**St John’s Church, Doddington,**

**South Shropshire, DY14 0HL**

**Project: Beacon on the Hill**

**Brief for Heritage Engagement Coordinator**

Value of contract: £21,913 including expenses

Expected duration: 12-16 months

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/](https://www.achurchnearyou.com/church/10505/) Facebook: @StJohnsDoddington

1. **Job Description**

We are seeking to contract an experienced, knowledgeable and imaginative Heritage Engagement Coordinator (HEC) to work with a range of volunteers and external partners including schools and colleges to run activities for and in the community as part of our Beacon on the Hill project.

In brief, the HEC’s work will include:

* + Working effectively with a team of professionals and other appointed contractors, staff, and volunteers (some of whom the HEC will recruit)
  + Setting up, marketing and running a series of activities for adults, families and young people as detailed in the attached Project Plan and timetable
  + Working with Cleobury Men’s Shed and the young people from Cleobury Community Hub to repurpose church furniture removed as part of this project into elements of the new heritage interpretation and visitor offering
  + Liaising with schools, further and higher education providers to create opportunities for young people from diverse backgrounds to undertake work experience, volunteering and student placements
  + Liaising with local schools, colleges and other formal learning organisations to initiate and promote a learning programme and to consult on the ongoing development of the learning offer
  + establishing the training needs of staff and volunteers in relation to the activities and creating a comprehensive training and skills programme that meets those needs
  + Advising the Steering Group in the appointment of an Artist in Residence who will work with the community to produce the output of a Song of the Hill, a work to be performed in a launch event and suitable for small scale performance by all ages
  + Driving the development of a new website using data and recordings generated during the project and using a new Info-Point (site-specific multimedia content) to share this on site
  + Capturing and analysing information about users and non-users in order to inform audience development activities
  + As part of the above developing and working with the Architect, Contractors and the Steering Group to install Heritage Interpretation and a Visitor offering
  + Working to budgets as supplied by the Steering Group
  + Setting aside sufficient time to work with the Project Evaluator

1. **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 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.

We will be appointing an Artist in Residence, Architect and Project Evaluator as well as this role.

During the project we will ask the HEC to achieve the following outcomes and outputs:

1. **The Commissioned Work and Outputs**

The person appointed will be contracted to:

* 1. Support the PCC to deliver this project as outlined in the application to the National Lottery Heritage Fund (available on request)
  2. agree and have signed off the schedule of work with the Steering Group
  3. undertake the activities listed within the Project Plan (minor changes to the plan may be made with the agreement with the Steering Group)
  4. oversee the creation of the heritage interpretation and visitor offering to a high standard, working with the Architect and other appointed professionals as appropriate
  5. provide written reports to the monthly Steering Group meetings, attending when discussions are necessary, and liaise with the project manager (Celia Gibb) between those meetings.
  6. provide all material and data requested for Evaluation reports during & at the end of the contract period

1. **Inputs**
   1. The HEC will have sight of all drawings, specifications, project plans, budgets and other relevant paperwork
   2. The PCC, Steering Group and project manager will be available for discussions.
   3. The Beacon on the Hill has a fixed budget to cover the cost of the activities and materials
2. **Contract Management**
   1. The contract will be let by PCC of St John’s, Doddington and financially managed by Ewan Gibb Llb ACA, Hon Treasurer
   2. Start to be as early as possible after appointment
   3. The payment schedule will be as follows:
      1. 10% following initial agreement of schedule of work with Steering Group
      2. time to be worked flexibly to deliver the contract; invoices to be submitted on a monthly basis accompanied by a timesheet
      3. all expenses to be backed up with receipts and invoices; mileage to be charged at 45p/mile
      4. final 10% to be retained until all commissioned work & outputs complete
3. **Skills & Person Specification**
   1. Experience of working in a heritage environment with the local community; a passion for bringing history and heritage to life
   2. Experience of engaging with people from a range of backgrounds
   3. Confident public speaker and ability to work on own initiative.
   4. A team player with the drive and confidence to also work independently
   5. An eye for detail from making things happen to managing a budget
   6. Able to multi-task and bring a variety of activities and events together in a timely way
   7. Experience and track record of working on NLHF and other grants funded projects.
   8. Competent IT skills; able to use all Microsoft packages and understand website building.
4. **Award criteria**
   1. Applicants are invited to visit St John’s
   2. A proposal for undertaking the work should include
      1. a demonstration of an understanding of the context of the project
      2. examples of similar projects with contact details for people willing to provide references
   3. Proposals submitted will be assessed by the Steering Group against the following questions:
      1. To what extent does the proposal demonstrate an understanding of the issues related to this brief?
      2. To what extent is the proposal appropriate to the requirements set out in this brief?
      3. What degree of experience does the applicant demonstrate in order to successfully complete the work?
5. **Procurement process**

The procurement timetable will be:

* 1. Proposal return deadline: 12 January 2024
  2. Interviews: To be confirmed but no later than a fortnight after proposal return deadline
  3. 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 1st and 3rd 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