Role Brief: West Yorkshire Textiles Archive Network Coordinator (freelance)

Project Context

WOVEN was a biennial textiles festival established in 2019 by Kirklees Council and delivered by HATCH. The most recent festival (2025) engaged over 25,000 participants across 130 events.

WOVEN is evolving into a **community-led, year-round heritage organisation**, connecting textile heritage with contemporary practice across industry, education, arts, community and commercial sectors. It plays a key role in celebrating and sustaining Kirklees' textile heritage while promoting inclusion, skills development, and innovation contributing to **local pride, wellbeing, and cultural identity**.

This project supports WOVEN's transition into an **independent heritage organisation** with:

- formal governance structures
- operational and community boards
- a sustainable business and funding model development

The organisation will retain a strategic relationship with Kirklees Council and contribute to local and regional heritage and cultural strategies.

Role Brief: West Yorkshire Textiles Archive Network Co-ordinator (freelance, NHLF Funded)

Project Context

WOVEN is a biennial textiles festival established in 2019 by Kirklees Council and delivered by HATCH. The most recent festival took place in summer 2025, with planning underway for 2027.

WOVEN has developed into a **community-led, year-round heritage programme**, connecting Kirklees' textile heritage with contemporary practice across industry, education, arts, and communities. It supports participation, skills development, and collaboration, contributing to **local pride, wellbeing, and cultural identity**.

This National Lottery Heritage Fund-supported project will enable WOVEN to transition into an **independent and sustainable heritage organisation** with appropriate governance, staffing, and a long-term business model.

A core priority of this transition is to ensure that **community ownership, participation, and access remain central**, while strengthening organisational infrastructure and delivery capacity.

The WY Textiles Archive Network is a direct result of conversations between small and larger archives that were part of a Textiles Archive open day at Tolson Museum during WOVEN 2025.

Purpose of the Role

This role will offer administration support to the newly established network, including setting up meetings, supporting events and activities, documenting and evaluating the impact of the network and supporting funding applications.

Outputs: 3 network meetings, one network joint event, evaluation of the first year and a report that will enable future funding for the administration role.

Key Project Strands Supported

The Archive Co-ordinator will provide

1. Administrative support

- Setting up network meetings across the different WY archive venues.
- Writing and circulating minutes of the meetings
- Keeping a record of members
- Provide support in the planning and delivery of events and activities.
- Provide information and support for funding applications.

2. Evaluation

- Support data collection and documentation of the WY archives membership and activity.
- Assist in gathering evidence of participation, engagement, and outcomes
- Ensure information is captured in line with NHLF reporting requirements
- Write an evaluation report of the first year of the network.

Key Responsibilities

- Act as a key **link between WY Textile Archive members.**
- Ensure all network members receive **clear, timely, and accessible information**
- Support planning and delivery of meetings, workshops, and engagement activity
- Maintain accurate records of activity, participation, and outputs
- Monitor progress across strands and escalate issues where required
- Assist in ensuring compliance with **NHLF requirements**, particularly around participation and evaluation

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Person Specification

Essential

- Experience coordinating **heritage, arts, or administrative projects**
- Strong organisational, communication, and coordination skills
- Ability to support inclusive and accessible delivery

Desirable

- Experience working on **National Lottery Heritage Fund (NHLF) projects**
- Understanding of heritage, archive, or museum-based activity
- Experience supporting evaluation and reporting processes

Contract Details

- **Role type:** Freelance
- **Start date:** December 2026
- **End date:** August 2027
- **Reporting to:** Interim Director / Transition Manager

- **Working with:** Transition Team, WOVEN Festival Team, HATCH, Kirklees Council, community stakeholders

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Fee and Payment

- **Total fee:** £6,000 (inclusive of VAT and expenses)

Payment schedule:

- Staged payments linked to delivery milestones
- Final payment upon completion and sign-off by HATCH

Application Process

Applicants should submit:

- A proposal outlining relevant experience
- Examples of similar roles, including outcomes and learning

Assessment Criteria:

- Demonstrated skill in maintaining strong relationships with diverse stakeholders and coordinating communication between planning and on-the-ground delivery.
- Experience in coordinating the delivery of meetings, workshops, and engagement activity .

Procurement Timeline

- **Application deadline:** 30th November 2026
- **Shortlisting notification:** 4th December 2026
- **Interviews:** Week commencing 11th December 2026
- **Applications to:** emma@hatchprojects.org.uk

Overview

West Yorkshire Textile Archive Network

WOVEN has always supported smaller organisations in Kirklees by giving them a spotlight and a platform to promote their organisations. We have not however offered a more formal support system. Following on from a very successful Archive Day at Tolson Museum in which we invited collections and archives big and small to showcase their work. The more successful aspect of the day was the networking and discussions between organisations. This was of particular value to those smaller, volunteer run organisations who found it invaluable to be in a space with Sunny Bank Mills, the Museums and the University. We have followed this up with discussions as to how to best support those organisations. We propose a West Yorkshire Network in order to bring those organisations into a space for skills sharing, peer problem solving, initiate collaborations and where appropriate developing joint funding opportunities.