



## WALPOLE OLD CHAPEL

### Brief for Project Manager



### Context

Walpole Old Chapel is a Grade II\* listed Independent chapel dating from c1690. It is on the Heritage at Risk register and is urgently in need of major repairs, which will include removing all the failing lath and external render, repairing or strengthening the timber frame, and re-covering the whole in traditional materials.

The Chapel is now owned and managed by the Friends of Walpole Old Chapel (FWOC). FWOC has for many years managed the Chapel on a day-to-day basis, including organising public access; hosting weddings and funerals; managing utilities; and putting on public events.

FWOC has recently been awarded a Development Phase grant from The National Lottery Heritage Fund towards a major conservation and community project as it takes ownership of the chapel. FWOC seeks an experienced Project Manager (a single consultant or small team of consultants) to support activities in the development and delivery phases of the project

Consultants are welcome to apply for multiple open roles being procured by FWOC and to propose how they would align different project elements. These will include Business Planning, Activity Planning, Fundraising Strategy & Support and Evaluation.

## **Overview & Purpose**

The overall purpose of the Project Manager is to provide part time paid support to undertake and coordinate activities in both phases. There will be a separate PM for the main conservation and repair capital works. This role will add capacity to the FWOC trustees and volunteers in delivery of this large project.

The role will be procured for the full project duration (Development and Delivery Phases) with a break clause after the Development Phase

## **Consultant Responsibilities**

The Project Manager will support the FWOC Trustees on various activities in both the Development Phase and Delivery Phase of the Heritage Fund project.

Development Phase tasks:

- **Part-Time Project Support:**  
Part-time support across the project, attending project meetings, assisting with recruitment of other consultants, coordinating other consultants and contributing to key documents and decisions.
- **Trustee Recruitment & Development:**  
Working with trustees and Business Plan consultant to define roles and responsibilities, advise on trustee recruitment, and support induction.
- **Events & Activities Review:**  
Working with trustees and Activity Plan consultant to review current events programme to explore options for expansion and audience development.

- **Preparation for Building Improvement Works:**  
Coordinating designers preparing reports on building improvement works including lighting and sound design, heating and health and safety review.
- **Preparation of Delivery Phase Application:**  
Supporting FWOC trustees and working with Activity Plan and Business Plan consultants on preparation of Delivery Phase application to the Heritage Fund.

The role will be procured for the full project duration (Development and Delivery Phases) with a break clause after the Development Phase and continuation dependent on a successful grant award for the Delivery Phase.

Delivery Phase Tasks – precise tasks may change based on the final Delivery Phase application, but they are expected to include:

- **Part-Time Project Support:**  
Part-time support across the project, attending project meetings, coordinating other consultants and contributing to key documents and decisions.
- **Supervision of Contractors:**  
Oversight and guidance provided during building improvement works. There is a separate PM for the repair and conservation work.
- **Co-ordination of Consultants:**  
Co-ordination of consultants delivering project activities, e.g. website, heritage skills documentary, etc.
- **Volunteer Recruitment & Development:**  
Working with trustees to define volunteer roles, develop materials, advise on trustee and volunteer recruitment, and support induction.
- **Business Plan Delivery:**  
Working with trustees to deliver elements of updated Business Plan that will be produced in Development Phase, with a focus on increasing income and organisational sustainability.

## Required Expertise

The consultant should demonstrate:

- Substantial experience in heritage, built environment or conservation, preferably working with listed buildings
- Experience in supporting small heritage organisations to deliver large projects
- A proven track record in project management on a significant project in the heritage sector, preferably with Heritage Fund involvement.
- Excellent organisation, finance and management skills
- Excellent communication skills.
- Knowledge and experience of community networks and public engagement.
- Knowledge and understanding visitor attractions, heritage interpretation & learning

## Proposed Timeline

- Development Phase start: 2<sup>nd</sup> January 2026
- Development Phase end: 2<sup>nd</sup> January 2028
- Delivery Phase start: TBC
- Delivery Phase end: TBC
- 

The consultant will be accountable to the FWOC Board of Trustees with a named Trustee to report to. The consultant is expected to attend key project meetings (online or in person), and to maintain a simple time log and output record.

## Budget

The budget for the Development Phase is **£10,000 plus VAT**.

The budget for the Delivery Phase is **£55,000 plus VAT**.

Please provide a quotation with a breakdown of:

- Consultancy fees
- Number of days and day rates
- Expenses
- Any additional costs

### Submission of Proposals

Interested consultants should submit:

- CV and relevant project portfolio (hardcopy or link)
- Proposed methodology
- Work plan with milestones
- Fee proposal
- Two references

### Evaluation of Tenders

**Selection Process:** tenders will be appraised by a panel of Trustees

Tenders will be judged equally against the following quality criteria:

- Appreciation of the Brief Requirements
- Approach and Methodology
- Relevant experience of consultant
- Organisational capacity/quality assurance.

Tender submissions shall be judged on both quality and price based on the following criteria: the maximum quality score will be 75%; the maximum price score will be 25%

Criterion & Sub-criteria	Weighting
Quality: <ul style="list-style-type: none"> <li>• Appreciation of Brief</li> <li>• Approach and Methodology</li> <li>• Relevant experience of project team</li> <li>• Organisational capacity/quality assurance</li> </ul>	75%
Price: <ul style="list-style-type: none"> <li>• Fee scale to cover all elements of the scope of work</li> <li>• Fee scale of any additional work should need arise that is beyond the scope of work detailed ion the brief</li> </ul>	25%

To apply for this role, please send the documents listed above to FWOC Secretary at [hfinfo@walpoleoldchapel.org](mailto:hfinfo@walpoleoldchapel.org) by Friday 27<sup>th</sup> March 2026

Shortlisting will take place in week beginning 30<sup>th</sup> March 2026

Interviews will be held in Halesworth on Wednesday 22<sup>nd</sup> April 2026.

Please email [hinfo@walpoleoldchapel.org](mailto:hinfo@walpoleoldchapel.org) with any questions about the role.