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〈 (https://www.khub.net:443/group/heritage-workspace-facilitators/group-wiki/-/wiki/Main/FrontPage/pop_up)

Group Start-up guidance

Requests to set up new Groups in the Heritage Workspace should be discussed first with one of the Network Administrators via train@HistoricEngland.org.uk . No direct charge is made for new groups - the cost of the network is covered by Historic England. Instead, those setting up new groups in the Network are expected to adhere to the following requirements:

a Named Facilitators

There shall be a minimum of two facilitators for each Group. Facilitators will be expected to:

1. Fill out a Knowledge Hub profile to include at least a portrait photo, job title and biography.

2. Actively encourage use of their group

3. Provide evidence of the value of their group to the Network as requested

4. Develop themselves as facilitators. This will be by joining and subscribing to the Heritage Workspace Facilitators group, and undertaking at least one facilitator development activity during their role, or each year. This is important Continuing Professional Development, and should ideally be planned and reported as such in relevant CPD logs (e.g. for professional association membership).

5. Develop the Group Plan and Contribution to Network (see below)

6. Contribute to effective closure of their group as necessary, to capture the value and experience of the Group (see below)

b A Group plan

The facilitators for each group should document the following as part of their application to set up a new group

1. Who will it be for (for example organisations, professional subsectors, particular groups). Roughly how many members? Will it be Open to all to join, or Restricted so that facilitators can control membership?

2. Why does the proposed membership need a Heritage Workspace group as opposed to some other means of collaborative working?

3. What sort of activity will it focus on (for example, training course support, project delivery, committee work support, knowledge and expertise sharing).

4. What planned events do you have in mind to promote the group and keep engagement going.

5. What will a successful group look like?

c A knowledge sharing contribution to the Network from Groups

Group facilitators are expected to contribute in some way to the exchange of knowledge with other network participants via the open Historic Environment group. One contribution will be expected from each group in Heritage Workspace each year the group operates, and will be promoted on the Historic Environment group in advance, and included in the Historic Environment Events Calendar.

Facilitators are encouraged to be creative in identifying knowledge sharing contributions. Some options for contributions could include:

1. A 'hot-seat' or 'meet the expert' event where an expert from the Group is available and logged in to the Historic Environment group on a specified day to answer questions about their specialist area, or a piece of work in progress.
2. Provision of a draft document or report for consultation and comment from Historic Environment group members
3. An extended discussion in the Historic Environment group, hosted by members of the group.

Closing groups

Groups will be checked for current activity routinely. Where there has been no obvious activity in a group for 6 months, the Network Administrators will ask the Facilitators for an update to the plan for the Group. In the absence of a plan, it may be appropriate to close the group.

NB: Heritage Workspace Groups ARE NOT AN ARCHIVE. Final products from project groups should be hosted elsewhere for long-term dissemination and archive.

3 Views

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