the Garden, people from history, and the plants from specific countries. This resource is for school students in KS1, KS2 and KS3 and will be supported with a workshop.

4.1 Key Deliverables:

- Working directly with the Head of Learning and Public Engagement and the Schools and Families officer, you will structure, review and audit the content of the resource and school workshop.
- You will advise on areas of improvement, suggest changes and edits, and collaborate with the team to ensure the resource is correct, educational and shares a wide range of information.

5.0 Person Specification

Skills and Experience	Essential/Desirable
Experience working with primary and secondary schools	D
Knowledge or interest in Black History	E
Knowledge and interest in botany/science	E
Experience developing school resources	E
Experience researching	E
Previous experience in working on schools resources and programmes in a heritage or garden setting	E

Understanding of how to make scientific narratives accessible and engaging to spark curiosity and inspire future generations of plant scientists	E
Enthusiasm, creativity, and ability to self-motivate	E
Ability to work as part of a small team	E
Knowledge of MS Office programmes	E
A commitment to promoting diversity and inclusion at work and through the resource produced within this role	E
An interest in working sustainably to support the environment in a time of climate emergency	E
Knowledge of working with a value-led organisations such as charities, or within the cultural sector	D
An interest in working sustainably in a time of climate emergency	E

6.0 Tender Submission requirements

- Please submit a cover letter that sets out your process to deliver the agreed services, why this role interests you and examples of work that relates to this project
- An up-to-date CV
- Contact details for at least two professional references

7.0 Fee Information

The indicative budget for the Resource Consultant is £1000. This includes all expenses and travel costs, etc.

The fee is for the successful delivery of the Deliverables as outlined earlier in this Brief.

Please note: If you are VAT registered this amount is inclusive of VAT. If you would like more information on this, please contact jobs@chelseaphysicgarden.co.uk

8.0 Return of Tenders

Submissions should be returned by email to Katy Parry, Head of Learning and Public Engagement on: jobs@chelseaphysicgarden.co.uk

Please ensure that electronic submissions sent by email at 8MB or smaller. Submissions in excess of this size should be sent via. Dropbox/ WeTransfer.

9.0 Tender deadline

The deadline for submissions is Midnight on **Sunday 15 August 2021**

10.0 Site visits

Site visits ahead of making submissions are welcome. To make arrangements please contact Katy Parry on kparry@chelseaphysicgarden.co.uk

11.0 Interviews

Interviews will be held on **Tuesday 17 August 2021**. If you cannot attend this date, please state this in your brief and we will arrange alternative days. Our aspiration is to hold meetings in person at Chelsea Physic Garden. If you would prefer a digital interview, please specify.

