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Commissioning Organisation: Culture Leicestershire, Cultural Participation Team, Leicestershire County Council

Location: Hinckley Library, Lancaster Road, Hinckley, Leicestershire LE10 0AT

Project Delivery Timeframes: Late September 2026 – late March 2027

Commission Amount: £7,000

Application Deadline: Wednesday 2nd of September 2026, 9am

For informal enquiries, please contact: Catherine Overton, Cultural Participation Worker,

catherine.overton@leics.gov.uk 0116 305 2507



The Project: 'Creative Expressions in Libraries' - Hinckley Library Teen Boys' Digital Storytelling Project

We are seeking a Creative Practitioner to plan, develop and lead a digital storytelling project with two groups of Teen Boys (aged 10-16) at Hinckley Library, resulting in a co-created digital output for the library. This project will align with this year's UK-wide National Year of Reading 2026.

Aims

- To target teen boys (aged 10-16) in reconnecting them to reading, as identified in the National Literacy Trust's campaign [National Year of Reading 2026](#)
- To engage local target audiences further identified by our Project Working Group: 1. Teen boys from a local SEND school and 2. Year 6 boys from a local primary school, in receipt of Pupil Premium
- To enhance participant's wellbeing and encourage an opportunity to develop digital skills

- To offer participants in Hinckley an exciting, meaningful cultural engagement opportunity in their library
- To embed cultural activity into the library during the project
- To connect the library both with its current users and with non-users, promoting community cohesion and the library as a welcoming public space for all
- To promote the library as an accessible and culturally vibrant space
- To meet Arts Council England's [strategic framework](#) aims and ambitions

Creative Practitioner Requirements

- Plan, manage, deliver and facilitate a series of 8 digital artform workshops in Hinckley library aligning with the theme of Storytelling / National Year of Reading. (NB: it is envisaged 4 workshops will take place with a group of Year 6 boys and 4 workshops with a group of SEND teen boys)
- The workshops and final output could involve any combination of the following mediums: Filmmaking, Virtual Reality, Augmented Reality, Music Composition, Storyboarding, Spoken Word. **(NB: this is not prescriptive or definitive. We are open to hearing what other digital artforms you may be able to offer, and your interpretation of the brief)**
- Engage participants in co-developing and co-creating the digital output whilst also engaging them in a fun digital activity during the workshops
- To plan, manage, deliver and facilitate a celebration event for all participants at project end
- To provide content for advertising and recruitment purposes such as images for social media posts
- Provide photographic documentation of the progress of the work, using organisational consent forms where required
- Devise and share risk assessments for both workshops and celebration event
- Support the collection of evaluation as required by Culture Leicestershire
- Collaborate regularly with Culture Leicestershire staff, including local library staff and local partners
- Manage the budget and provide a comprehensive audit trail
- Consider the environmental impact of any materials used

Skills and Experience

- Demonstrable relevant experience in planning, delivering and co-creating participatory digital workshops / projects within the cultural or education sector
- Experience of working with both primary and secondary school-aged children and an understanding of the developmental needs and abilities of children within this group
- Experience of working and communicating with SEND children, including an understanding of the developmental needs and abilities of children within this group
- An understanding of safeguarding awareness in relation to working with the selected audiences
- Understanding of the health and safety requirements of working with the above groups and how you will ensure the proposed activities and outcomes are safe and appropriate for them
- Good communication and organisational skills and ability to work with partners / stakeholders to deliver shared outcomes
- Able to offer innovative ideas that provide something new, inspirational, and dynamic, considering the legacy of the project
- DBS clearance or intention to obtain this

Timeframes

Deadline for expression of interest: Wednesday 2nd of September 2026, 9am

Proposed date for informal discussion: Monday 14th September 2026 (ideally in-person at Hinckley Library)

Planning stage to start: Late September 2026

Provisional date for activity: 8 workshops to run within the period November 2026 – January 2027 (tbc by participating schools)

Handover date of digital output: to be discussed at informal discussion, ideally by end March 2027

Celebration event date: to be discussed at informal discussion.

