



Project Manager – Invitation to Tender

The Parochial Church Council of the Ecclesiastical Parish of Ottery St Mary wishes to appoint a Project Manager to support the Development Phase of The National Lottery Heritage Fund supported project, *Under One Roof*.

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 project also includes a comprehensive programme of interpretation and engagement, repositioning the church as a dynamic heritage destination and the natural starting point for visitors to the town.

Scope of Services

- Manage the Development Phase of the project, coordinating the activities of the project team to ensure work is completed on time and in budget in line with the project plan and achieves the objectives defined as the 'Approved Purposes'.
- All work must align with The National Lottery Heritage Fund requirements and guidance
- The Contractor will be responsible for their own tax, insurance and statutory obligations

Experience, Knowledge and Skills

- Experience of project managing the Development Phase for major projects funded by The National Lottery Heritage Fund
- Have experience of developing and delivering heritage projects in a Church or faith setting
- Have experience of successfully writing Delivery Phase applications
- Have excellent interpersonal skills and can work with people from a wide range of backgrounds
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Applicants are invited to submit:

- A brief methodology (maximum 2 sides of A4) outlining their approach to delivering the brief
- A fee proposal, including a breakdown of costs and allocation of time
- CV(s) of key personnel
- Examples of up to three relevant projects undertaken within the last five years
- Contact details for two referees

Submissions and requests for further information should be sent to Liz.tapper@live.co.uk to arrive no later than **24th October 2026**, for appointment to start in November 2026 with submission of development phase application in November 2027