



HERITAGE, FUNDRAISING AND COMMUNITY CO-ORDINATOR

Development Phase Tender Brief

Project Title: Saving Grada for the Community

**Tender Opportunity made possible through
Development Phase Funding
From The National Lottery Heritage Fund**

JOB DESCRIPTION

Heritage, Fundraising and Community Co-ordinator for the Church of St Grada and the Holy Cross.

Grade Church is a small building dating back to the 13th Century for which a complete restoration is planned. We need to ensure the sustainability of the building and its fabric going forward by creating links with other cultural and heritage organisations. An income stream needs to be secured by maintaining and increasing our visitor base and arranging regular events and exhibitions. This will ensure the ongoing sustainability and maintenance of this historic rural building. Volunteer building and development is another crucial contribution.

Terms:

- Three years on a self-employed basis. Approx. one year during the Development and Delivery phases of the project and the remainder approx two years after completion of the Delivery phase
- £20 per hour with flexible hours estimated at 300 hours per annum, maximum over three year period 900 hours. It is acknowledged there may be an uneven spread of hours across this time. Attendance at events will require some evening/weekend hours.
- Working from home, driving license or ability to visit church and other locations as required to fulfil the job description





Please note that funding is only available for the Development Phase and there is no guarantee that the work will continue into the Delivery Phase. We estimate that 50-75 hours work will be applicable for the Development Phase.

Job Purpose:

- Assist with preparation of the Activity Plan during the Development Phase of the project
- Organise and attend Open Days during the Delivery phase refurbishment works
- Secure the church's position as a local heritage venue by creating and maintaining relationships with local heritage and historical societies, museums, archives, schools and community organisations and expand on national links already established.
- Co-ordinate a programme of annual events, to ensure the church becomes a well-used space within the community.
- Contribute towards the development and implementation of a sustainable fundraising strategy
- Ensure the church is welcoming to visitors including tourists and walkers
- Liaise with our Digital Creative Director and Developer with regard to interactive and other digital engagement
- Encourage visits from schools with special provision for children with trails/quizzes etc
- Liaise with families whose relatives are buried at the church to research further information to be incorporated into a 3D interactive graveyard scan
- Liaise with environmental organisations for post completion regeneration of the churchyard and byway
- Build local capacity by developing volunteers and community involvement in the maintenance of the building, environmental activity in the byway and churchyard and hosting of events/activities.
- Contribute to fundraising and income generation through events, partnerships and small grant applications
- Maintain regular communication with community groups and stakeholders
- Keep basic records of finances, volunteer involvement and attendance
- Report on outcomes for presentation to Funders



Preferred Skills and Experience

- Ability to work independently; flexible, proactive and self-motivated.
- Good organisation and time management
- Experience in fundraising, event planning, or volunteer coordination
- Strong interpersonal and communication skills
- Understanding of heritage, environmental and community importance
- Willingness to work occasional weekends/evenings
- Basic IT and record keeping proficiency

Submission Details

Please submit a final Tender to Brian Jenkins at the email address below. Any queries prior to submission may also be made using this point of contact.

friendsofstruanandstgrade@gmail.com