

Carnegie Library Project Group – Project Co-Ordinator

Seeking self employed, self starter

The Carnegie Project Group was established one year ago in response to Lambeth Council's Cooperative Libraries and Community Hubs programme. Building on the past work of the Friends of Carnegie Library to save and protect the Library it comprises Friends, ward councillors and local volunteers and is developing viable and sustainable proposals for the use of the building to house the library and a range of other activities that will better meet local community needs. If the proposals for this new Community Hub are agreed by the Council it will transfer the building to a new charitable body to deliver and manage the project.

The Project Group's proposals will protect and invest in the heritage aspects of this Grade 2 listed building, and show how it can be used to meet local needs while retaining a thriving library at its heart. The proposals will involve extensive consultation with the community on the options potentially available, and, with benefit of appropriate technical advice and support, enable the Project Group to bring forward indicative drawings setting out the proposed uses, supported by technical information, indicative capital costings, and a draft business plan. The Project Group has undertaken some consultation and appointed consultants to prepare a Conservation Statement and an Options Appraisal report. This work is in hand and will be completed in the first quarter of 2014.

The Carnegie Project Group is now seeking a self-employed, self-motivated person to support it in further developing its proposals. The Group has secured funding from Lambeth Council for a period of up to 2 years, to appoint a Project Co-Ordinator to undertake the following:

- Detailed investigation of match-funding for major building works, including liaison with potential funders e.g. HLF.
- Supporting the Fundraising Working Group.
- Investigation of other funding sources to support the delivery of specific elements of the Carnegie preferred option, especially those which would generate income.

- Managing contacts with external consultants retained by the Project Group to undertake technical work on the Project, such as the Options Appraisal report and other subsequent building related works.
- Liaising with the local authority on behalf of the Project Group on all matters related to the Project.
- Coordination of events and activities to engage the local community and build a representative inclusive network of local people who are involved in the redevelopment proposals for the library.
- Facilitate the development of an Activities Plan.
- Facilitate “taster sessions” of a variety of activities to market test potential long-term uses and activities suitable for the Project.
- Facilitate Outreach to local groups and communities of interest e.g. TRAs, youth organisations, support organisations for those with mental health and other disabilities etc.
- Coordinate activity to establish a charitable trust or independent legal entity (with suitable expert advice including independently commissioned advice from Community Matters and legal / financial advice).
- Deliver the consultation and engagement plan, including organising open days, meetings and events for the local community to become involved in the work of the project group
- Develop the Expression of Interest for Asset Transfer on behalf of the Project Group.
- Work with the Project Group and other technical advisors to develop a full asset transfer proposal, including a five-year business plan.

The Project Group estimate that this work will take no more than 2 days per week (14 – 15 hours) on average and for this will provide payment of £20 per hour

If you feel you have the relevant skills and experience to deliver the above, the please send your CV, with a covering note of no more than 2 pages of A4 describing your interest in this assignment to Chris Sipidias, Head of Community Hubs, London Borough of Lambeth, 3rd floor Phoenix House, 10 Wandsworth Road, London SW8 2LL or by email to csipidias@lambeth.gov.uk (email preferred). Please note, references will be required and checked, and must be from clients or employers within the last 2 years. Please submit your CV and covering letter by 6th February 2014. Please note that interviews for this assignment will take place in the week commencing 10th February 2014.

Please note, the funding provided is via grant from Lambeth Council and will be held on behalf of the Project Group by the Friends of Carnegie Library. Payment for this work will be at the hourly rate noted above, on a monthly basis by invoice, and will be dependent on pre-agreed pieces of work from the list above being progressed or completed. The expectation is that those seeking to deliver this work will be self employed, and will manage their own taxation and national insurance independently.

If you have any queries about this assignment, please feel free to contact Fred Taggart (Hon Sec. Carnegie Project Group) on ftaggart70@btinternet.com or Chris Sipidias on 020 7926 5570 or 07908 766 280