



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



## **Project: Beacon on the Hill**

### **Brief for Project Evaluator**

Value of contract: £3,500 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/> Facebook: @StJohnsDoddington

### **1. Job Description**

We are seeking to contract an experienced, knowledgeable and imaginative Project Evaluator for our Beacon on the Hill project.

In brief, the work will include:

- working effectively with a team of professionals and other appointed contractors, staff, and volunteers
- devising novel and attractive ways to elicit feedback from all participants in our project, from the local community to the contractors, and from professionals to volunteers

### **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 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, the fabric is in better condition, and it has appropriate facilities for all the activities and opportunities we want to create.

We will be appointing an Artist in Residence, Heritage Engagement Coordinator and Architect as well as this role.

During the project we will ask the Project Evaluator to achieve the following outputs:

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

The person appointed will be contracted to:

- Support the PCC to deliver an evaluation of this project as outlined in the application to the National Lottery Heritage Fund (available on request). The evaluation report should be suitable for submission to NLHF and as a resource for reporting to other grant bodies.
- agree and have signed off the schedule of work with the Steering Group
- engage with all parties to the project to ensure that a 360 degree evaluation is produced



The Charities of William Laslett



#### 4. Inputs

- (a) The Project Evaluator will have access to all activities and works as well as all participants in the project (given parental approval if appropriate)
- (b) Contractors, appointed Professionals, other staff and volunteers will be expected to engage with the Project Evaluator
- (c) The PCC, Steering Group and project manager will be available for discussions.

#### 5. Contract Management

- (a) 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) The payment schedule will be as follows:
  - i. 25% following initial agreement of schedule of work with Steering Group
  - ii. time to be worked flexibly to deliver the contract; invoices to be submitted on a monthly basis accompanied by a timesheet
  - iii. all expenses to be backed up with receipts and invoices; mileage to be charged at 45p/mile
  - iv. final 10% to be retained until all commissioned work & outputs complete

#### 6. Skills & Person Specification

- (a) Previous and recent experience of project evaluation
- (b) Experience of working in a heritage environment with the local community
- (c) Experience of engaging with people from a range of backgrounds
- (d) Confident public speaker and ability to work on own initiative.
- (e) A team player with the drive and confidence to also work independently
- (f) An eye for detail from making things happen to managing a budget
- (g) Experience and track record of working on NLHF and other grants funded projects.
- (h) Competent IT skills; able to use all Microsoft packages

#### 7. Award criteria

- (a) Applicants are invited to visit St John's
- (b) A proposal for undertaking the work should include
  - i. a methodology for gathering evidence for the evaluation
  - ii. a sample evaluation report
  - iii. examples of similar projects with contact details for people willing to provide references
- (c) 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 applicant demonstrate in order to successfully complete the work?

#### 8. Procurement process

The procurement timetable will be:

- (a) Proposal return deadline: 16 February 2024
- (b) Interviews: To be confirmed but no later than a fortnight after proposal return deadline
- (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)