Application Information

Please enter a submission using the application form linked at the top of this document, including the following information:

- A proposal for a creative project resulting in a digital output/legacy that delivers against the outlined expectations above.
- Any skills or experience (see above requirements) that demonstrates suitability for this project, including photographs or links to any relevant previous work.
- Details of how the proposed workshops could take place within a library setting. (NB – it is envisaged workshops will take place in the ‘teen’ area of the library and / or a library meeting room)
- Consideration of how a celebration event may take place and how the creative output can be used to further the aims of the project
- An outline of envisaged timescales for all stages of the project i.e. research, planning, delivery, post-production / editing and evaluation.
- A rough idea of session plans.
- A breakdown of how you would use the budget (please see the application form for more details). It is acceptable not to use all the budget, but it is ring-fenced for this work so you should use it all as far as possible. Please note that Culture Leicestershire recognises the [Artist's Union pay guidance](#).
- Details of insurance and liability to deliver the proposed project, or intention to obtain this.
- Whether a current DBS is held.
- Any envisaged subcontracting.
- **Mark everything you send with your name and ‘HinckleyDigital26’.** Send large files separately but list the files you are sending in your application.

Please send through any supplementary documentation, including visual representations of your output, pictures of previous work etc, alongside your application form.

Please note, we are aware applicants will have varied experience as a Creative Practitioner. Examples of your work can include professional commissions, course work and personal projects. We view the ability to identify areas where you may require more support as a positive, so please respond to each bullet point stating if there is any additional support you would require.

Budget

The fee available is £7,000. This should include all your time including research, planning, delivery, materials, editing and post-production (as necessary) and additional costs. A strong expression of interest will show a breakdown of costs and clearly demonstrate how the budget will be spent. For example:

- Time - this could be a price per participatory session including preparation time, delivery of the session and travel.
- Materials - this should be broken down into costs for participation materials or outcome processes.
- Additional costs - these may include your transportation, administration, technical services.
- Travel and expenses - consideration will be given to good value for money.

Payment Terms

Please be aware that subject to our payment terms, the successful Creative Practitioner will be paid 50% at the beginning of the project (following finance approval of invoice and submission of signed partnership agreement) and 50% on project completion. If you are not already a supplier with Leicestershire County Council, you will be required to self-register before payment can be issued.

Additional Information

Support

You will be supported by Catherine Overton, the Cultural Participation Worker leading the project. You will be introduced to the staff on site at the library. As part of your induction, you will be guided through LCC policies and procedures and receive an induction booklet with all the information you need for reference. You will have regular contact with the project leader, including regular scheduled planning meetings. You may also be supported by volunteers and have access to our volunteering team's expertise in supporting and managing volunteers should you require it.

Unsuccessful Applicants

Applicants that have been shortlisted will be invited to an informal discussion. Unsuccessful applicants can request feedback which will be considered depending on volume of requests and contact details will be kept on file (with permission) for future projects.

Terms And Conditions

- To abide by Leicestershire County Council's data protection and GDPR, including social media and photography policies.
- Leicestershire County Council is committed to ensuring that its services, policies, and practices are free from discrimination and prejudice and that they meet the needs of all sections of the community. All provision is expected to be in accordance with this principle.
- As a consultant you agree to grant full copyright license and ownership to Leicestershire County Council to use any final artwork, resource or creative output resulting from the project, in any manner they deem appropriate.
- For all or any aspects of the project to be photographed and filmed for the purpose of promotion or training.

The Local Area

Hinckley library is part of Leicestershire Library Services and is one of the largest of the 16 council-run libraries in the county. The library has two floors, with the first floor housing the Local Studies collection and Leicestershire Adult Learning Services classrooms. The teen area is towards the back of the library on the ground floor.

As of 2024, Hinckley's population is 51,648, with ethnic groups as follows: 94.2% White, 2.8% Asian, 1.8% Mixed/Multiple and 0.7% Black.

The 0-17 years age group accounts for 19% of the population.

About Culture Leicestershire

Our Vision

Create space to spark imagination, celebrate communities & enhance wellbeing.

Mission

Work to shape Leicestershire as a place with a rich and distinctive history that values its heritage, engages its communities, welcomes those who visit the county and works together to ensure a future for the past.

Purpose

Our Libraries, Collections and Learning, Heritage and Cultural Participation services come together as Culture Leicestershire.

Together we deliver a diverse, inclusive, accessible and engaging cultural offer focussing on health and wellbeing; building great communities, improving opportunities and helping to build a strong local economy.

We are a National Portfolio Organisation (NPO), supporting the delivery of the County Council's strategic outcomes and Arts Council England's [strategic framework](#).

The purpose of Leicestershire Museums is to safeguard the rich and irreplaceable natural and human heritage of Leicestershire and provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

We enable people to explore and shape their local, national and international connections both now and from the past. We do this through volunteering opportunities across the service, and by diversifying opportunities for local people to participate in ways that work for them.