



St. Mary's Church, Wirksworth

Faith, Folk Foundations Project: Project Manager Brief

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Interviews: week commencing 11 May 2026

Introduction

St Mary the Virgin Wirksworth is a grade I listed Major Parish Church in central Derbyshire. The PCC is embarking on a project to deliver repairs to the transept roofs, repointing and stone consolidation, repairs to churchyard paths, improvements to heating and lighting systems, and work to reduce our carbon footprint through green energy generation. There will also be a programme of public engagement and interpretation that focusses on the foundation of the early church and town, and the story of Wirksworth through its families alongside opportunities to try hands-on heritage crafts activities.

The project is being delivered with a development phase grant (work to RIBA stage 4 and contractor's tender) through a grant from The National Lottery Heritage Fund, alongside other sources of funding and local fundraising. Permission to Start was granted on 24 February 2026. All procurement will be undertaken in line with UK Procurement Regulations.

This document provides tender information for appointing a consultant to project manage throughout the development and delivery phases. The appointment will be subject to a

break of up to 6 months between the development and delivery phases whilst delivery phase funding is sought.

Scope of work

The Project Manager will help procure and lead a Project Team to deliver the project to determined costs and timescales, whilst complying with all the requirements of The National Lottery Heritage Fund. Responsibilities throughout the contract are:

- Support the PCC to procure the Architect-led Design Team, Interpretation/Graphic Designer, Interpretation and Activity Planning Consultant, Business & Marketing Consultant, Evaluation Consultant, and Fundraiser. The briefs for all these roles must be reviewed by the National Lottery Heritage Fund before they are advertised.
 - Review the structure and procedure for the project, and meetings including; frequency, function, attendees and chair. Record meetings, circulate reports and information. Manage the Project Steering Group alongside the Chair. Convene and Chair the Project Team meetings. Attend Client and Construction Team meetings.
 - Prepare and maintain an up-to-date Project Execution Plan, including the roles and responsibilities of the Client, the Professional Team, the Contractor and specialist sub-contractors and suppliers
 - Establish structures and procedures for programme management, cost and quality management to include; design, procurement, construction and activities. Issue instructions to the Professional Team. Monitor actuals against planned progress
 - Agree project review, approval, variation, reporting and recording procedures with the Client and the Professional Team. Implement agreed procedures
 - Liaise with the Professional Team and prepare regular quality, progress and cost reports. Advise the Client of any decisions required and obtain authorization, including for additional costs, where authority limits are exceeded
 - Operate a project risk register, to identify, analyse and respond to project risks. Notify the key Client contact of any additional risks or non-conformance with the mitigating actions
 - Provide a written progress report to the PCC on a regular basis that covers all aspects of the National Lottery Heritage Fund project
 - Obtain Client approval for changes to the brief, budget, programme or scope raised by the Project Team. Manage change control requests within the Project Team and provide change reports to the Client and National Lottery Heritage Fund
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- Check and recommend to the Client applications for payment for the Professional Team, and other invoices
 - Liaise with the Finance Manager to prepare and maintain cash flow forecasts and other statements monitoring expenditure on the Project
 - Attend quarterly National Lottery Heritage Fund monitoring meetings and coordinate progress reports

- Assist the Client with National Lottery Heritage Fund Progress Reports and Grant Drawdown submissions. Drawdowns are expected to be quarterly during Development with some monthly drawdowns during Delivery.
- Act as a champion for the project, communicating its vision to all involved in its design and delivery, and hold everyone involved to account for delivering the project vision and aims, within the constraints of programme and budget and in line with the PCC's overall vision, values and purpose
- Ensure that all components of the project, including the heritage activities, capital works, and management and maintenance plan, are fully co-ordinated and consistent, so that the project is brought together as a whole with all facets complementing one another
- Support the development of the communication strategy for the project
- Support the PCC in the development of the Delivery Phase grant application and all supporting documentation
- Support the PCC to develop applications for matched funding
- Be aware of and support the requirements set out in the procurement strategy that relate to the benefits for Wirksworth's residents and communities

