



St John's Church, Doddington,  
South Shropshire, DY14 0HL



## **Project: Beacon on the Hill** **Brief for Project Architect**

Expected duration: 6-8 months (plus snagging sign off)  
Start date: As soon as possible  
Project manager: Celia Gibb, Churchwarden  
Steering Group: Celia Gibb; Rev'd Ashley Buck, Rector; Ewan Gibb, Hon Treasurer  
Interviews: Arranged directly with candidates  
Website: <https://achurchnearyou.com/church/10505/> Facebook: @StJohnsDoddington

### **1. Job Description**

We are seeking bids to contract an experienced, suitably qualified and dedicated conservation Architect for our Beacon on the Hill project.

In brief, the work will include:

- using existing drawings and specifications to deliver repairs and improvements to St John's Church, including the addition of new facilities and incorporation of heritage interpretation developed during the project, taking the project from the current RIBA Stage 4 to Stage 7
- working effectively alongside other professionals and appointed contractors, staff, and volunteers to ensure the smooth running of and best outcome for the project within the expected timescale.

### **2. The Project**

St John's Church in Doddington, South Shropshire was built 175 years ago for the local rural but industrial community and this project is designed to develop this GII listed building to become more relevant to and continue to play its part in the community as well as being a resource for visitors and schools and sustainable as an organisation and building.

The church, which has changed little since it was built, sits at 300m on Titterstone Clee Hill in an AONB, and in a scattered rural community with people from a range of backgrounds. The Hill has a unique industrial history stretching back 4000 years, and rich natural habitats; there is no currently no central point where people can find information about this important heritage. This project will add a permanent heritage interpretation area to serve visitors to the AONB and include a program of activities (including a specially commissioned Song of the Hill) with the community and local schools, raising awareness of the history and heritage of the building, the community and the Hill. Alongside the activities, we will make repairs and improvements to the building so that it is accessible to all and has appropriate facilities for all the activities and opportunities we want to create. This will include refurbishing 6 significant cast-iron windows, other fabric repairs and work on the west end of the building to make it accessible and add a WC, kitchen area and area of heritage interpretation, incorporating elements created with local artisans during the activities.

We will be appointing an Artist in Residence, Heritage Engagement Coordinator and Project Evaluator as well as this role. The whole project is expected to last 12 months with the fabric work finishing after the first 6-8 months (with a snagging meeting 12 months after the interim certificate is signed)

During the project we will ask the Architect to achieve the following outputs:

### **3. The Commissioned Work and Outputs**

The person appointed will be contracted to:

- (a) support the PCC to deliver this project as outlined in the application to the National Lottery Heritage Fund (available on request)
- (b) agree and have signed off a schedule of work with the Steering Group including the requirements and timing for the involvement of other professionals such as Archaeologist, Structural Engineer, M&E consultant as appropriate
- (c) go to tender with the existing specifications, meeting with tender requirements of NLHF and other funders, and, working with the Steering Group, appoint suitable contractors

- (d) manage the contractors under the JCT contract
- (e) report to and/or attend monthly Steering Group meetings where appropriate or requested and liaise with the project manager between those meetings.
- (f) deliver the outcomes of a repaired church with additional facilities as specified and to the high standards expected by the PCC and funders
- (g) engage with the Project Evaluator as and when requested

#### **4. Inputs**

- (a) The Architect will have access to all existing drawings, specifications, project plans, and other relevant paperwork
- (b) The Beacon on the Hill has a confirmed budget, with contractor works estimated at c£245,000.
- (c) Contractors, appointed Professionals, other staff and volunteers will be expected to engage with the Architect
- (d) The PCC, Steering Group and project manager will be available for discussions.

#### **5. Contract Management**

- (a) When a fee structure has been agreed, the contract will be let by PCC of St John's, Doddington and financially managed by Ewan Gibb Llb ACA, Hon Treasurer
- (b) Start to be as early as possible after appointment
- (c) Payments will be made on receipt of invoices produced in line with the fee structure
- (d) Any expenses to be backed up with receipts and invoices; mileage to be charged at 45p/mile

#### **6. Skills & Person Specification**

- (a) Appropriate architect's qualifications
- (b) Experience in church and conservation projects, and a commitment to sustainability in buildings.
- (c) Experience of engaging with people from a range of backgrounds
- (d) An eye for detail from making things happen to managing a budget
- (e) Experience and track record of working on NLHF and other grants funded projects.

#### **7. Award criteria**

- (a) Applicants are invited to visit St John's
- (b) A proposal for undertaking the work should include
  - i. a fee structure proposal
  - ii. a project structure proposal
  - iii. examples of similar projects with contact details for people willing to provide references
- (c) the fee structure proposal should be based on the plans currently being at RIBA Stage 4 (except for Building Regulations Application for the WC) with the Faculty in place, and taking the project through to Stage 7
- (d) Proposals submitted will be assessed by the Steering Group against the following questions:
  - i. To what extent does the proposal demonstrate an understanding of the issues related to this brief?
  - ii. To what extent is the proposal appropriate to the requirements set out in this brief?
  - iii. What degree of experience does the bidder demonstrate in order to successfully complete the work?
  - iv. To what extent does the fee structure proposal fit with our budget?

#### **8. Procurement process**

The procurement timetable will be:

- (a) Proposal return deadline: Friday 5 January 2024
- (b) Interviews: To be confirmed but no later than Friday 12 January 2024
- (c) St John's Doddington Steering Group will notify bidders by email of our procurement decision as soon as possible, but no later than 2 weeks after interviews.

The church is open between 10am and 5pm every day; services usually take place on 1<sup>st</sup> and 3<sup>rd</sup> Sundays. If you wish to arrange a visit and/or have a conversation with Celia Gibb (Churchwarden and Project manager), please send a phone number by email to [stjohnsdoddington@gmail.com](mailto:stjohnsdoddington@gmail.com)