

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



Invitation to Tender:

Black History Month School Workshop Facilitator (Freelance)



Image by Suzi Croker

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 Workshop Facilitator

1.0 Overview

Role Title:	Black History Month School Workshop Facilitator (Freelance)
Position:	Fixed-Term Contract, Freelancer Contract
Completion Date:	November 1, 2022
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:	Onsite working with option for limited remote working time Onsite address: Chelsea Physic Garden, 66 Royal Hospital Road, London, SW3 4HS.
Fee:	£400 for supporting to develop workshop (approx. 2 days) + £150 per 2-hour workshop delivered, we can guarantee 4 sessions minimum
Timetable:	Deadline for Tender Submission: July 24, 2022 Interviews: August 3, 2022

The aims of this Brief are to provide:

- Background information on Chelsea Physic Garden
- Information on the opportunity to be the Black History Month Schools Workshop Facilitator
- 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 has 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

We have a collection of over 4000 plants, from all over the world, and we want to 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. In 2021, we created a school's resource in partnership with a Black History consultant that focuses on celebrating the Black contribution to science. This work not only contributes to our programme in October but has influenced all our learning programmes.

Our aim for 2022 is to further develop the programme and deliver the sessions to more schools. We are looking to collaborate with a Workshop Facilitator to review the workshop content for Black History Month, further develop activities to our existing programme, and to deliver the sessions to schools in October.

This session is for school students in KS1, KS2 and KS3 and will be supported by an existing "Black History Month at Chelsea Physic Garden" activities booklet.

4.1 Key Deliverables:

- Working directly with the Head of Learning & Public Engagement and the Schools & Families Officer, you will review, develop, and deliver the school workshop.
- You will research and develop new activities to add to the Black History Month Schools workshop and advise on areas of improvement, suggest changes, 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 children	E
Experience of developing and leading hands-on workshops	E
Experience working with primary or secondary schools	D
Knowledge of African and Caribbean Culture, plants, and herbal healing	D

Knowledge of or interest in Black History	E
Knowledge of and interest in botany/science	E
Previous experience in working on children's programmes in a heritage or garden setting	D
Understanding of how to make scientific narratives accessible and engaging	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 work produced within this role	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
- 300 words on how you would engage KS2 students on the topic of Black History Month in a garden setting

7.0 Fee Information

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 or WeTransfer.

9.0 Tender deadline

The deadline for submissions is Midnight on **July 24, 2022**

10.0 Site visits

Site visits ahead of making submissions are welcome. To make arrangements please contact the learning team on learning@chelseaphysicgarden.co.uk

11.0 Interviews

Interviews will be held on **August 3, 2022**. If you cannot attend this date, please state this in your brief and we will arrange alternative days. Our goal is to hold meetings in person at Chelsea Physic Garden. If you would prefer a digital interview, please specify.