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ST JOHN THE EVANGELIST MOULSHAM

HERITAGE ACTIVITY CONSULTANT BRIEF

[1] INTRODUCTION

Following the award of a grant from the National Lottery Heritage Fund (NLHF) in January 2024, we are inviting consultants to tender for the role of Heritage Activity Consultant for St John the Evangelist's project 'A Wild Journey'.

The Heritage Activity Consultant will play an important role in the project, leading on the delivery of the NLHF Project Plan and completion of the approved purposes, which will be carried out in conjunction with capital works to refurbish and improve our churchyard. They will work with the St John's Project Team and be supported by volunteers and will work with us between June 2024 and September 2025.

[2] BACKGROUND

The Project

A journey through this natural world amidst an urban landscape. This is our project. A hub to gather, a space of quiet reflection and time out from people's busy lives, to learn and explore the natural environment. A place where the natural world has the right habitats survive and thrive.

A programme of landscaping works will improve the condition of the churchyard, so it becomes a safer and more widely used space. A new wider open square in front of the church will provide new outdoor community space and house an outdoor café space in the summer.

Repairing and extending our York stone pathway will improve the path to make it accessible for wheelchair users, mobility scooters and pushchair access to walk around the church. New benches and posts with QR codes around the path will form an outdoor heritage trail, leading to a heritage display area where people can learn about the natural inhabitants of the churchyard and the graves and people buried here.

Our "living churchyard" will include compost bins, community garden beds, wildlife areas with bug hotels and log piles, and a wildflower meadow will allow the churchyard to be home to a variety of different plant and wildlife encouraging biodiversity. People will be able to learn how these systems work.

A quiet reflective space will be an area where people can come for activities such as a moment of peace and for a break in the day. Plants and scented flowers will provide an inclusive sensory experience for people with learning difficulties. A Wildlife and Plant Life Audit will involve young people, giving them opportunity to learn about what lives in our churchyard and create records for future use and long-term monitoring.

A Community Mosaic will be created by various groups including school children, uniformed groups, people recovering from addiction, people with learning difficulties, families, and other groups to build community cohesion and create ownership for the project.

A community vegetable garden will be a resource for people with learning difficulties, young people, and people recovering from addiction to learn skills, improve mental wellbeing, and take part in positive and purposeful activities. We will create our own cookbook as part of this which offers recipes based on the vegetables in our garden and encourages people to think more sustainably and grow their own at home.

New signage, new cycle racks, installing a new boiler house, drains, mains water, and repairing the east end finial are all essential components to improve the condition of our heritage.

School pupils will visit, learn about wildlife, and plant life, have a go in the vegetable garden and participate in trails around the churchyard and into the church. A Green Fair that will celebrate the Moulsham community and will be an opportunity for local businesses, suppliers, makers, and creators to showcase local products, as well as promoting environmental sustainability in the village, highlighting, and promoting local sustainability initiatives. A Heritage Fair will be run to connect with the wider church heritage and provide an attraction to bring more people into the church and its surroundings.

Church History

St John's Church is a Grade II listed Victorian church on Moulsham Street at the edge of Chelmsford City Centre. The church has high numbers of people walking past it each day, as it is a main route through Old Moulsham into the city.

The first phase of the church building was completed and consecrated in 1837. It was enlarged significantly in several stages over the period 1851 to 1884 with the addition of a chancel, south transept, north transept, an extension to the nave, and a tower. In recent years, the west end has been developed to provide a downstairs coffee lounge with small kitchen. This area now houses our new community café.

Upstairs there is a church office, a small meeting room, a large meeting room and kitchen. A platform lift allows access to the first floor. The churchyard is closed to new burials and is maintained by Chelmsford City Council.

Having opened in 1837, the church burial ground filled quickly, and just 47 years later in 1884 it was closed to new burials. No comprehensive record remains of who and where people are buried, but it is believed that over 2,000 people have been laid to rest in St John's churchyard. As a closed churchyard, it is currently maintained by Chelmsford City Council.

Not only do we have the graves of prominent local benefactors, but we also have an area which was used for the burial of unbaptised babies, and the stories of everyday people of Old Moulsham, as over 2,000 people were buried here. As one example, along the south side entrance pathway are the graves of 8 children of one parishioner. The losses of sons of Old Moulsham in the World Wars are recorded on the community war memorial which lies in the churchyard. Our heritage, and the heartache of the losses suffered, are what makes our churchyard "God's Acre", where we tread on holy ground.

