

Activity Consultant (fixed term consultancy contract) for Fyde House – Gateway to Boston's Cultural Quarter

1 Introduction to the project

The Trustees of Boston Preservation Trust are seeking to appoint an experienced Activity Consultant to oversee the delivery of a suite of activities and events for their National Lottery Heritage Funded project at Fyde House.

Our Grade 1 Listed Georgian Town House is in need of repair to bring it back to life and become a popular arts, heritage and wellbeing hub in the busy market town of Boston. Dating from the early 18th Century, this beautiful building has had a long association with our local community as a learning institution, residence, a place for functions and weddings and as a green tranquil space.

To create a new visitor offer and sustainable future for Fyde House the building is in dire need of investment at this crucial stage to help us realise our ambitions.

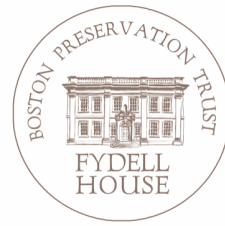
Boston Preservation Trust have owned the building for over 85 years. In that time the Trustees have made every effort to keep the building in good condition but it is now at a point where a significant investment is needed to repair it.

2 Brief

This post is offered as a consultancy contract funded through a National Lottery Heritage Fund Delivery Grant. The project end date is 31st May 2027.

The Activity Consultant will be contracted by Boston Preservation Trust and will report into a project board made up of Trustees and key volunteers. The post holder will be required to work collaboratively with the project board, team and wider stakeholders to deliver the project to a high standard.

The focus of the role is the activity plan delivery. The postholder will need to engage with activity leads from the Boston Preservation Trust and other key partners, including local schools, colleges, charities involved with health and wellbeing, Scouting and Guiding and the local community, to coordinate the delivery of the activities and should allow for some direct delivery of elements where additional capacity/expertise is required.



A separate Evaluation Consultant is being appointed for the project. The Activity Consultant must work with them to facilitate the collection of data where required and ensure that evaluation is built into all parts of the delivery stage.

The Activity Consultant role may be delivered by either an individual or company, but must demonstrate the following:

Experience and skills

- Experience of activity planning for National Lottery Heritage Fund projects
- Experience of delivering activities in a heritage/community setting
- Experience of working with charitable trusts
- Excellent interpersonal and communication skills
- A high level of advocacy and negotiating skills
- Demonstrable ability to work collaboratively and forge effective working relationships
- Ability to identify appropriate advice and information
- A willingness and ability to engage with the wider community
- Demonstrable ability to solve problems
- Good time-management skills
- Experience of budgets and accounts, including managing funding from grant-giving organisations and other sources
- Excellent IT skills
- A good standard of written and spoken English

Attributes and aptitudes

- Appropriate insurances
- Leadership
- Ability and willingness to work outside normal office hours as required

3 Working Hours

The Activity Consultant will be expected to deliver all agreed outputs of the grant award. Working hours are therefore not prescribed but should be sufficient to achieve the scope of work. Evening and weekend working may be involved in the role.

Boston Preservation Trust rely heavily on Trustees and volunteers who give time voluntarily to keeping the building going, using existing expertise and developing new skills as they go. We seek to maximise opportunities for the development of our staff and volunteers through



projects. As part of the project, the consultant will be expected to work collaboratively with team members and delegate tasks as appropriate in order to facilitate this.

4 Budget

The maximum fee available for this role is £36,000, including VAT and including expenses. Additional budget is available against specific activities and is included below:

| | Cost | Vat | Total |
|---|-----------|-----------|----------|
| Activities delivery | £52686.40 | £12573.60 | £65260 |
| Training/Travel expenses for Volunteers | £4900.00 | £980.00 | £5880.00 |
| Publicity and promotion for engagement activities | £3000.00 | £600.00 | £3600.00 |

5 Timetable

| | |
|---|-------------------------------------|
| Activity Planning Role advertised | Thursday 19 th June 2025 |
| Deadline for submission of applications | Thursday 17 th July 2025 |
| Interviews held | w/c 28 th July 2025 |
| Appointment of professionals confirmed | Friday 8 th August 2025 |

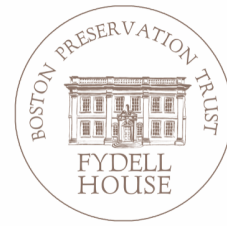
The capital works commence on site in mid-June 2025. Activity delivery is expected to commence in Summer 2025, finishing in March 2027 to enable completion of the evaluation.

6 Fydeall House: History and Significance

Fydeall House is a grade 1 listed Queen Anne style town House regarded by Pevsner as 'The grandest House in town', situated in what has become known as the 'cultural quarter' of Boston. It falls within 150 yards of the Market Place and centre of town and is located within Boston's Conservation Area.

It is one of the earliest 18th-century Houses to survive and believed to have been designed by William Sands of Spalding in 1702/3.

Sir Joseph Banks was a regular visitor to the House when he was a judicial Recorder for the town of Boston in the Guildhall next door, being a friend of Thomas Fydeall Sr.



