

## **Bath and Colonialism Archive Project: Historian/Website Content Writer**

### **1. Introduction**

#### **Summary of project**

We are seeking to employ an **Historian/Website Content Writer** to deliver two pieces of work: written guidance on description and content for a website.

The Bath & Colonialism Archive Project is a six-month research project that began in May 2021. It is funded by The National Archives Testbed fund and brings together the archives of Bath Abbey, Bath Record Office and Bath Preservation Trust, who will be working together for the first time, enabling them to achieve a greater reach whilst sharing knowledge and expertise.

Since the 2020, Black Lives Matter protests and the increasing awareness of colonialism's legacy today, the partner organisations feel there is an urgent need to share a more inclusive history of the Bath World Heritage Site. Our aim is to share the information which we have gathered on the subject of Bath's links to the transatlantic slave trade and the history of the Black presence in the city, to as wide an audience as possible, through the use of an online searchable database.

A pilot project began in August 2020 with 27 volunteers searching for keywords and place names relating to the transatlantic slave trade within digitised copies of the Bath Chronicle from 1760-1780. It has uncovered significant new content relating to the historic Black presence in Bath and the funding of £9550 from The National Archives Testbed fund will enable us to discover the potential of the information gathered for use in research, interpretation, and learning.

Advice has been obtained throughout the process from organisations across the city, including the Bath & Colonialism Action group and members of Bath's Black community.

The Bath & Colonialism Archive project will create guidance on how to communicate the research with honesty and sensitivity and the recommendations will then be shared with other archives nationally.

The project outcomes are as follows:

- Diversity training for project staff and volunteers
- A project website to publish the data collected so far, with introductory information that sets it in context for a general audience
- Written guidance that recommends how best to describe the challenging content we have discovered, and gives guidance to project staff and volunteers, to be shared with the UK heritage sector
- An evaluation report that assesses the success of the project so far and which helps us to develop a forward plan for its future growth

This work will be delivered by a team of three consultants: an Historian/Website Content Writer, a Web Designer and an Evaluation Consultant.

## **2. Scope of work - Historian/Website Content Consultant**

We are seeking to employ an Historian/Website Content Writer to deliver two pieces of work:

- **Written guidance on description** - This will be tested and shared with the UK archive sector as a case study of good practice
- **Write content for the website** - this will introduce the data we have collected and set it in context for a general audience

### **2.1. Written guidance on using newspapers as a source for researching colonial histories**

The volunteers' research which was collected as part of the pilot project includes content that is challenging to describe because of its racist language and descriptions of violence. From this, with help from the project team if required, the consultant will choose a sample of newspaper articles and produce written guidance recommending how they should be described. This might include some general principles, the sample articles and their descriptions, and commentary explaining why the wording was chosen, and what to avoid.

We hope that this will be a useful case study for the UK heritage sector and encourage other groups or organisations to do similar work with confidence.

The consultant will need to have:

- Familiarity with or ability to learn about archive cataloguing standards and practice
- Familiarity with or ability to learn about current work on anti-discriminatory description in the heritage sector
- The ability to write for a general audience
- Experience of working with sensitive material and an understanding of the ethical issues surrounding language when discussing the transatlantic slave trade

## **2.2. Write content for the project website**

The successful candidate will be required to write content for the project website which will provide a historical overview of Bath's links with colonialism, and in particular the transatlantic slave trade, as well as the history of Black presence in Bath. This would include the introductory content for the home page of the website and a timeline to set the research in context. The content will need to be interpreted by a wide audience and will not be aimed solely at academics.

The outcome of the work will enable the data collected from The Bath Chronicle (1760-1780) to be viewed within a wider, historical context.

The consultant will need to have:

- Proven work experience as a Content Writer, Copywriter or similar
- Experience of writing historical content for publication, with examples of published articles
- Experience of undertaking research using multiple sources
- A background in history, in particular the British Transatlantic Slave Trade
- The ability to work independently, as well as part of a team, and being able to work to tight deadlines; the successful candidate will need to be able to communicate and cooperate with the project team staff, Evaluation Consultant and the Web Developers, where appropriate. They will be required to keep in touch with the reporting member of staff to provide updates on progress and keep track of hours given to the project.

### 3. Programme

Dates for consultant work delivery is August-October 2021, with a suggested two days set aside for evaluation in December 2021. **(Project Programme subject to alteration depending on Covid-19 situation/restrictions).**

Date	Activity
May - Jun 2021	Volunteers complete data gathering

Jun - Jul 2021	Evaluation Consultant recruited and successful applicant begins to set a framework for how evaluation will be conducted and starts gathering data on the project so far.
Aug - Oct 2021	Historian/Website Content Consultant - recruitment and development of guidance on description and website content
Sep 2021 - Jan 2022	Web Designer recruitment and development of a website to publish data and contextual information. Testing period December. Final site launched early January 2022
Dec 2021	Website testing period and evaluation
Jan 2022	Website live. Project evaluation report complete

#### 4. Costs

The fee for the Historian/Website Content Writer post is £3500 (excluding VAT). It is estimated that this budget will allow for a consultant to undertake between 8-10 days' work. This includes two days in December 2021 for evaluation.

#### 5. Management Reporting Structure

Reporting to Anna Riggs, Archivist, Bath Abbey

The project team is made up of:

Polly Andrews, Learning Officer, Bath Abbey

Anna Riggs, Archivist, Bath Abbey

Hannah Whittingham, Collections Manager, Bath Record Office

Isabel Wall, Assistant Curator, Bath Preservation Trust

Dr Amy Frost, Senior Curator, Bath Preservation Trust

Ruth Yoxon, Learning and Engagement Officer, Bath Preservation Trust.

## 6. Selection Process

We firmly believe that the selection of the right consultant is of paramount importance to the success of the project. They will not be selected on the basis of price alone as many factors will affect the success of the project. The following, in no particular order, will be taken into consideration in the selection process.

- Relevant experience
- Price
- Quality of work
- Relationship with previous clients/references
- Ability to work with client to overcome issues
- Approach to working with the client
- Current workload and capacity to undertake this project

We welcome applicants looking for career progression opportunities. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

Applications will be received and reviewed by the project team and a short list of candidates selected for interview.

### Deadlines

**26 July 2021:** Deadline for applications, received and reviewed by the Project team

**Week commencing 26 July:** Shortlisting by Project team

**Week commencing 2 August:** Interviews with members of the Project Team

### Submission

Applications to be received no later than **26 July 2021**. Please include the following:

- A covering letter and CV which includes a schedule of works outlining how you would approach the project and manage your time
- An example of similar work completed

Applications to be submitted by email to: [Hannah\\_Whittingham@bathnes.gov.uk](mailto:Hannah_Whittingham@bathnes.gov.uk)

Any enquiries about this project are to be submitted to:

[Hannah\\_Whittingham@bathnes.gov.uk](mailto:Hannah_Whittingham@bathnes.gov.uk)