[3] SCOPE OF WORK

The Heritage Activity Consultant will lead on the delivery of the NLHF programme of activities. Over the course of their involvement with us, they will:

1. Deliver the heritage activities as per the Project Plan to achieve NLHF outcomes and approved purposes (copies of all grant materials will be provided at the start up meeting)
2. Support the Project Team with progress reports to the NLHF, keeping an accurate record of all project activities
3. Support the Project Team in keeping accurate records of expenditure for the activity programme
4. Promote and publicise the project, including management of existing and potential new social media accounts
5. Recruit and manage project volunteers (the consultant will be encouraged to find ways to involve new volunteers in the project as part of reaching a wider range of people)
6. Liaise with the project partners listed in the Project Plan, as well as any other connections that are created through the project
7. Maintain high quality records of all project activities to use as part of the final evaluation process
8. Work with the Project Team to ensure the success of the project and achievement of NLHF outcomes as set out in the approved purposes document
9. Support the Evaluation Consultant with the evaluation of the project

Throughout their appointment we expect the consultant to:

- Work within the NLHF project budget to deliver activities
- Provide heritage expertise to the Project Team to ensure the project meets all outcomes, both for the NLHF and for St John's
- Work with the landscape architect
- Provide regular updates on progress, as agreed following their appointment
- Attend Project Team meetings, as agreed following their appointment

The nature of this project means we expect that the Heritage Activity Consultant's time will be divided between working remotely and working at the church or in the Moulsham or wider Chelmsford community. We would expect the consultant to determine the appropriate split of their time to maximise performance and delivery. There will be an expectation that regular time will be here in Moulsham and that the consultant will attend all major activities during the project.

[4] PROJECT PROGRAMME AND MANAGEMENT

The project received permission to start in February 2024 and is expected to run through until September 2025. A detailed project plan has been produced which provides further information on proposed timescales. Key dates are:

April to May 2024	Recruitment and appointment of project professionals
May to September 2024	External works to the church carried out
June 2024 to August 2025	Activity programme delivered
September to December 2024	Landscape works carried out
September 2025	End of project evaluation

The St John the Evangelist's Parochial Church Council (PCC) will be the client. The Heritage Activity Consultant will report to the Project Team where a main contact will be designated on appointment. The Project Team reports to the PCC.

[5] BUDGET

The budget for this work is a total of £20,000 including VAT. We would welcome proposals that fall within this budget.

Appropriate and reasonable project related expenses will be covered by the grant. This will be agreed by the Project Team at the start of the contract.

[6] INVITATION TO TENDER

Timeline

Invitation to tender brief published: Tuesday 23rd April 2024
Deadline for tender submissions: Wednesday 15th May 2024 at 5pm
Interview date: Thursday 23rd May 2024
Contract begins: June 2024

The Tender Process

We are inviting tender proposals from experienced consultants who have delivered similar heritage projects.

Your proposal should respond to this brief and be a maximum of four pages. It should be presented in a clear manner, in sufficient detail and in a style that enables a clear understanding of the fee, services, programme and deliverables. Your proposal will set out how your work will be approached, the methodology, and any matters not covered by the brief. You should include:

1. Your approach to delivering this brief, including:
 - a. Your methodology
 - b. A proposed timetable
 - c. Key milestones
 - d. How you expect your time to be allocated in Moulsham and remotely
2. Details of relevant experience – two examples of recent and relevant work of similar size, scope and nature including two references from previous or existing clients
3. A firm quote for the work including a breakdown of how your fee is calculated

The scoring of the tender will be as follows:

- Methodology and response to the brief (30%)
- Relevant experience (50%)
- Cost (20%)

Submissions should be sent by e-mail to the Project Lead, at Nanette Wright nanetteewright@gmail.com

The shortlisted candidates will be asked to attend an interview at St John's on 23rd May 2024. If candidates cannot make this dates they should state so in their submission.

The chosen consultant is expected to have the following experience, skills, and knowledge:

- Experience of delivering successful NLHF projects at this level (preference given to consultants with experience at delivering projects which have a strong focus on natural heritage)
- Experience of project management
- Experience of working with volunteers

- Excellent communication and team working skills
- Ability to work within the project start and end date

[7] ADDITIONAL INFORMATION

You can find out more about our church via our website:

<https://www.stjohnsmoulsham.org.uk/>

You can find out more about the heritage of our building on Historic England's website

<https://historicengland.org.uk/listing/the-list/list-entry/1338536>

The following information is available upon request:

- NLHF Project Plan