



WALPOLE OLD CHAPEL

Brief for Activity Plan Consultant(s)



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 Friends of Walpole Old Chapel (CIO) took over ownership and management of the Chapel from the Historic Chapels Trust in March 2026. Under the previous arrangement, FWOC managed the Chapel on a day-to-day basis for HCT, including organising public access; hosting weddings and funerals; managing utilities; and putting on public events.

FWOC has been awarded a Development Phase grant from The National Lottery Heritage Fund towards a major conservation and community project. The Trustees seek an experienced **Activity Plan Consultant** (a single consultant or small team of consultants) to produce an **Activities Plan** in the development phase of the project.

Consultants are welcome to apply for multiple open roles currently being procured by FWOC and to propose how they would align different project elements. In addition to Activity Planning, these are **Business Planning, and Fundraising Strategy & Support**. The role of **Evaluation Consultant** is not available with any of the opportunities listed above.

Overview

We are seeking an experienced heritage consultant to develop a fully compliant **Activity Plan** for our National Lottery Heritage Fund Delivery Phase application. The Activity Plan must meet all the Heritage Fund requirements, support our project's strategic aims, and demonstrate strong public benefit, inclusivity, and long-term impact.

Purpose of the Activity Plan

The Activity Plan will:

- Provide a detailed programme of **engagement, learning, training, and volunteering activities** connected to our heritage project.
- Show how these activities will meet identified **needs, opportunities, and target audiences**.
- Demonstrate a clear understanding of Heritage Fund expectations for **inclusion, access, participation, and legacy**.
- Provide a costed Activity Budget with outputs, outcomes, timelines, and delivery responsibilities.

Consultant Responsibilities

The consultant will be responsible for producing a complete Activity Plan including (but not limited to) the following elements:

Project Understanding & Context

- Summarise project vision, aims, and heritage significance.
- Align activities with the Heritage Fund's **Investment Principles**

Audience Research & Analysis

- Identify existing and potential audiences.
- Provide demographic and needs analysis.
- Conduct stakeholder engagement (interviews, workshops, or surveys depending on scope).
- Identify barriers to access and participation.

Activity Development – develop a full activity programme including:

- Learning activities (formal and informal).
- Public engagement activities (events, workshops, community initiatives).
- Skills development, training, and capacity building – also related to heritage skills activities already under development.
- Volunteering roles, pathways, and management approaches.
- Digital and outreach activities.
- Activities to progress equality, diversity, and inclusion (EDI).

Delivery Plan

- Detailed activity schedules and timelines.
- Outputs and outcomes linked to the Heritage Fund framework.
- Staffing, responsibilities, and governance structure for delivery.

Budgeting

- Develop a detailed, costed Activity Budget aligned with the Heritage Fund templates.
- Identify in-kind contributions, volunteer time calculations, and any partnership inputs.

Monitoring & Evaluation Plan

- Work with Evaluation Consultant to propose a framework for measuring success, participation, learning, and project outcomes.
- Help set clear indicators and methods for data collection.

Legacy & Sustainability

- Outline how activities will have lasting impact beyond the funded period.
- Propose models for long-term community involvement and skills retention.

Deliverables

The consultant will produce:

1. **A complete, Heritage Fund-compliant Activity Plan** ready for submission by 30 April 2027 to support our Delivery Phase application during June 2027.

2. **All appendices**, including audience data, consultation notes, and budget spreadsheets.
3. A **presentation** of the final Activity Plan to the project team.
4. Attendance and presentation at the **Development Phase Review meeting**, if required.

Required Expertise

The consultant should demonstrate:

- Significant experience preparing Activity Plans for Heritage Fund projects (preferably at the £1m+ level).
- Strong background in audience development, heritage learning, or community engagement.
- Understanding of Heritage Fund policy, guidance, and expectations.
- Evidence of delivering inclusive and accessible engagement programmes.

Proposed Timeline

- Project start: early July 26
- Draft Activity Plan: end January- beginning February 2027 in advance of the development phase review
- Final Activity Plan: 30th April 2027 to align with our delivery phase application by the end of June 2027

The consultant will be accountable to the FWOC Board of Trustees. The consultant will work closely with the Project Manager, Business Planner, Fundraising Strategy & Support. A named Trustee will act as Activity Plan Lead. 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 Activity Plan is **£20,000 plus VAT**.

Please provide a quotation with a breakdown of:

- Consultancy fees
- Number of days and day rates
- Expenses
- Any additional costs (e.g., facilitation of engagement sessions)

Submission of Proposals

Interested consultants should submit:

- CV and relevant project portfolio
- Proposed methodology
- Examples of two case studies of previous activity plan development
- Work plan with milestones
- Fee proposal
- Two references

To apply for this position, please email us at hfinfo@walpoleoldchapel.org if you would like further information or clarification about the role. We would be happy to discuss the possibility of including one or more of the other roles being procured at the same time as the Activity Plan Consultant. Full applications should be emailed to hfinfo@walpoleoldchapel.org by 5 pm, Friday 19th June.