

Town and Cinque Port of Sandwich

Town Clerk's Office
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SANDWICH TOWN COUNCIL / SANDWICH TOLL BRIDGE FUND "SANDWICH HERITAGE DEVELOPMENT OFFICER" INVITATION TO TENDER

Invitations are invited from suitably qualified and experienced project development workers to tender for work that helps to deliver the "A New Vision for Sandwich: Guildhall Project".

Working to Sandwich Town Council Clerk, provide "project management" support for:

1. A New Vision For Sandwich: Project Board (PB)

Working in partnership with all PB members, in particular KCC and DDC:

- Research, analysis, production of draft reports, bids, and project development specifically for the Stage 1 "Guildhall" Heritage Lottery Fund bid, working with Project Officers from Dover District Council;
- Contact forging and relationship management of stakeholders, and relevant entities, organisations, businesses, etc. that are needed to build the case and deliver on success;
- Communicating project progress to stakeholders, residents; masterminding of public consultation exercises, analysing results and feeding these back to PB, answering enquiries, ensuring Town's website reflects project progress and acts a tool for on-going feedback; and
- Project Board Secretary: coordinating meetings, minutes, action plans, ensuring timely follow-up.

2. Management and Promotion of "New Guildhall Museum"

- Ensure development plans for Museum are incorporated into the Stage 1 "Guildhall" Heritage Lottery Fund Bid, and that the Museum's full potential is harnessed using the wider scope of "A New Vision for Sandwich Project";
- Oversee the delivery of the Museum Heritage Lottery Bid improvements already underway;
- Supervision of volunteers, ensuring the effective day to day running of the Museum; and,
- Mastermind the marketing of the Museum to increased visitor numbers, review and production of promotion materials via website and leaflets, in media, and coordinate an "opening event" to launch the refurbished Museum

Competences;

- Stakeholder Management/Representational;
- Communications/Presentational Skills;
- Drafting – production of high level reports;
- Strategic Analysis;
- Results Drive;
- Management/Teamwork;
- Preparation of funding bids (ideally with the Heritage Lottery Fund)

Ability to work with minimal supervision, take initiative, represent the town at meetings, and make presentations to Project Board, Sandwich Town Committee and Council meetings.

3. Timescales

The contract will commence as soon as possible (no later than the 1st May) and will last for six months.

4. Remuneration

A fixed price fee of £14,000 is offered for this position to be inclusive of all costs, including any VAT payable. Payment will be on a monthly basis by cheque in arrears.

5. Content and submission of tenders

Returns should be no more than 4 pages and include:

- your CV
- any experience of similar projects
- details of 2 referees from previous work

Please submit 2 printed copies of the tender and an electronic copy to:

Miss Laura Fidler
Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund
Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent, CT13 9AH
Tel. 01304 617197

The closing date for submissions will be 9am on Tuesday 18th April.

8. Assessment of tenders

Interviews will be held during the week commencing 24th April 2017.