



Freelance creative workshop facilitator brief at Calverley Old Hall



Location

Calverley Old Hall, Calverley, Leeds (West Yorkshire) – LS28 5NL

What are we looking to deliver?

After its recent redevelopment following our 2 year [repair project at Calverley Old Hall](#), the new Community Space at Calverley Old Hall is a publicly hireable space, with discounted rates available for locals, charities and non-profit organisations. To build on our exciting programme of activities and events which we have run throughout the process of repairing the building, we are now looking to enter a phase of programming which allows our target audiences and local community to continue to benefit from the building, its history and the stories of the people who have lived and worked here.

We are inviting expressions of interest for freelance creative facilitators to pitch their workshop ideas for a vibrant programme of adult workshops in the Community Space. These workshops can be based around any craft or skill, whether it be traditional craft skills, or creative art skills. They should be pitched at beginners and should be welcoming and accessible to all.

We are offering this opportunity with the intention that the successful facilitators are able to use our workshop as a funded pilot event for their own ongoing use of the Community Space for similar creative workshops.

This grant is therefore ideal for those who are at the beginning of their creative workshop facilitator career, or who are looking for ways to expand their existing creative workshop business.

The workshops should:

- Be suitable for beginners
- Be informative, entertaining and instructive
- Use the principles of Universal design to be accessible to participant needs
- Be suitable for delivery indoors
- Have clear outcomes and outputs for participants

What will we provide?

For successful applicants, the Landmark Trust will cover the costs to deliver the workshop, up to a maximum of £600 including professional fees, expenses and materials. Landmark will also manage the marketing, bookings and receive the income from the workshop. After the event Landmark will share all participant feedback with the facilitator, as well as information about booking interest, marketing techniques, etc. Following this initial workshop, we are also able to offer support in partnership with the workshop facilitators in publicising their own independent workshop in our Community Space. We will also offer the Community Space hire free of charge for this first follow-up workshop.

Who are we looking for?

The Landmark Trust is inviting freelance creative workshop facilitators to express interest in delivering sessions in the Community Space at Calverley Old Hall.

We are looking for creative freelancers, who are confident delivering workshops to a beginner, adult audience. Facilitators should have experience in adapting workshops for those with different abilities and accessibility requirements.

The workshop date and times can be agreed with the successful facilitators, but must run during our Community Space opening hours of 10am – 8pm 7 days a week.

The themes of the workshops will be various – you might be inspired by the building, the restoration project, the history and stories of the people who have lived and worked here, or you might wish to share a traditional craft skill or artistic pursuit. We are open to all suggestions although please be aware that we will have to assess the feasibility of each workshop in our historic space.

The initial workshop will be publicised and tickets sold by the Landmark Trust, with the facilitator being paid a fixed fee plus materials costs. The fee must include travel costs and expenses plus preparation time and workshop delivery time.

Some collaboration with our marketing team will also be required to promote the workshops.

The agreement will be with the Landmark Trust.

Who can apply?

This brief is designed to support someone who might have capacity to continue to run independent workshops in the Calverley Community Space on an ongoing basis. We therefore particularly welcome expressions of interest from people in the Leeds, Bradford or West Yorkshire area. Applicants should be able to travel regularly to Calverley Old Hall for ongoing Community Space hire.

We are looking for workshop facilitators who:

- Have an interest in history, historic buildings, traditional craft skills, art, and/or creative crafts.
- Are confident to work independently
- Have confidence in delivering successful creative workshops
- Have experience with working with varied audiences, including community groups
- Have an interest, and ability, to run independent workshops in the Community Space in the future.

We particularly welcome applications from people from those sections of the community who are under-represented in the Landmark Trust and the wider heritage sector including those from the Global Majority and/or disabled applicants.

Budget

Expressions of interest should include a breakdown of the costs of running your workshop. The maximum budget available for this initial, funded workshop is £600 to include all professional fees, equipment/materials, travel and expenses.

The costs of running future, independent activities in the Community Space is not included in this contract. Future workshops must be funded independently.

How to apply

Please send an email with the subject line “Creative Workshop Facilitator Expression of Interest” to calverley@landmarktrust.org.uk

Your email should contain the following information:

1. A short description of your proposed workshop, including outcomes and learning objectives.
2. A short statement outlining the experience, knowledge, skills, training and competencies you have to deliver a creative workshop successfully.
3. A portfolio of previous workshops or relevant work you have delivered.
4. A budget breakdown of the costs for the workshop.
5. A summary of your plan for offering future independent activities at Calverley Old Hall Community Space.

If you have access needs, or you would benefit from an alternative submission process please let us know.

For an informal conversation about this brief with the Engagement Manager please contact Calverley@landmarktrust.org.uk

Key dates

Expressions of interest submitted by: 5pm Thursday 24 April 2025

Shortlisting and invitation to interview for successful applicants: By Friday 2 May 2025

Online Interviews: Tuesday 6 – Friday 9 May 2025

Successful workshop leaders will be invited to visit the Community Space following a successful interview at a mutually convenient time.

Workshop delivery: Dates to be negotiated with successful applicants. All Landmark workshops must be delivered and invoiced by April 2026.

Contacts

The Landmark Trust's Engagement Manager, Vicky Thompson, based at our main office in Shottesbrooke, Berkshire, will be the main point of contact for planning the workshops. Visits to site prior to the workshops will be facilitated by our Community Space Co-ordinator at Calverley Old Hall. On the day, the workshop leader will ideally be happy to work alone, however Landmark Trust volunteers can also be requested if desired.

Who are we?

[The Landmark Trust](#) is the UK's second biggest historic buildings charity. We rescue extraordinary historic buildings from dereliction and give them a vibrant new life as places everyone can enjoy for short breaks. Each year some 40,000 people stay in our buildings, and another 15,000 visit them on public Open Days or through our public engagement programmes.

Calverley Old Hall is our most recent large repair project. This outstanding Grade I Listed medieval manor house is based in Calverley, a historic village located between Leeds and Bradford. Having been on the Buildings at Risk Register for almost a decade, in May 2022 the Landmark Trust was awarded a £1,600,000 grant from the National Lottery Heritage Fund for a two-year project to repair the building and bring it into new use. This huge repair project has just come to an end, resulting in a multi-use site, including a spectacular self-catering holiday accommodation for 10, alongside a self-contained residential flat and a dedicated Community Space for hire, opened in October 2024.

Embedded in the capital works to rescue this amazing building we continue to deliver an exciting programme of traditional craft skills training, creative workshops and community engagement opportunities. We have welcomed over 3000 people to engage with the project with more events and workshops planned until May 2026 and beyond.

For more details about our repair project and the activities and events we have run so far please visit: www.landmarktrust.org.uk/calverley

Equal opportunities

Landmark believes that every individual should have an equal opportunity to access, benefit from and enjoy Landmark's work, whatever their background, culture or identity, and no matter how they encounter us – through holidays or events, as a member of staff or local community, as a freelance practitioner, through restoration projects or digital engagement. We seek to represent and embrace the breadth and variety of British history, culture and society, valuing visible and non-visible differences with openness and acceptance. We expect all our staff, including those hired as freelance practitioners to support Landmark's equality, diversity and inclusivity principles and aspirations.