



Architect – Invitation to Tender

The Parochial Church Council of the Ecclesiastical Parish of Ottery St Mary wishes to appoint an Architect to lead the development of the capital works proposals for the Development Phase of *Under One Roof*, a project supported by The National Lottery Heritage Fund.

Widely recognised as one of the most important medieval parish churches in England, it is described by Pevsner as among the country's "top 15 churches" and is a defining landmark within the town. Despite its significance, elements of the church's historic fabric are currently at risk, particularly the south choir roof, where water ingress threatens important medieval timbers and masonry.

The project centres on urgent capital works to repair the south choir roof and associated masonry, safeguarding the historic structure and preventing further deterioration. Alongside these essential works, the project will improve physical access to key heritage features, including the church tower, enabling a broader and more inclusive visitor experience.

The appointed Architect will have overall responsibility for developing the capital works proposals for the Development Phase and preparing the project for Delivery Phase implementation.

The contractor will be expected to:

- Develop a detailed understanding of the church's architectural significance, condition, constraints and opportunities for repair, adaptation and improved access
- Commission and manage all necessary surveys, investigations and specialist consultant inputs required to inform design development
- Support the appointment, coordination and management of the wider design team, including structural, services and specialist conservation consultants as required
- Develop capital works proposals through the appropriate RIBA work stages to RIBA Stage 4 (or equivalent level sufficient for tendering and Delivery Phase submission)
- Ensure proposals are fully coordinated with interpretation, access and activity planning objectives to deliver a cohesive visitor and heritage experience
- Prepare and coordinate applications for all required statutory permissions, including Faculty, DAC approvals, planning and listed building consents where required
- Develop Tender Brief(s) and procurement documentation for Delivery Phase lead contractor(s) in accordance with Heritage Fund procurement requirements
- Prepare robust costed design information for inclusion within the Delivery Phase application
- Prepare a Management and Maintenance Plan in line with Heritage Fund guidance

- Prepare a Conservation Management Plan in line with Heritage Fund good practice guidance
- Work collaboratively with the Project Manager and wider consultant team to ensure design development aligns with project outcomes and approved purposes
- Contribute to The National Lottery Heritage Fund Development Phase review and progress meetings as requested
- Support the preparation of material required for the Delivery Phase application submission
- The Architect will be expected to attend regular project meetings (online and/or in person as required)
- All work must align with The National Lottery Heritage Fund requirements and guidance
- The Architect will be required to collaborate closely with all appointed consultants and project partners
- All materials produced as part of this commission will be the property of the PCC of Ottery St Mary
- The Architect will be responsible for their own tax, insurance and statutory obligations
- The Architect must hold appropriate professional indemnity insurance and relevant professional accreditation (ARB registration essential; RIBA and/or AABC/SCA desirable)

5.0 Experience, Knowledge and Skills

We are seeking an Architect who can demonstrate:

- Significant experience delivering conservation-led architectural projects involving Grade I or similarly significant listed heritage assets
- Experience of leading architectural design and contract administration for projects funded by The National Lottery Heritage Fund
- Experience of ecclesiastical architecture and working within faculty jurisdiction processes
- Strong understanding of building conservation philosophy and best practice
- Experience coordinating multi-disciplinary consultant teams
- Experience of developing tender-ready information and costed capital works packages
- Knowledge of accessibility and inclusive design in historic environments
- Excellent communication and stakeholder engagement skills
- Ability to work collaboratively with community organisations, volunteers and non-specialist stakeholders
- A strong understanding of the opportunities and challenges of church heritage
- The Architect will be responsible for their own tax, insurance and statutory obligations
- The Architect must hold appropriate professional indemnity insurance and relevant professional accreditation (ARB registration essential; RIBA and/or AABC/SCA desirable)

It is anticipated that, subject to Delivery Phase funding approval, the Architect would be re-contracted to deliver the capital works through construction and completion.

Application Process

Applicants are invited to submit:

- A brief methodology (maximum 3 sides of A4) outlining their approach to delivering the brief
- A fee proposal, including breakdown of costs and indicative allocation across RIBA stages
- CV(s) of key personnel
- Examples of up to three relevant projects undertaken within the last five years
- Contact details for two referees

Submissions should demonstrate a clear understanding of the project, its context and ambitions, and how the contractor will contribute to achieving these.

Submissions and requests for further information should be sent to Liz.tapper@live.co.uk to arrive no later than **30th October 2026**, for appointment to start in November 2026 with submission of development phase application in November 2027