

Schools Learning Strategy – Workstream Planning

Brief for consultant

Date	Project lead and contact details
11 December 2018	Julia Willison Head of Learning and Participation 020 8332 5674 j.willison@kew.org
Project name	Stakeholders
Schools Learning Strategy – Workstream Planning	<ol style="list-style-type: none"> 1. Kate Solecki, Interim Head of Programmes and Learning (Wakehurst) 2. Helen Gill, Schools Learning Manager (Kew Gardens) 3. Helen Hicks, Learning Manager (Wakehurst) 4. Richard Barley, Director, Horticulture, Learning and Operations 5. Tony Sweeney, Director, Wakehurst
Start date	Completion date
2019	30 March 2019

1. Context

The Royal Botanic Gardens, Kew is a major visitor attraction, receiving 1.8 million visitors each year. As part of our public offer, we run two highly regarded schools’ learning programme - one at Kew Gardens in west London and one at Wakehurst in West Sussex.

One of Kew’s corporate objectives is to be ‘valued as the pre-eminent provider of public education on plant and fungal science, conservation and horticulture’. To achieve this, we have developed a Schools’ Learning Strategy (see appendix) which, over the next five years, will:

- Deliver a leading-edge schools’ learning proposition – in line or ahead of the best there is, worldwide
- Integrate science and horticulture agendas, with sustainability and conservation - drawing in and promoting the work of Kew throughout
- Create a bridge for young students, and inspiring them throughout secondary school, across to careers, or further education related to science horticulture and conservation
- Widen the reach we have to young people whose schools do not currently choose to visit us
- Provide the means for schools to engage with RBG Kew, outside the physical visit – embracing digital learning

- Strengthen our indirect offering, in which we support professional development and curriculum development to provide a multiplier effect on our influence

Our aim is for every school pupil to be inspired by their engagement with Kew's science and to understand the importance and relevance of plants in their lives and for sustainable development. We want to influence pupils to consider taking up careers in plant and fungal science, conservation and horticulture. To deliver the Schools' Learning Strategy, eight workstreams have been identified:

1. Enhancements to today's visit-based offers
2. Targeted marketing programme
3. Building a connected schools community
4. Enriching visit-related schools activities
5. Innovate new inquiry-based formats
6. Developing digital, and non-visit, offers
7. Indirect: teacher training and curriculum influence
8. Migration to new facilities

These workstreams now require detailed planning.

2. Consultant brief

We are seeking a consultant to work closely with the Schools Learning teams at both Kew Gardens and Wakehurst to prepare detailed plans for workstreams: 3, 5, 6 and 7.

The plans will define the deliverables, tasks, resources, stakeholders, processes, timescales and budgets in order to provide Kew with a roadmap for the implementation of the strategy and support decision making.

The consultant will need to have:

- excellent communication, organisational and planning skills
- a thorough understanding of project management and processes required to implement the Schools' Learning Strategy workstreams from start to finish
- an understanding of the current educational system for England, particularly for Key Stages 2, 3.4 and 5
- experience of preparing detailed plans and budgets
- first class IT skills
- an ability to write clearly and succinctly to communicate with a wide range of stakeholders.
- Experience of working in the cultural or environment sector, for example in botanic gardens, museums, outdoor nature reserves

Kew will make available to the consultant:

- Time by members of Schools Learning project board to support the development of plans: Head of Learning and Participation (Kew Gardens), Schools Learning Manager (Kew Gardens), Head of Programmes and Learning (Wakehurst), Schools Manager (Wakehurst)
- Access to school data and resources at Kew Gardens and Wakehurst
- Desk space at Kew Gardens and Wakehurst during planning or audience research.

3. Deliverables

- Presentation to Project Board of draft outline plans for workstreams 3, 5, 6 and 7
- Presentation to Project Board of detailed plans for workstreams: 3, 5, 6 and 7. Draft plans for comment.
- Documented plans for workstreams 3, 5, 6 and 7. To include tasks, resources, stakeholders, processes, timescales and budgets required to deliver each workstream

4. Timescales

This table shows indicative timescales. At the start of the project we will agree a more detailed timetable.

Date	Activity
11 December	Tender sent to potential consultants
13 January	Deadline for submission of applications
w/c 14 January	Applications reviewed, consultant selected and contract awarded. Notification to unsuccessful applicants.
w/c 21 January	Meeting at Kew Gardens, logistics organised (eg. access to Kew, documents and stakeholders)
w/c 11 February	Draft outline of plans presented to Schools Learning Project Board
w.c 18 March	Presentation of detailed plans to Schools Learning Project Board
30 March	Final plans submitted to Kew

5. Application

To apply for this consultancy, please contact Julia Willison (j.willison@kew.org) who will provide you with the necessary documentation. You will be asked to sign a confidentiality agreement and to provide:

- A CV of your experience with two relevant examples of project planning
- A written response evidencing the criteria below
- An indication of the number of days required to deliver this work and consultancy rates.

Deadline for the submission of applications is **13 January 2019**

6. Selection Criteria

The selection criteria will be scored out of 100%

Evidence	Percentage
Communication, organisational and planning skills	25%
Understanding of project management and processes	15%
Understanding of the current educational system for England	10%
Experience of preparing detailed plans and budgets	10%
IT skills	10%
Approach to working with Kew staff	10%
Evidence of working to a tight deadline	5%
Indicative budget	15%
TOTAL	100%

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