
THE LILIESLEAF TRUST UK (TLTU)

ROLE SPECIFICATION

Title:	Project Executive
Contract Period:	End March/Early April 2022 – December 2023* *(5 month initial contract time, c. April – August 2022)
Days:	Expected c. 2 days p/w
Contract type:	Freelance
Fixed fee:	£12,600 for 5 months
Reporting to:	Centre Director
Responsible for:	Training Placement, NLHF Round 2 Consultants, Project Evaluator

PURPOSE OF THE POST

We are looking for an experienced Project Executive with demonstrable experience in developing, supporting and delivering publicly funded capital projects for cultural or charitable organisations - and overseeing organisational operations. The role will provide senior-level support to our small team as we undertake a crucial period towards the redevelopment of 28 Penton Street, the former HQ of the movement against apartheid (MAA) to become the Centre for Memory and Learning, launching to the public in 2023 as a unique offer for London's cultural heritage landscape.

The role is funded by The Mayor of London's Good Growth Fund (GLA) and the National Lottery Heritage Fund (NLHF) initially for a 5-month period, corresponding to the NLHF Development Period. During this time, we will develop capital designs to RIBA Stage 4, and complete a range of strategic documents for our future operation and venue, in preparation for our Stage 2 application to NLHF for project delivery funding. This will include a Project Business Plan, Activity Plan, Conservation Plan, Management and Maintenance Plan. The Project Executive will play a key role, leading business planning, financial management, operations, grant management, evaluation, and fundraising oversight. They will take a supporting role in other areas of project delivery alongside the Centre Director.

Full delivery funding will be decided in December 2022. If successful, this post will recommence (following an interim pause between Sept-Nov '22) for a 1-year fixed-term contract up until capital completion expected in December 2023. The fixed term 5-month contract may be extended until November 2022, with the confirmation of additional funding.

APPLICATION PROCESS

If you are interested in applying for this role, please send your CV and a Cover Letter to our Project Director:

antiapartheidlegacy@gmail.com

Applications must be received no later than 11:59pm on Friday 18 March 2022.

The Cover Letter has no fixed format and is your chance to tell us more about who you are, why you are interested in this role, and what you can bring to our project. Please keep it brief and write up to 2-pages maximum.

We look forward to hearing from you.

Prospective applicants are welcomed to schedule a pre-application call with TLTU to answer any questions or queries prior to application, please email Caroline Kamana on antiapartheidlegacy@gmail.com to arrange this.

Brief live	4th March
Deadline for submission	18th March 11.59pm
Interviews	Week beginning 21st March
Appointment	by 25th March
Commencement	By 1st April (to be confirmed with successful candidate)

Shortlisted applicants will be invited to interview. Interviews will take place during the week beginning 21st March and will last up to 60 minutes. Please indicate in your submission the time slots you would be available to interview on these dates. Interviews will take place remotely via Zoom.

The interview panel will consist of the TLTU Project Director, a Trustee and one member of the wider project team. Details of the panel, format and agenda for the interviews will be provided with the invitation to interview.

Confidentiality and Data Protection

Submissions will be treated confidentially and not disclosed to any third party.

The information that you provide as part of your submission will be used in the selection process for appointing a consultant and for no other purposes. All submissions will be securely held, with access restricted to only those involved in dealing with the tender process.

By sending a submission, you are giving your consent to your data being stored and processed for the purposes of awarding this contract.

PROJECT EXECUTIVE OVERVIEW

The Project Executive is a new funded role supported by the GLA and NLHF as part of the *Anti-Apartheid Legacy: Centre of Memory and Learning* project. Initially recruited as a short-term post to support our journey to RIBA Stage 4 and through the NLHF funded Development Period (February – August 2022) the role will provide expertise in capital project management and operational oversight to ensure successful delivery of this crucial phase in our project development.

The post holder will work with the TLTU team and support consultants to deliver the next stages of the CML project. They will oversee operations, budgets and financial management, fundraising, evaluation and reporting. They will be responsible for grant management, budget reconciliation and will lead the review and redevelopment of an initial working Business Plan developed in the early stages of our contract.

They will work closely with the Project Director, Design Team, Fundraising Support, Access Consultant and wider team. Depending on the skill-set and level of experience of the selected candidate, there is also additional funding resource to support aspects of Business Plan development as required. Fundraising will be revenue/operations focused and they will support capital fundraising services already in place. They will be central to communications across various project channels, particularly the TLTU team and NLHF report consultants, and working alongside the project team, including funders and stakeholders.

Reporting to the Project Director and TLTU Board of Trustees, you should be able to think creatively, and have excellent communication and interpersonal skills. Qualifications relating to project management or equivalent work experience in the charitable, cultural or heritage sector is essential.

