



PROJECT DEVELOPMENT MANAGER BRIEF

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Introduction

St. Andrew's is a Neo-Gothic style, Grade II listed, church with surrounding gardens. It is set within an impressive urban landscape, Thornhill Square, the largest, best-preserved early Victorian square in the London Borough of Islington. It was consecrated in 1854 and is Grade II listed. St. Andrew's is a significant community and heritage asset. It is on the Heritage at Risk Register (Condition Very Bad, Priority A) and is in urgent need of repair.

Situated in a highly diverse part of Islington, the building has become a vital anchor point for the local community – a place of hope, safety and care, open to all, that enables people of all ages and backgrounds to come together to reflect, connect, and deliver social good. Our recent community survey saw local people describe St. Andrew's as a 'haven', 'shelter', 'family' and 'home'.

Through a range of initiatives, each year we welcome 15,000 people to the church and engage a further 3,000 online and offsite. We have a particular focus on children, young people and families, with programmes including a weekly 'stay and play' for under 5s, an active youth group, and regular clothes and toy swaps.

Unfortunately, St. Andrew's has significant age-related structural damage, is badly affected by stone decay and has substantial structural and subsistence issues. Nearby tree roots, softening and desiccation of the soil around the church has caused significant cracking to the North transept, cracking in and around the East Window and cracking to the north façade of the North Aisle. There have been issues with falling stone in recent years – the Church was temporarily closed in 2019 due to falling stone and the spire remains netted off. Without urgent intervention there is a real risk that the building will become unsafe for public use and that potentially the heritage could be lost from community use forever.

St. Andrew's is currently opening a new chapter in the life of the church, with exciting plans to:

- Repair the building's exterior, safeguarding it for generations to come
- Update and adapt the interior space, making it more accessible and flexible for our local residents
- Create more opportunities to serve and support our amazing community through engagement and support activities



St. Andrew's Church wishes to procure the services of an experienced Project Development Manager to lead this next stage of the project and meet the outcomes set out below.

The Brief

To lead and co-ordinate all aspects of the St. Andrew's 'My Barnsbury: Past, Present, Future' NLHF project for St Andrew's Church and drive forward project and programme development.

- Reporting directly to the Rector of the Parish, advising on project strategy and effective project development with the aim of obtaining further capital funding.
- Coordinating the monthly meeting of the Building Development Committee. In collaboration with the Rector and the Chair of the Committee, develop and circulate agendas.
- Providing a monthly report including progress, risks and issues.
- Highlighting and advising on key project strategic decisions.
- Overseeing the project administration and keeping effective records including management of the project programme, risk and issue log and minutes of meetings.
- Support the recruitment process for supporting consultants and freelance practitioners to deliver the project, specifically: Business Planning Consultant, Community Engagement Practitioner, Fundraising Consultant, Creative Practitioner, Design team and Evaluator.
- Line manage the supporting consultants and freelance practitioners, being the day-to-day point of contact and providing advice, guidance and overarching project support.
- Support the Community Engagement and Creative Practitioner in delivering the pilot community engagement heritage project. Build effective relationships with stakeholders, partners and community collaborators.
- Support the Fundraising Consultant in developing and delivering the funding plan and fundraising activity. Feed information into funding bids as required. Attend stakeholder cultivation events and prospect fundraising activities as required.
- Support the Business Planner in developing the business plan including providing access to earlier studies and development work.
- Support the Design team including facilitating access to the building as and when required and feeding into design proposals to ensure community need and preference is represented.
- Plan, organise and host community consultation events testing initial design and activity ideas with the local community.



- Lead on evaluation and monitoring of the project.
- Providing reports to NLHF as and when required.
- Leading on marketing and publicity of the project, promoting opportunities to get involved and communicating progress and success stories via the local press, key local stakeholders, website and social media.
- Producing an Environmental Manifesto for the project, detailing how the project will stick to low carbon principles that have minimum negative impact on the environment.

Budget

The budget cost for this work is £20,000. The appointed practitioner will be expected to deliver within this budget.

Timetable

The indicative timeframe for the work is as follows:

Fee proposal return – 11.59pm, Friday 12 April 2024

Interview – Monday 22 April, in-person

Confirmation of appointment – April 2024

Contract begins – ASAP

Contract complete by – March 2025

Contact details for questions and submission of tender

Rachel Walker, Parish Administrator, admin@standrewsthornhillsquare.org.uk

Tender Process

Interested parties should submit:

- An expression of interest, outlining your understanding of the project brief and how you would approach the work, including method and approach
- A fee proposal for the work detailing number of days/task allocation
- Information about your skills and relevant experience
- A recent case study example
- Contact details of two referees



Project particulars

Equal Opportunities

The project must seek to enable easy access for people with disabilities or limited mobility. Particular user groups that will need to be catered for including older people and parents with young children. Provision should also be made for wheelchair use and for people with limited or partial sight. All aspects of the project must meet the provisions of the Equality Act.

Climate Emergency

- Where possible, materials specified in the project should be obtained from sustainable sources. The project should seek to ensure minimal ongoing use of resources such as water, energy and chemicals.
- Where possible, high quality recycled materials should be used.
- Of particular importance will be consideration of whole-of-life costs associated with the project and the implications for future maintenance.
- Consideration should be given to sustainable transport and environmental impact generally for events and activities.

London Living Wage

St. Andrew's Church requires that London Living Wage is paid by organisations employed by the Church and those which are sub-contracted by such organisations, for all staff who are working within the London area. If you are sub-contracting or working with employees as part of this project, please include in your fee proposal a statement regarding whether you will be paying London Living Wage.