



## Bath and Colonialism Archive Project: Website developer

### 1. Introduction

#### Summary of project

We are seeking to employ a **Website Developer** to deliver a website for the Bath and Colonialism Archive Project, to include an on-line searchable database.

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 Developer and an Evaluation Consultant.

## **2. Scope of work - Website Developer Consultant**

We are seeking to employ Website Developer to deliver a new project website to include a searchable database.

The audience for the website will be people interested in finding out more about Bath and its Colonialist connections. It is intended that the website and database is user friendly for people who may not have undertaken much web-based historic research before.

This piece of work will include the following requirements:

- Purchase domain name/URL
- Provide/Assist with hosting services
- Website structure to include as a minimum: Homepage/About the project page/Bath and Colonialism background page/Bath Chronicle background page/Database search page interface/Further information & Links
- The website will include a searchable database using data currently in CALM management system and which can be exported into Excel spreadsheets/CSV files. Backend functionality should include ability for data to be easily updated and/or added to. Search options will be kept quite simple, with parameters based on keyword search/date search/name search. The interface for searching database will be one of the main website pages.
- Data capture functionality enabled - we would like the ability to find out and record quantitative data about users of the website such as number of website hits, searches, clicks through to links.
- Website to be responsive/mobile friendly
- Website to be compliant with Web Content Accessibility Guidelines (WCAG)
- Training for Project Team in website management and updating.

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

The consultant will need to have:

- Proven work experience as a website developer/designer
- Experience of incorporating searchable databases into website structures.
- 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 Historian/Website Content Writer, 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 October 2021 - January 2022, with beta testing of website during December 2021 and live launch January 2022. **(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 website Developer consultant is £3000 (inclusive of VAT)

### 5. Management Reporting Structure

Reporting to Amy Frost, Senior Curator, Bath Preservation Trust

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

## **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

**11 October 2021:** Deadline for applications, received and reviewed by the Project team

**Week commencing 11 October 2021:** Shortlisting by Project team

**Week commencing 18 October 2021:** Interviews with members of the Project Team

## Submission

Applications to be received no later than **11 October 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: [afrrost@bptrust.org.uk](mailto:afrrost@bptrust.org.uk)

Any enquiries about this project are to be submitted to: [afrrost@bptrust.org.uk](mailto:afrrost@bptrust.org.uk)