KEY TASKS AND RESPONSIBILITIES

This role requires flexibility in order to meet the changing and developing needs of the Trust and will require project management skills across a range of key aspects of the Capital Programme development. Key priority areas for focus include the following:

Project and Financial Management

- Oversee robust financial and timeline oversight of the CML capital project and related NLHF activity plan, working with the External Capital Project Development Manager to regularly analyse, review, and reforecast detailed project budgets, timelines and cashflows in order to ensure the strictest management and financial controls and optimum value for money for the project
- Ensure strict adherence to approved Capital and Activity Plan budgets maintaining the strictest budgetary controls across project operations through regular review and oversight

- Lead external project reporting including narrative updates, financial reporting, and payment requests in alignment with our major project funders GLA and NLHF and all other relevant stakeholders
- Lead internal financial reporting including oversight of an annual audit, annual accounts, financial risk analysis, financial systems and other reports as necessary
- Support our Capital Project Development Manager in the preparation of key financial documents including capital budgets and cash-flows
- Ensure compliance with relevant regulatory requirements, charity commission frameworks and all appropriate legislation
- Oversee any procurement, contracting and tendering processes in line with the TLTU procurement policies and public sector regulations. Oversee compliance with UK legislation e.g. PAYE, VAT, and companies/charity legislation and with financial policies and protocols of TLTU in line with charitable best practice.

Business Planning

- Lead the development of a visionary, entrepreneurial and creative NLHF Project Business Plan for the future CML which considers:
 - CML's future business offer including its visitor experience, ticketing strategy, pricing, and commercial offer
 - Audience and market appraisal and future strategy
 - Income generating strategy considering raised, earned, and commercial streams, drawing from and aligning to the strength of TLTU's mission and values and underpinning delivery of our ambitious organisational vision
 - Approach to monitoring and evaluation
 - Full risk register and organisational impact assessment
 - Financial model including 5-year Income and Expenditure forecasts and cashflow
- Oversee consultants specialised in NLHF/heritage Business Planning, audience and market research, and any other identified areas to feed into this key strategic and operational document

NLHF Round Application

- Support the submission of the Stage 2 NLHF application, working with the Centre Director and External Funding Support to ensure our application is positioned in the most compelling, relevant and value for money way – supporting all areas as required including strategic and narrative development, budget, cashflow, and supporting documents
- Oversee NLHF Round 2 Document development including leading Business Planning (as above), and supporting external consultants to create project specific Conservation Plan, Management and Maintenance Plan, and Interpretation Strategy

Fundraising

- Lead development and delivery of TLTU's revenue fundraising strategy, working with the Project Director, ensuring rigorous and diversified planning that robustly meets our potential through public sector, Trusts & Foundations, Individual and Corporate giving
- Oversee the External Funding Support consultant to lead NLHF R2 application, R2 Activity Plan development, and capital match funding across T&F and public funding
- Alongside Project Director, lead on developing and maintaining strong funding relationships with a range of major stakeholders including GLA, NLHF, Garfield Weston Foundation, Trusts and Foundations, business leaders and potential donors.
- Alongside Project Director support and steer the fundraising efforts of the TLTU Board of Trustees
- Oversee exceptional relationship management across the organisation/business that underpins stewardship of existing partners/funders and unlocks new networks and opportunities
- Ensure accurate reporting to all funders, stakeholders, and relevant partners and uphold best practice in ethical, accountable fundraising

Marketing and Communications

- Work with the Project Director to oversee public-facing project marketing and communications strategy, ensuring that TLTU maximises its reach across all online and print channels including social media, website, print materials, and PR
- Line manage a Training Placement who will support online marketing and communications
- Work with Project Director, wider staff-team, and external web developers to design, launch, and grow reach of a new TLTU/CML website

Governance

- Work with the Project Director on governance matters, support on Board development and recruitment, ensure the Board's expertise is used to its fullest extent and that all information is efficiently prepared and communicated in order to inform Board decision making. Proactively manage, support and attend Board meetings and relevant committee meetings.
- Support the Chair of the board to ensure a regular audit of board skills and recruitment to address any skills gaps needed for the project and that the board is representative of communities served by TLTU
- Provide the Board with quarterly management accounts and all other fiscal information as required
- Ensure compliance with relevant regulatory requirements, charity commission frameworks and all appropriate legislation

Operations

- Ensure compliance with all relevant legislation relating to Employment, Equality, Diversity, Environmental, Health and Safety, and Children and Adults at Risk Safeguarding matters and lead on the resolution of any issues arising
- Oversee performance management, disciplinary and grievance procedures as required
- Overall responsibility for the development and delivery of policy initiatives such as the Environmental Policy and the Equality Action Plan, Staff Handbook, recruitment policy, board recruitment and induction
- Oversee the negotiation and contracting of heritage and commercial partnership agreements and any other partnership agreements.
- Oversee the contracts of all contractors including TLTU staff, consultants, artists, volunteers in line with good practice
- Oversee insurance arrangements as required
- Oversee all corporate governance including the risk register