Additionally, specific responsibility in particular stages includes:

Development phase RIBA 2/3

- Lead on the procurement of the Architect-led Design Team (Structural Engineer, Design engineers, Archaeologist, Ecologists etc.)
- Lead on the tendering for Interpretation/Graphic Designer, Interpretation and Activity Planning Consultant, Business & Marketing Consultant, Evaluation Consultant, and Fundraiser
- Take up the necessary references for each appointment and write the Tender Reports for submission to the PCC and National Lottery Heritage Fund
- Lead on the National Lottery Heritage Fund Mid-Stage Development Review coordinating all presentations and documents to be submitted.
- Co-ordinate and oversee all the work to be undertaken by all the Project Team to deliver the required documents for the delivery phase application.
- Produce and maintain a detailed project Delivery Plan/ Project Gantt Chart.
- Ensure all members of the Project team are aware of the tasks and responsibilities attributed to them. Maintain regular contact with all team members to ensure that any issues are identified with minimum delay and appropriate corrective action is taken where necessary.

Development Phase – RIBA Stage 4 Technical Design

- Monitor and report to the Client on the procurement process.
- With the Design Team, advise on the tenderer's design and construction programmes and method statements.

- With the Architect and QS attend pre- and post-tender interviews and prepare a tender report. Prepare recommendations for the Client's approval.
- Participate in negotiations with tenderers. Agree with the Client adjustments to the tender sum. Prepare recommendations for the Client's approval.
- Support and participate in the Evaluation of the Development Phase

The following activities will fall into the Delivery Phase, subject to funding

RIBA Stage 5 Construction (Subject to delivery phase funding)

- Work with the architect to liaise with the Chair of the Project Steering Committee and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.
- Ensure statutory approvals required prior to start on site are in place
- Receive progress and quality reports from site staff representing the Contractor.

RIBA Stage 6 Handover and Close Out

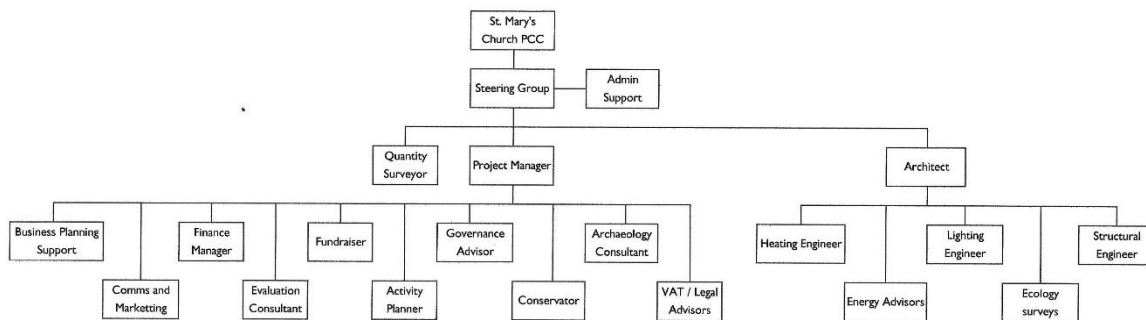
- Liaise with the architect to ensure the preparation and maintenance of a defects administration plan, or similar management tool, to identify the roles and responsibilities of the Client and the Contractor.
- Ensure that the Final Account is prepared in good time.
- Support and participate in the Evaluation of the Delivery Phase

Timetable

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| Development Phase application | Feb 2025 |
| Development Phase starts (Permission to Start) | February 2026 |
| Delivery Phase application | May 2027 |
| Delivery Phase starts | October 2027 |
| Construction starts | Spring 2028 |
| Project Concludes | December 2030 |

Project Organisation Structure

1. Wirksworth Faith, Folk, Foundation Project: Organisation Structure



Break Clause

This project's NLHF funding is provided in two phases. The first is to support the Development phase, lasting approximately 12 months when we plan, prepare price the project, which then feeds into a bid for funding for the Delivery phase of Faith, Folk, Foundation.

