

## **ARCHIVES: WIGAN & LEIGH - INVITATION TO TENDER**

**Archives: Wigan & Leigh is inviting tenders for a freelance Archives Learning & Engagement Officer for the period April 2026 – March 2027.**

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### **ABOUT ARCHIVES: WIGAN & LEIGH**

Archives: Wigan & Leigh is a local authority-managed records repository based in the stunning grade II listed Leigh Town Hall. The service stores, cares for, and makes available 800 years of history relating to the Wigan Borough area. Our collections, many of which are nationally significant, reflect the rich and diverse heritage of the area's people, groups, organisations and businesses.

The service's mission is to make Wigan's archives and local studies collections accessible to all for learning and enjoyment, and to foster a sense of belonging and pride in local heritage through the collection and preservation of archive records.

Our small but dedicated team develops and delivers an ambitious range of programmes and activities to engage local residents and visitors to the borough, aligned with Wigan Council's Progress with Unity vision and with our borough wide Cultural Strategy: The Fire Within, the Forge (launched in 2025). As well as our core search-room offer, this encompasses a diverse learning, outreach and engagement programme engaging schools, community groups, volunteers and members of the public in activities all year round that include school workshops, care-home reminiscence sessions, family craft activities and much more.

The archive facilities were refurbished following a significant National Lottery Heritage Fund project and include state of the art storage, an exhibition gallery, learning space and search-room.

### **OUR REQUIREMENT**

We are looking to appoint a people-oriented and imaginative freelancer to further shape and deliver our public programme and engagement offer over a 12-month period.

Key deliverables:

- Leading on family engagement, including devising, and co-delivering a programme of monthly family-orientated weekend activities, school holiday activities (e.g. family-friendly town hall tours) and one larger family event in Leigh Town Hall over the Christmas period.
- Delivering existing and new workshops for KS3 secondary school pupils for delivery at Leigh Town Hall and in local schools.
- Supporting our Customer Services Officer in the delivery of reminiscence workshops in local care homes (read about these [here](#) and [here](#)).
- Engagement work with SEND audiences
- Contributing to programme development linked to planned textile themed exhibition
- Plan and run other community engagement activities as guided by the Archives Manager.
- Proactively recruiting schools, groups, participants etc to activities and programme strands to meet KPIs.

- Undertaking evaluation with activity participants to gauge impact and feed into service development.
- Contributing to social media output

## ESSENTIAL CRITERIA

- Experience of facilitating and developing educational and outreach programme strands such as school workshops, family craft activity, care home reminiscence sessions etc
- Familiarity with KS3 history school curriculum
- Experience delivering outreach, learning and engagement activity in the heritage or culture sector.
- Demonstrable experience working with a range of audiences such as families, young people, adult learners, senior citizens, people with special educational needs, global majority audiences etc.
- Proficiency with Microsoft packages and using design platforms to create engagement content
- Flexibility to cover reminiscence/school workshops including short notice bookings
- Interest in local history, and passion for bringing history and heritage to life for audiences
- Willingness to undergo Wigan Council's safeguarding training
- Candidates will be expected to demonstrate that they have a valid enhanced DBS check in place for the duration of the contracted period.

## METHOD FOR SUBMISSION

Please submit a tender proposal by end of 22<sup>nd</sup> March that includes the following:

- Your interest in undertaking this role
- Relevant skills, knowledge and experience
- Two references
- Up to date CV

## TIMETABLE

Stage	Date
Tender document issued	2 <sup>nd</sup> March
Tender submission deadline	22 <sup>nd</sup> March
Interviews, in Leigh Town Hall	30 <sup>th</sup> March
Start role	Early to mid-April, to be confirmed on appointment

The fee for this work is £160 per day (7.4 hours), equivalent to 130 days over the course of twelve months. This is approximately 2.5 days per week. Some evening and weekend work will be required.

The successful provider will be managed by Helen Raymond, Assistant Business Partner - Archives. The provider will be based at Leigh Town Hall with some offsite work. Some remote working can be undertaken in agreement with the manager.

Payment will be by invoice on a monthly basis, in arrears.

Work patterns must be flexible and adjustable to accommodate the needs of the service. The role will include some Saturday working

For more information contact: [helen.raymond@wigan.gov.uk](mailto:helen.raymond@wigan.gov.uk)