Evaluation

- Oversee the External Evaluator to develop rigorous data collection, review, and analysis processes across the CML project and beyond
- Work with the External Evaluator to collect detailed baseline data on TLTU's audience reach and engagement and feed this data into future strategy and decision-making, with particular reference to the NLHF Round 2 Activity and Business Plans

PERSON SPECIFICATION

Essential

- Demonstrable capital project management skills, gained through experience in a relevant heritage or cultural setting
- Experience of overseeing operations of a relevant heritage, cultural and/or arts focused setting of commensurate scale and type
- Demonstrable experience of undertaking financial management and budgetary oversight of comparable, complex and multi-stakeholder projects
- Working knowledge of the practicalities of moving a capital project from RIBA Stage 2-4 and beyond
- Experience of supporting the development of sustainable Business Plans for similar scale organisations

- Experience of working with a range of stakeholders and communities
- Experience of working with statutory funding bodies (ideally the Arts Council and The National Lottery Heritage Fund) and an application of grant management
- Ability to work effectively independently and as part of a team
- Ability to competently use IT packages such as MS Office
- A commitment to racial and social justice
- Excellent verbal, written, and interpersonal skills
- Excellent time management and organisational skills
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Desirable

- Demonstrable commitment to the eradication of social and/or race-based injustice
- Experience of leading on operational business planning for a similar scale operation
- Demonstrable experience of revenue fundraising with a particular focus on Trust and Foundation/public funding
- Experience delivering similar complex projects within highly political and/or challenging environments
- Relevant project management and/or qualifications in a related cultural heritage environment discipline
- Experience of leading evaluation strategy or working closely with project evaluators
- Experience of overseeing marketing and communications activities for heritage and cultural projects
- Understanding of financial and project management software and systems

The above list is designed to give a shape to the type of background we expect applicants to hold, but we are keen to hear from people who feel that they hold experience in some of the above areas, but can bring other strengths that are not listed to the role. However, because of the short-term nature of the initial funding, we will need the selected candidate to hold the confidence and experience to bring the programme to launch in a relatively tight turnaround.

TLTU is a Black-led organisation and is committed to holding lived experience at the heart of our staff-team and leadership. We welcome applications from candidates from all backgrounds and will actively champion candidates who have lived experience of the race-based injustices MAA heritage speaks to.

FURTHER INFORMATION

This is a part-time (normally 2 days a week), fixed-term, fixed-fee post for 5 months. There is potential for longer-term renewal if NLHF Round 2 funding is secured, but this would only be following a 3 month non-funded decision-period (this interim period may be funded, subject to confirmation)

The role is likely to require occasional weekend, Bank Holiday and evening work. At certain times - when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role. Flexibility in working hours will be required to meet the demands of the position and the aims of the CML. Regular reviews of workload and working hours requirements will be carried out.

Fixed Fee: c. £12,600 over 5 months.

This is a freelance contract and the appointed candidate will be responsible for their own national insurance and pension contributions.

Home-based but with local travel (within London) necessary. UK travel may be required during the course of the role. Essential work expenses will be reimbursed.

Any holidays taken during the role period must be agreed and sit outside of the paid fee.

Appointment to, and continuation in, the post of is subject to the receipt of an Enhanced Disclosure from the Disclosure & Barring Service, renewed as appropriate.

The successful applicant will be required to familiarise themselves with and to comply in all respects with the Trust's Safeguarding and Health and Safety policies.

An immediate start is preferred though working days can initially be flexible

TLTU AIMS AND OBJECTIVES

The Liliesleaf Trust UK (TLTU) is a Registered Charity established in 2018 to advance public knowledge of the movement against apartheid (MAA) and the UK's important role in this struggle. Drawing from this world-changing history; we promote solidarity, social justice, equality, reconciliation, and anti-racism to encourage dialogue, reflection, and positive action for diverse contemporary communities.

Opening in 2023, we are currently building the Centre of Memory and Learning (CML) at 28 Penton Street, the former London HQ of the African National Congress in exile. The CML will become the first UK venue to explore the heritage of the MAA, unlocking the heritage of one of the most influential, Black-led social movements of the 20th Century. Through exhibitions, events, workshops, and engagement activities, it will create permanent resources that recognise the significance of this struggle within UK history, and draw from its inspiring legacy to support community resilience, empowerment, and cohesion.