In 1935 FydeH House was under threat of demolition to make way for an access road to a new building estate. In response, the Boston Preservation Trust was founded and acquired the building to prevent its destruction. The House was then let as a residence for many years until damaged by fire during World War 2 in 1941. For the rest of the war the building was used by the Woman's Voluntary Service. In 1938 the American Ambassador Joseph Kennedy, visited Boston and opened the oak-panelled American room in FydeH House, in honour of the strong historic tie to Boston, Massachusetts.

Direct management of the building reverted back to the Boston Preservation Trust in 2015 after many years as a satellite campus for Nottingham University.

FydeH House's grand six-bayed façade set back from the road is highly aesthetically pleasing. The quality of the stonework and brickwork, which Pevsner considers to be of the best, contribute to its positive impact it has on the setting of the 'cultural quarter' alongside the neighbouring Guildhall. The use of red brick laid in Flemish Bond is indicative of the wider character of Boston's architecture, influenced by the influx of styles and ideals introduced through the town's thriving European trade.

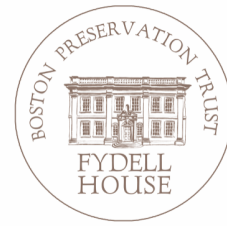
There are no closely comparable examples of listed residential Georgian architecture in Boston and despite the prevalence of unlisted Georgian architecture in Boston, FydeH House is the only remaining Georgian TownHouse in the town with a virtually untouched interior. Many original architectural features have survived including the mid-century Rococo decoration and panels of plasterwork on the staircase walls, protecting this internal plasterwork is intrinsic to this element of its significance. The building's setting within its original accompanying award-winning garden, not listed in its own right, again contributes to its strong sense of place and is an asset not replicated anywhere else in town.

FydeH House is representative of the growth and success of Boston as a market town and trading port in the 18th and 19th-century, and as such has a high degree of historical social value. The FydeH family owned a significant amount of land in Boston area, directly influencing the town's layout and development, even up to the 1960's.

The long rich heritage and impact of FydeH House and those who used it is important to several groups of people and provides opportunities to explore and share aspects of its heritage.

7 Description and Current Condition

The building is now in need of repair. Pointing, flashings, stone and brickwork need repairs and the guttering fixing. Water ingress from our roof needs rectifying and the outbuilding



stabilised. Brick arches in the main cellar need repair. Storm drainage in the cellar requires upgrading and downpipes renewing. Original Rococo wall decoration in the north staircase requires repair and stabilisation. The south staircase has water penetration needing urgent attention. The electrics need renewing and upgrading for heating and lighting. Lead plumbing will be replaced, water supply to the kitchen and toilets will be revised. Stone flags on the ground floor need re-facing.

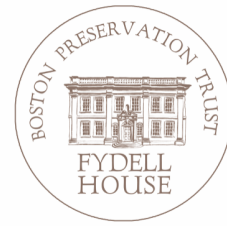
8 Delivery Phase

An activity plan was developed as part of the delivery phase application and a copy of this can be requested. The work to be undertaken in the delivery stage of the project will include:

- Delivery of training for Trustees covering areas such as fundraising, strategic planning, historical research and heritage management,
- Delivery of training for volunteers including research, oral history, food hygiene, health and safety and disability awareness,
- Events such as talks programme, performances on the lawn, wellbeing, Georgian day and launch event,
- Provide a programme of events, activities and learning opportunities for volunteers, students and the local community including craft and education workshops, cultural cuisines, children's book workshop, virtual FydeH House,
- Development of new website,
- Recruit up to 30 volunteers, providing opportunities to participate in research and support the delivery of engagement activities,
- Collect oral histories relating to FydeH House's use as an Adult Education Centre and wartime memories, and investigate appropriate archives to submit the resulting materials,
- Develop partnerships with local organisations and heritage attractions to support the delivery of planned activities.

The property will be closed from June 2025 to Spring 2026 to facilitate the safe execution of the capital works, therefore some of these activities will need to be delivered off-site.

A copy of the activity plan is available upon request. We recommend that you read this when preparing your fee proposal. Please contact Jodie Angove at manager@fydeHhouse.org.uk.



9 Application and Scoring

Submissions should be no longer than 8 pages and should include:

- Details of consultant(s) skills and experience relevant to this brief
- 2 case studies of activity consultant delivery of a similar nature, ideally demonstrating work on National Lottery Heritage Fund or other funded projects
- Methodology as to how you will meet the brief
- Project plan/timetable which breaks this work down and identifies key milestones
- Fee proposal to include clear breakdown of day rate and time allocated for this project
- Day rate for any work which may arise outside of the initial scope of the brief

Submissions will be assessed on a basis of:

| Element | Weighting |
|---|-----------|
| Consultant skills and experience (including case studies) | 35% |
| Methodology (including project plan/timetable) | 35% |
| Fee proposal | 30% |

The three highest scoring submissions will be invited to interview, which will be scored separately.

Please send your responses electronically to Jodie Angove at manager@fydellHouse.org.uk by Thursday 17th July 2025. Email responses should be titled: **Activity Consultant Tender Return**.