



# The Belper North Mill Trust

*Registered Charity No. 1068485 Company No. 350918*

## **Collections Relocation Project**

### **1. Overview of Belper North Mill Trust**

Belper North Mill Trust was set up to advance the education of the public into the industrial heritage of the Derwent Valley with special reference to North Mill, Belper and to promote the protection and conservation of this heritage for the public benefit.

### **2. Strutt's North Mill Museum**

Belper North Mill is a Listed Grade I building that sits at the centre of the Derwent Valley Mills World Heritage Site. Belper North Mill Trust's purpose is to preserve the related collections and to interpret the mill's use as a water-powered cotton-spinning mill, together with the influence of the Strutt family who developed Belper for the mill workers with housing, chapels and schools. In addition, to reflect that Belper was a significant centre for stocking knitting and other associated industries. The collections reflect the history of these industries and the lives people who lived and worked in them in the Belper and Milford area.

Strutt's North Mill Museum is an Arts Council England Accredited Museum.

The collection has been developing since 1996. It currently contains in the region of 600 objects and documents. Items have arrived primarily via donations to the Trust, but also include some items purchased as part of a National Lottery Heritage Fund Collecting Cultures project in the period 2008-2013.

The collection also includes a long term loan of a Crompton's Mule, a Spinning Jenny, and a collection of items related to the Brettles Company, which is held in Trust by Amber Valley Borough Council. This loan makes up about a quarter of the overall collection. In addition, there are in the region of 50 items on long term loan from Belper Historical Society, and seven items on long term loan from other museums (including Bolton, Derby, Nottingham and Leicester Museums), which are on display within the permanent exhibitions.



### **3. The project**

The museum will be mothballing its arrangements with effect from 31 October 2022 with an aspiration of reopening at unknown future date.

We want to appoint a person to help us manage this mothballing process and related tasks working closely with us.

We are presently in negotiation with our landlords which if successful will achieve a continued limited presence on the site and also allow access to the basement of the existing museum. Our landlord has also offered free storage of the collection at the Belper Mills site but the Trust has not yet been shown the spaces that they have identified.

If the negotiations with our landlord are not concluded successfully we would need to determine whether to store items elsewhere, liaise with exhibit owners about their wishes and arrange for those to be actioned, or arrange for items to be placed elsewhere.

We are anxious to secure the services of an appropriate person to successfully achieve the relocation of the collection and do so with awareness of good practice and the wishes of the Trust and other stakeholders.

The museum as it now can be viewed via our virtual tour:

<https://www.belpernorthmill.org.uk/virtual-tour/>

### **4. Responsibilities and Outputs**

- Produce and manage the project timetable and deadlines.
- Liaise with Trustees, staff and volunteers to prepare collections for decant, including organising loan agreements and/or return of loans as necessary.
- Liaise with both the landlord or specialist companies to finalise collection decant costs, storage, tasks and timetables for work.
- Oversee movement of collections, including placement in storage.
- Maintain records of collections movements and condition checks to meet SPECTRUM standards where applicable.
- Liaise with Trustees, staff and volunteers to manage risk and health and safety where appropriate.



## **5. Skills and Experience**

We need to appoint a person that has:

- Experience of managing museum collections or other appropriate experience, i.e. has undertaken similar work previously
- Experience of working with industrial collections and/or heritage.
- Working knowledge of SPECTRUM standards.
- Experience of collections moves/decants.
- Experience of project management and/or project planning
- Good communication skills i.e. has the ability to express views accurately and concisely both in writing and orally
- Ability to work alongside the Trust to achieve its objectives and keep them informed about progress and solve any difficulties encountered
- Flexibility to cope with unexpected changes and problems that may be encountered with the movement of historic artefacts
- Ability to work with our landlords or appointment, award and management of contracts that need to be put in place
- The availability to deliver the service required including project management and appropriate inventory controls
- Organised and methodical approach to tasks, with a track record of accurate record keeping and meeting deadlines

## **6. Existing information**

The Trust has a detailed inventory of the collection that was compiled three years ago. There is information relating to the ownership and lending of items contained in the files prepared when the inventory was compiled. This paperwork will be made available to the project appointee. The information believes that information may be incomplete in some instances but represents the information readily to hand.

Our volunteer team contains members with a wealth of knowledge of equipment that the Trust have on display and in store. The successful appointee will need to liaise with the volunteer team as needed to assist in the recording the relocation of items and recording necessary information required for the reassembly of any items that are dismantled to facilitate relocation.

Intellectual Information including the memories of volunteers of staff might be captured as part of the mothballing process and we would interested any proposal as how this might be achieved.



## 7. Proposal

The appointment will be made on the basis of the quality of your application, your interview and whilst not the most important aspect the optimum financial cost to the Trust. We have set a maximum fee budget (inclusive of VAT & disbursements) of £6,000. A bid above this amount would only be considered on an exceptional basis.

We ask for a short proposal (4 to 6 pages) showing how you would deliver the work and how your work experience matches the requirements of the project.

We will require 3 relevant referees to be supplied with your application.

We appreciate that depending on the outcome of the current negotiations of the scope of the work may change and the amount of the work may change. Consequently your proposal should cover how each of the two scenarios would impact on your approach.

Depending on our assessment we will decide whether interviews will be needed and how they will take place.

The contractor will report to a project team comprised as members of the Management Committee.

Please submit your fee proposals including expenses and VAT, as part of your proposal.

If successful a scheme of payment will be agreed with you linked to agreed intervals/milestones.

Quotation submissions should be returned to: Jon Hayes, Company Secretary, [companysecretary@belpernorthmill.org.uk](mailto:companysecretary@belpernorthmill.org.uk)

## 8. Timescales

Issue brief	-	31 May 2022
Quotes returned	-	25 June 2022
Interviews	-	14 July 2022
Project start meeting	-	28 July 2022
Project completion	-	31 October 2022

## 9. Contact details

For queries on the project: Kat Tonks – [manager@belpernorthmill.org.uk](mailto:manager@belpernorthmill.org.uk)

Quotation submission: Jon Hayes - [companysecretary@belpernorthmill.org.uk](mailto:companysecretary@belpernorthmill.org.uk)