We have recently received funding from NLHF to support the development of the CML and its programme. Currently in our Development Phase, if successful in our full application, funding will enable us to:

- **Unlock:** widespread engagement in the MAA as a profoundly empowering yet underknown history through accessible programming built with and for currently underserved communities
- **Reach:** reach groups underrepresented in heritage audiences - youth, Black and Global Majority, diaspora and migrants. Building to 60000 annual visits by year 2 post-opening both onsite and online.
- **Skills:** focused programming builds participation, volunteering & employment, positive leadership, equality & wellbeing for new generation of diverse heritage leaders
- **Transform:** 28 Penton Street into the CML, 260m2 of high quality, accessible indoor and outdoor heritage engagement space, a local community hub and a resource for MAA engagement internationally
- **Launch:** CML and TLTU as a new heritage offer with resilient long-term business plan

TLTU builds its programme, profile, and impact in a context of significant global disquiet. When the impacts of Covid-19 are exposing and intensifying structural inequality between communities, post-Brexit xenophobia and the need to state clearly that Black Lives Matter remains – learning from MAA heritage speaks more profoundly than ever to many of the most pressing social and racial equality issues of the contemporary moment. Drawing from a uniquely relevant past, it foregrounds international dialogue on issues such as institutional and systemic racism; community resilience; collaboration and activism; and decolonising and diversifying the curriculum. Our organisation celebrates the important role of migrant, diasporic, and Black communities in UK and global cultural history; highlighting the crucial efforts of a diverse group of people (in gender, ethnicity, geography, heritage, politics and religion) towards effecting societal change.

THE MAA AND 28 PENTON STREET

"We thank the British people once again for their relentless efforts in supporting us during the dark years. When Oliver Tambo and I visited Westminster Abbey and Parliament Square in 1962, we half-joked that we hoped that one day a statue of a black person would be erected here."

Nelson Mandela, at the unveiling of his statue in Parliament Square, 2007

The MAA united British people and communities across generations and cultures to struggle together to lead change through political and civic action. Through solidarity, allyship, advocacy, and perseverance, they contributed to the UK government's historic decision to end ties with the SA apartheid state, playing a major role in the end of repressive apartheid rule in the country. The model of solidarity created by Britain's MAA, has been used across the world, to challenge other repressive, dictatorial regimes as well as contemporary mass social justice movements.

Unlocking the heritage of one of the most influential, Black-led social movements of the 20th Century, we will collect, make accessible, and interpret heritage materials to connect them to a wider public to whom the MAA's themes and learning are deeply resonant but for whom this history is underknown. In a global context where ongoing racial and social injustice is at the forefront of public conversation, our activities and future venue will extend awareness of diverse histories beyond important initiatives such as Black History Month, to have a permanent home within British heritage.

Penton Street was the home to ANC in-exile and MAA activities between 1978-1994. It was here that Oliver Tambo, ANC leader, and Thabo Mbeki, later president of SA, worked to overthrow the oppressive SA regime alongside figures such as Dulcie September and Ethel de Keyser; as well as 1000s of allies from SA diasporic, Islington, London, (inter)national communities. The history of activities at Penton Street tracks the multi-faceted elements that comprised the scale, scope, and success of the MAA. From these spaces, leaders collaborated on solidarity rallies; economic, cultural, trade and sports boycotts; and iconic publicity campaigns that the struggle remains well-known for today - such as the Free Nelson Mandela campaign - central to launching Nelson Mandela as a figurehead for the liberation movement. The MAA communicated to the wider public through official magazine, *Sechaba*, edited from Penton Street between 1978-1988 and distributed internationally. Penton Street was also where lesser known activities took place including advocacy with

(inter)national visitors from diplomatic, political, and commercial spheres; and covert operations in South Africa.

In 1982, on the day of a major MAA demonstration, Penton Street was bombed. There were no deaths, though one ANC worker was injured. 11kg of explosives were used, severely damaging the building and destroying its printing facilities. The bombing was part of a series of undercover operations that included break-ins and burglaries at Penton Street. 9 SA former security policemen later admitted to the bombing and granted amnesty by the Truth and Reconciliation Commission.

The building holds profound symbolic significance for MAA activists and SA diasporic communities: *The Penton Street building is of fundamental importance to us. ..The building reminds us of the way in which London and its people welcomed us and our skills, supported the liberation struggle and gave us a home...a Centre of Memory and Learning at Penton Street will provide a much-needed way to empower our children with a sense of pride in their own histories and one in which their contribution to UK and global history serves to inspire action today and in the future*

Cde. Jabu Sibeko, Chairperson, ANC UK

TLTU are uniquely placed to tell the story of the Penton Street and the MAA, with activists involved in the movement at the head of our organisation and committed to telling their story from the perspective of lived experience.