

## **Brief for an Evaluation and Monitoring Consultant**

### **St Johns Church (Worksop) Spire Repair to Safeguard our Heritage**

#### **Introduction**

The PCC of St John the Evangelist Church and project delivery group seek to appoint a consultant to coordinate the evaluation and monitoring of the outcomes activity plan and capital works for St Johns Church (Worksop) Spire Repair to Safeguard our Heritage. This is a National Lottery Heritage Funded project, which has recently begun its Delivery Phase.

#### **Project Vision**

To repair the Spire, making it safe and preserving it for future generations.

To remove barriers to accessing the heritage of the Church for members and visitors by creating better access in all its forms – intellectual, cultural, and physical.

To engage children and older people in the heritage of the church through art, interactive history exploration and development of IT skills

The delivery phase runs from January 2023 until the projected conclusion of the project in June 2024

#### **Background to the Project**

St Johns Church Spire is a recognised landmark in the town and has stood for over 150 years and is currently in urgent need of repair. The church is a Grade II listed building with many interesting artefacts.

Funding has been obtained thanks to National Lottery Heritage and will mean the spire can be repaired, allowing the church and its community to continue to function and grow. Our heritage project aims to engage the local community with the heritage of the church as well as linking with the heritage of local people, with their personal memories of family events held in the church over the generations.

#### **St Johns Church (Worksop) Spire Repair to safeguard our Heritage project – next steps**

The capital project is to repair the Spire, this part of the project will be managed by an architect and nominated team members from the Church.

The heritage activity programme will seek to work with local schools and groups linked to the church to promote the heritage of the church through art based projects and to support the

Contact details for the Project Delivery Group  
John Hodgkins, (Chair Project Delivery Group) on 07518 276535 or [hodgkinsjohn2@gmail.com](mailto:hodgkinsjohn2@gmail.com).  
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Address St John's Church, Overend Road, Worksop. S80 1DY

curriculum looking at researching the war memorials and investigating life in WW1 and WW2 . Alongside this, a drop in café style will be promoted for adults within the community that will seek to reduce isolation and loneliness as well as encouraging attendees to develop IT skills and use these to research their own family history as well as supporting the development of information boards, and expanding our knowledge of our heritage.

A Heritage worker will be employed to support the project, reaching out into the community and working with the delivery group.

**Time Scales** these are proposed and may be subject to change

Late May 2023 till Late August 2023 Capital project – repair of the Spire

July 2023 onwards – development of a community style café

Autumn Term 2023 and Spring Term 2024 work with one school ( and church community groups) looking at the heritage of Spire and Stained glass windows through an art based project/s.

Autumn Term 2023 and Spring Term 2024 develop a project looking at the heritage and lifestyles of our community around WW1 and WW2

**OUTCOMES –**

- Increased knowledge of our heritage, creating a resource area promoting the church and its artefacts
- Reduced isolation leading to improved mental health wellbeing within the community
- Create an art display promoting the heritage of the Church specifically the Spire
- Increased use and understanding of IT
- Create a pictorial resource sharing the events local people have celebrated in the church, the completed art works with the school, including research relating to the war memorials

Additional smaller outcomes will come out of work with the church community and include improved parking and the improved grounds surrounding the church building

**The consultant will:**

Create an evaluation framework which identifies benchmark data and outcomes, outlined in the information above, that are expected with delivery of each activity.

Carry out baseline evaluation on site which includes interviewing participants and observing sessions and support the team to develop questionnaires and other evaluation techniques that will further the evaluation and monitoring process.

Provide a quarterly report to the delivery group regarding progress and risks to the project

Draft a full Evaluation Report in collaboration with the delivery group, to be completed within three months of the project ending) keeping to NLHF guidelines.

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### **Management of the commission**

The commission will be managed by the delivery group, who will project manage the project

We expect a commissioning meeting and regular communication throughout the project.

**Fee for the project** £10,000

### **Requirements of the submission**

Detailed proposal should include your approach and methodology for the project appropriate to the heritage activity plan (available on request), plus evidence of your track record.

### **Skills required**

The consultant should have experience and expertise in:

Evaluation of NLHF projects within heritage organisations

Analysis of data, outputs and outcomes

Writing evaluation framework documents to HLF guidelines

Writing up concluding report

We are looking for a consultant with excellent communication skills, and the ability to engage with people with a wide range of backgrounds and skills.

### **Date of submission and timescale**

The closing date for submissions is March 3<sup>rd</sup> The submission should be emailed to [susan.dawson1933@gmail.com](mailto:susan.dawson1933@gmail.com)