



PROJECT SUPPORT OFFICER

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

Client:

Grade Ruan Parochial Church Council ("PCC") in partnership with
The Friends of St Ruan and St Grade Historic Church Buildings ("the Friends")

Project Background

The Church of St Grada and the Holy Cross (St Grade) is a Grade I listed church located in an isolated remote setting on the Lizard Peninsula. Parts of the building date from the 13th century and it was substantially rebuilt in 1862. It has no electricity or heating and is approached by a byway. The church is of historical value and treasured by the community who have raised significant funds for the church to be reroofed and restored.

We wish to appoint an independent Project Support Officer during the Development Phase to provide support to the PCC, Friends, and Lead Consultant in preparation for the Delivery Phase application, monitoring progress during delivery and ensuring that reporting and governance requirements are met.





Scope of Services

Development Stage

Approximate input: 6 days maximum (flexible, as required)

The Project Support Officer will:

- Advise and contribute as required in the preparation/drafting of documentation needed for the Delivery Phase of the Heritage Fund application
- Liaise with Project Finance Supervisor and advise and support as necessary in the preparation of Cash Flow and payment schedules
- Ensure compliance with Heritage Fund reporting and other requirements
- Liaise with the Lead Consultant, Friends, PCC and others involved in the project as necessary

Delivery Phase

Approximate input: Two visits per month over an estimated six to nine month period (flexible as required)

The Project Support Officer will:

- Attend site meetings as required alongside the Lead Consultant
- Monitor progress against agreed milestones
- Support the PCC and Friends in addressing issues or risks as they arise
- Liaise with Project Finance Supervisor and advise and support as necessary
- Assist with preparation of progress reports for the National Lottery Heritage Fund and other funders
- Provide independent oversight and direction to ensure the project is delivered in accordance with the agreed timetable.
- Assist with project completion reports and general compliance throughout



Please note that funding is only available for the Development Phase – the above information relating to the Delivery Phase does not guarantee that the role will extend into the Delivery Phase.

Professional Requirements

- Experience of managing or supporting heritage or conservation capital projects
- Understanding of projects involving listed buildings ideally with experience of churches
- Familiarity of working on projects funded by The National Lottery Heritage Fund or similar public grant programmes
- Strong organisational and communication skills
- Ability to work collaboratively with volunteers, consultants and contractors

Timescale

- Tender and Appointment for Development Phase August 2026
- Development Phase input: August 2026 – May 2027
- Delivery Phase (indicative): Summer/Autumn 2027 onwards, subject to funding approval

Tender Procedure

This opportunity is being advertised in accordance with National Lottery Heritage Fund procurement guidance to ensure an open and transparent process and will include:

- Direct circulation to a small number of known providers
- The Friends of St Ruan and St Grade website
- Social Media
- Find A Job <https://www.gov.uk/advertise-job>

Tenders should include:

- A brief proposal outlining approach and methodology
- Relevant experience and examples
- Proposed fee broken down into Development and Delivery Phases



- Two client references

Selection Criteria

	<u>Weighting</u>
Understanding of the project and brief	25%
Relevant experience including with Heritage Fund projects	35%
Capacity to deliver within the timetable	20%
Fee proposal and value for money	20%

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