Although Development funding has been secured, there is no guarantee of Delivery phase funding. This will depend on the quality of the bid and the evidence generated from the Development phase.

Due to the nature of the project funding and bid process, this Development phase post is for an initial contract. There is potential for extension, by mutual agreement, on success of the initial delivery phase bid (with 4-6 month break during the assessment of the delivery phase bid).

What we expect

Experience

An experienced Project Manager, with a demonstrable track record of

- Managing building projects, working collaboratively with a project board and steering group
- Experience of repair and conservation in listed buildings
- Working with faith communities and voluntary sector organisations
- Working within National Lottery Heritage Fund processes

Knowledge

- Professional qualifications in project management an advantage
- Demonstrable expertise of tender and procurement management

Skills

- Project management skills, including project mapping, cost control, budget management, reporting, stakeholder management and delivery of outputs.

- Written, presentation and verbal communication
- Administrative skills; self-sufficient in effective record management
- IT; MS Project and MS Office applications, and knowledge of National Lottery Heritage Fund portal and processes
- Commercial acumen and negotiation skills
- Time management; able to prioritise and multi-task in order to meet deadlines
- Analytical and problem solving
- Initiative, motivation and ability to think creatively

Personal Qualities

- Outgoing, confident and friendly personality and a good networker – broad background of working with people from all walks of life
- Effective facilitator to professionally service meetings
- Effective communicator and team worker to develop strong working relationships with staff, trustees, directors, mentors, volunteers and external parties
- Assertive and proactive approach to work
- Highly organised with ability to work under own initiative to achieve results
- Demonstrable interest in arts, heritage and culture

Fee

The fee is £70,000 for the Development and Delivery phases excluding VAT. This must include all expenses.

Insurance

The Evaluation Consultant will hold professional Indemnity Insurance cover set at least £1M, Public Liability at £1M and Employers Liability at £5M (if appropriate).

Invitation to Tender

Tenderers should provide a project proposal in response to this brief, which should identify the key issues and include the following:

- Your project method statement, identifying key delivery stages, milestones and dates, as well as details of how you will interface with the project team.
- Time proposed to be allocated to this work and pricing schedule.
- A fixed fee tender fee for the Development Phase work and your suggested fee for undertaking the Delivery Phase, if required (as detailed in 1), along with a daily fee rate.
- Examples of relevant previous projects and CV.
- Extent of Professional Indemnity Insurance or Indemnity Cover.
- Contact details of two referees.

The proposal should identify any additional work required which is not included in the brief and any exclusions from the brief. The appointment will be on a freelance contract, so the

appointee will be responsible for all tax, NI etc. The project will require you to work flexibly, with some areas requiring a greater commitment of hours and some fewer. We would ask the Project Co-ordinator to schedule their time accordingly.

Tender submission

The submission should be in digital format, and emailed to Revd. Neil Griffiths (Team Rector) at neilgriffiths01@btinternet.com by noon on 27 April 2026.

Clarification of questions will be collated and posted to the Wirksworth Team Ministry website by 10 April.

Tender assessment

Tenders will be assessed according to quality and cost, as follows:

- Understanding of the brief and methodology: 30%
- Past experience/project examples: 20%
- Time resource: 10%
- Fee proposal: 40% (to include development and delivery phase).

We will use a robust and consistent method for scoring tenders submitted and this will form the basis for inviting candidate(s) for interview. Interviews are provisionally scheduled for the week commencing 11 May 2026.

Terms of Payment

The consultant is to provide a fixed fee proposal for the development phase (to include expenses) and an indicative fee proposal for the delivery phase work. This indicative fee proposal will be subject to review for the delivery phase.

A payment schedule will be agreed between the consultant and the St. Mary's. For any queries relating to the content of this brief, contact Revd. Neil Griffiths at neilgriffiths01@btinternet.com