

Activity Consultant

St Margaret's in Ruins Conservation Trust (SMIRCT) seeks to engage an experienced, professional Activity Consultant to research and write an Activity Plan by August 2025 in advance of a National Lottery Heritage Fund 2nd Round (Delivery Phase) funding application, which is scheduled for submission in October 2025.

The Activity Plan must be in the appropriate format in line with the National Lottery Heritage Fund requirements for submission to a second-round Delivery Phase funding application to the Heritage Fund.

The appointed consultant will be required to build on outlined proposals to develop a fully costed Activity Plan for the project in liaison with SMIRCT Trustees, our project steering group, and our external project partners.

About SMIRCT

St Margaret's in Ruins Conservation Trust is a registered charity (CIO) run by volunteers. The trust manages a unique site, the ruins of St Margaret's Church and Churchyard, in West Raynham, Norfolk, under a 25-year lease. The ruin of St Margaret's is listed as Priority A on Historic England's Register of Heritage at risk.

The charity has been set up to raise funds to preserve, repair and maintain the ancient building and its grounds for the benefit of the local community of the villages of Raynham and Helhoughton, and attract visitors from neighbouring towns and villages and further afield.

Our project

Our project aims to establish St Margaret's as a 'Centre of Excellence' for the conservation, interpretation and management of ruined churches and their churchyards across Norfolk. This will allow others who care for such heritage, which is often overlooked and undervalued, to benefit from the positive impacts and outcomes that we deliver. These will focus on saving the ruin from collapse (which is a real and present risk), on nature gain and enhancing biodiversity in the churchyard and on interpreting the ruin within the wider built and natural heritage landscape.

Project activities will focus on the theme of conservation, supporting all age learning, wellbeing and skills development. This will transform St Margaret's into a centre of conservation excellence and act as an exemplar for the c.150 ruined churches within the county of Norfolk and across the Diocese of Norwich. Our outcomes will therefore include promoting good practice in environmental sustainability and delivering activities that develop awareness and improve conservation skills, engaging a wider range of people with both built and environmental heritage.

We aim to deliver our project through informal partnerships with the Norfolk Wildlife Trust (NWT), the Norfolk Churches Trust (NCT), the Society for the Protection of Ancient Buildings (SPAB), our local schools and other learning providers (such as Inspired Classrooms) and the Raynham Estate amongst others. We therefore hope to achieve a positive outcome not just for the ruin of St Margaret's and its churchyard and our community, but also for people and the surrounding heritage landscape and for the wider heritage infrastructure across Norfolk. Our digital Toolkit will provide a long lasting and positive project legacy, detailing its activities and outcomes and supporting others into the future.

Scope of work

The Activity Consultant will be expected to deliver all the activity elements of the project as below.

