

# Brief: SSN Consortium Digital Content Developer

# Background

Subject Specialist Networks (SSNs) have existed in one form or another for many years in support of developing the professional knowledge and understanding of the sector and wider.[[1]](#footnote-1) In 2003, the Museums, Libraries and Archives Council recognised the importance of SSNs and set up a programme of support and funding. This continued in one form or another with Arts Council England delivering ad hoc discreet funding strands for SSNs.

There are approximately 40 SSNs in the UK across a wealth of different collections areas for example the Musical Instruments Resource Network, the Rural Museums Network, and Sporting Heritage.[[2]](#footnote-2) All SSNs operate as skills sharing networks, subject specialist networks, and sector support networks. The majority of SSNs have a UK wide remit. SSNs differ from each other in the ways they operate and the services they provide. However, as a group, SSNs have core aims which unite them: 1) to advocate for specialist collections; 2) to share and exchange information and knowledge about specialist collections; and 3) to ensure excellence in care and access of collections.

The SSN Consortium is an unconstituted joining of SSN leads within the UK. It is managed voluntarily by the SSNs themselves and funded through the SSNs own funding. The SSN Consortium aims to support the development of subject specialism activity in the UK at a strategic level. Our underlying outputs include collections removed from risk, greater access for new and different audiences to heritage, and a wider understanding of specialist knowledge and where it exists. Our membership is drawn from the SSNs across the UK, and we work to support new and emerging networks as much as those now established. Our three aims are:

**ADVOCACY:** To advocate for the role and centrality of SSNs across all elements of SSN delivery including professional development, collections care and management, grassroots support, and in terms of our impact on wider agenda and policy areas, for example, education, health and wellbeing. We will provide a voice in strategic planning at high level policy and decision making to support those who are working more directly with collections and archives. We will work towards a clear strategy for SSNs and lever in support and funding which secures their long-term future, recognising the indispensable role they play in developing and supporting collections care, management and access.

**SHARING AND SUPPORT:** This purpose is two-fold. 1) To better understand each other and develop mechanisms for sharing information, objectives, and opportunities for sharing skills. To establish measurable benchmarks for the work of the SSNs and their impact; and 2) To ensure we are supporting all those working and volunteering or wishing to work or volunteer with collections from grassroots upwards through sharing information and expertise. Our purpose is to ensure that specialist advice and guidance is easy to access, relevant, and inclusive.

**EXPERTISE:** SSNs by their very nature draw together specialists and experts with extensive knowledge and understanding of discreet subject areas. A purpose of the SSN Consortium is to ensure that this expertise is recognised and supported wherever it exists; and that access to expertise is facilitated.

The SSN Consortium has been successful in securing funding from Art Fund to engage a specialist or specialists to deliver a suite of digital resources which support increased SSN activity and quality.

# 2. The role and purpose of the brief

The SSN Consortium has recognised the need to establish high-quality digital advice and guidance on its website ([www.subjectspecialistnetworks.org.uk](http://www.subjectspecialistnetworks.org.uk)) which enables a) the new creation of an SSN; b) the development of an SSN; and c) the long-term resilience of an SSN. The role of the Digital Content Developer will be to create a suite of resources as outlined below to support these aims.

The SSN Coordinator will be the key liaison point for the Digital Content Developer. The SSN Consortium is not currently a constituted organisation, as such the responsibility for this work and contracting of the role will be led by Sporting Heritage on behalf of the SSN Consortium.

# 3. Scope of the work and outputs

**Digital output to support SSN creation and long-term sustainability**

The following outlines the specifics of the content to be developed by the successful candidate:

1. 3 “How to films” which cover the key questions asked when starting a network around the themes of governance, funding and finance, growing a network, advocacy, and research which will also form the start of a YouTube Channel which can be grown as the Consortium develops
2. 5 podcast case studies which draw together SSN leads to discuss specific subject specialist topics including at-risk collections; collections basics; ensuring relevant collecting; and where to find help and guidance which will also form the start of a SoundCloud channel which will grow as the Consortium develops
3. A selection of good quality images for our future use online and in print

The results of the digital activity must be unique in their content and distinct from other advice and guidance provided by different organisations. It must also be embedded within our website at [www.subjectspecialistnetworks.org.uk](http://www.subjectspecialistnetworks.org.uk)

# 4. Budget and timescale

The activity will begin **w/c 2nd March 2020** and be completed on **31st October 2020**

The budget available for this work is:

* **£5000**

The successful candidate(s) will be responsible for their own tax and national insurance contributions.

Invoicing will be to Sporting Heritage CIC on the completion of successful milestones as follows:

* 30% on successful completion and upload of films
* 30% on successful completion and upload of podcasts
* 40% on production of images and completion of project

Professional indemnity insurance to the value of £100,000 should be held by the successful candidate(s).

The successful candidate will be responsible for any travel incurred as a result of this activity.

# 5. Response to the brief

Deadline for responses is **14th February 2020 at 12pm**.Unfortunately, any tenders received after this time will not be included in the selection process.

Responses to the brief should take the following form:

* Understanding of the brief – no more than 1 side of A4
* Methodology of approach – no more than **2** sides of A4
* Suitability for the role – no more than **1** sides of A4
* An up-to-date CV
* Two applicable references, including the most recent or current client / employer

Responses should be in word format and sent by email with the subject heading: **SSN Consortium Project Coordinator** to arrive on or before the deadline to: **justine@sportingheritage.org.uk**

A confirmation email will be sent upon receipt of your response (please allow 24 hours). Should you not receive this confirmation, please contact 07971 008037 to check we have your application.

Questions about the brief should be sent by email to [justine@sportingheritage.org.uk](mailto:justine@sportingheritage.org.uk)

# 6. Selection process

**We expect the successful candidate will have:**

Experience and skills:

* Experience of creating high-quality digital content
* Experience of creating short informative, engaging films
* Experience of creating engaging podcasts
* Experience of creating accessible digital content
* Ability to work within a project team and delivery content to time and to budget

Knowledge and understanding:

* Knowledge of subject specialist networks and their work across the UK
* An understanding of the heritage sector and the position of SSNs within it

In addition, we would expect the successful candidate to be flexible in their ability and approach.

**Timeframe:**

1. The closing date for applications is **12pm 14th February 2020**
2. **Interviews for the post will be held w/c 24th February 2020**
3. The successful candidate will be notified by the **28th February 2020**
4. Inaugural meeting will take place **2nd March 2020**
5. Unsuccessful applicants will be notified by email and feedback provided on request. Please note we are a small team so feedback will be limited to key, headline points.

We welcome applications from everyone irrespective of gender, disability, and ethnic group.

Appointment will be based solely on merit and ability to deliver the brief.

1. For example, The Army Museum Ogilby Trust was established in 1953. the Social History Curators Group in 1975, and NatSca 1995. [↑](#footnote-ref-1)
2. Further information about the range of SSNs and contact information can be found at www.subjectspecialist networks.org.uk [↑](#footnote-ref-2)