- Conduct wide ranging consultations within the local community and organisations and partners across the county to ensure participation in the development of activities and interpretation at St Margaret's. Such consultations to include, but not limited to:
 - The Raynham Estate
 - The Norfolk Wildlife Trust
 - Historic England
 - The Society for the Protection of Ancient Buildings
 - The Diocese of Norwich
 - Raynham Parish Council
 - East with West Raynham PCC
 - West Raynham Village Hall Committee
 - Norfolk Churches Trust
 - Norwich University of the Arts
 - The Inspired Classrooms Project
 - Local schools
- Work closely with all consultees and stakeholders to develop the 'Centre of Excellence' concept, focussing on the conservation, interpretation and management of ruined churches and churchyards, and the resulting sharing of good practice.
- Develop proposals for a Conference/Training Day for other churches in the Delivery Phase focused on conserving, managing and interpreting ruined churches and their churchyards.
- Develop the concept of a 'Ruined Churches Toolkit' following the conference to disseminate good practice and support the c. 150 ruined churches within the Diocese of Norwich.
- Consult with the Raynham Estate, Village Hall Committee and Parish Council on developing West Raynham's Reading Room as a 'heritage hub' and to develop permissive footpaths across the Estate, encouraging the exploration of the built and natural environment.
- Develop and nurture links with West Raynham village and its surrounding villages and towns more widely (such as Fakenham), ensuring that new activities and interpretation at St Margaret's links to and supports the work of other organisations and groups.
- Liaise with the Norfolk Churches Trust and with the Norfolk Regional Group of the Society for the Protection of Ancient Buildings to help ensure that the St Margaret's project will achieve maximum visibility and resonance with similar sites in the county.
- Liaise with the Norfolk Wildlife Trust to develop plans for greater churchyard biodiversity and surveying and monitoring progress.
- Ensure that all new activity and resource ideas are thoroughly 'tested' with the local community and are suitable for their key target audiences.
- Work with our appointed Architect and Graphic Designer to prepare and write an Interpretation Plan for the ruins and churchyard, based upon community feedback.
- Create a Draft Activity Plan: Drawing together all the research and making a compelling argument for target audiences and a fully detailed and costed project Activity Plan ready for SMIRCT's Development Phase Review in August 2025, conducting revisions ready for the final version to be submitted as part of our Delivery Phase Application in October 2025.
- Identify KPIs to support the Evaluation Consultant in an integrated evaluation methodology.

- Liaise with the Chair of SMIRCT, or his nominee, to ensure the Activity Plan is integrated within other project plans and budget.

Location

Remote, with the ability to travel to West Raynham and local area for meetings with stakeholders, partners and the project team.

Reporting line

The Activity Consultant will report to the SMIRCT Trustees, with day-to-day project management oversight by the Chair, James Hickman, or his nominee.

Contract period

December 2024 – October 2025

Tender Requirements

The tender should include the following:

1. Method, programme and outputs including confirmation of your capacity to meet brief and project timescales
2. CV and experience including details of relevant experience
3. Key issues - Identification of challenges and learning from other projects and how you would apply them
4. Fixed price to include all fees and costs and confirmation of your time allocation for the project.

Budget

The maximum budget for this contract is £20,000 inclusive of VAT (if applicable) and all travel, subsistence and other costs incurred by the consultant.

Please note that subject to SMIRCT being successful in obtaining funding for the Delivery Phase, and satisfactory performance by the Activity Consultant, we may wish to extend the contract into the Delivery Phase, for which there is an indicative budget of £30,000.

Tender evaluation / weighting

The chosen consultant will be assessed according to:

1. Method, programme, outputs and capacity – 30%
2. CV and experience – 30%
3. Key issues, challenges and learnings – 20%
4. Price – 20%

Quality scoring

Items 1-3 above will be scored on a scale from 0-5, in which 0 is unacceptable and 5 is excellent.

Financial scoring

To assess the price element of the bids, we will base these on a normalised price score, with the lowest bid scoring 5 (maximum score).

Normalised price score = (lowest tender price x 5) / tender price

Example Consultant A – £10,000, lowest bid (scores 5)

Example Consultant B – £15,000 = (£10,000 x 5) / £15,000

Therefore, Consultant B would score 3.3

Please note that SMIRCT is not required to appoint the cheapest bid but needs to include price within the evaluation to ensure a robust process and evidence of pursuing value for money through procurement. We also reserve the right not to appoint and we will not cover costs associated with preparation of tender materials.

Enquiries

Any enquiries about the tender process and general questions should be submitted to info@st-margarets-ruins.org no later than **17:00hrs on 22 November 2024**. Any clarifications that are relevant to all suppliers will be shared with all parties who have expressed an interest in the contract.

How to Submit

Please mark the tender documentation 'SMIRCT Activity Consultant tender' and email it in PDF format to info@st-margarets-ruins.org no later than **17:00hrs on 29 November 2024**.

We may invite short-listed candidates for an online interview to clarify any questions we have regarding their submission. We will be looking to appoint the successful applicant as soon as possible from the beginning of December.



The ruin of St Margaret's, West Raynham, Norfolk