



Sinai
PARK HOUSE

Invitation to submit an expression of interest.

Project Manager – National Lottery Heritage Fund Development Stage application process

05/02/2024

Job Purpose: To lead and manage the preparation of a development stage application to the National Lottery Heritage Fund for the 'Re-Sourcing Sinai' project from Sinai Park House Trust. This role has been funded from our reserves and support from our corporate sponsors Hozelock and Brookes and Co. Our deadline for submitting this application is 28th May 2025 to meet NLHF deadlines so the project manager will be responsible for ensuring all project objectives are met within the specified timeline and budget.

Background to Sinai Park House Trust (SPHT)

See website for further information. www.sinaiparkhouse.co.uk

Vision: To create a retreat from the ordinary. A place to pause and rest, a place of restoration and sanctuary.

The SPHT's Purpose: Through restoration, giving people a place of sanctuary and the opportunity to pause and rest.

Sinai Park House Trust aims to achieve its purpose through the following:

- To advance the understanding and appreciation of Sinai Park House through the restoration and preservation of the south and west wings;
- To promote traditional building skills through the restoration and preservation of Sinai Park House (south and west wings);
- To provide learning activities for a range of audiences within the restored buildings and historic grounds.
- To provide opportunities for rest, recuperation and spiritual restoration for those in need due to the challenges of their work caring for others or those who have suffered mental and physical health challenges.

Background to the role.

In 2023 the Sinai Park House Trust received £51k from National Lottery Heritage Fund to prepare a viability and options appraisal for a restoration of the buildings and find a viable usage. This work took place over the next 12 months and since then the Trust has submitted an Expression of Interest to NLHF and been invited to apply for development stage funding in May 2025. We now have a strong basis of understanding and a revitalised board with five new members joining in 2024, to proceed with this application.

Key Responsibilities:

Project Planning and Management:

- Develop and implement a detailed project plan for the development stage.

- Coordinate and oversee all project activities, ensuring they align with the project objectives and timelines.
- Manage project budgets, ensuring all expenditures are tracked and reported accurately.

Stakeholder Engagement:

- Liaise with key stakeholders, including community groups, heritage professionals, and funding bodies.
- Organize and facilitate stakeholder meetings and consultations.
- Ensure effective communication and collaboration among all project partners.

Research and Documentation:

- Conduct necessary research and surveys to inform project development.
- Prepare and submit the application and all supporting documentation (See Appendix A for full list) to the National Lottery Heritage Fund.
- Ensure all project documentation is maintained and accessible.

Risk Management:

- Identify potential risks to the project and develop mitigation strategies.
- Monitor and report on project risks throughout the application preparation stage.

Team Leadership:

- Lead and manage the client project team, providing guidance and support as needed.
- Assign tasks and responsibilities to client team members, ensuring they are completed on time and to a high standard.

Qualifications and Experience:

Essential:

- Proven experience in project management and bid writing, preferably in the heritage or cultural sector.
- Experience with National Lottery Heritage Fund projects.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Experience in budget management and financial reporting.

Desirable:

- Knowledge of heritage conservation and management.
- Relevant qualifications in project management or a related field.

Personal Attributes:

- **Leadership:** Ability to lead and motivate a team.
- **Attention to Detail:** Strong focus on accuracy and detail.
- **Problem-Solving:** Ability to identify and resolve issues effectively.
- **Collaborative:** Ability to work collaboratively with a diverse range of stakeholders.

Reporting:

Reports to: Client Project Team

Direct Reports: Laura Wigg-Bailey

Terms and Conditions:

Contract Type: Part-time 8 days per month between Feb 2025 and May 2025

Location: Work from home, online meetings available, occasional site visits

Working Hours: To suit Post holder and agreed meeting dates with client group and other professionals.

Application: We invite Expressions of Interest for this role to be submitted to laura@sinaiparkhouse.co.uk before midnight 14.02.25 to include

- An up-to-date CV
- Brief covering letter (max 500 words)
- Confirmation of day rate

Appendix A

List of supporting documents for the development phase:

1. Timetable for the development phase

This should be a detailed timetable for the development phase of your project. This is a **mandatory** document for all development phase projects.

2. Risks for the development phase

This is a document, known as a risk register, which tells us about any risks to the development phase of your project and how they will be managed. This is a **mandatory** document for all development phase projects.

3. Timetable for delivery phase

This should be a summary timetable for the delivery phase of your project. This is a **mandatory** document for all development phase projects.

4. Risks for the delivery phase

This is a document, known as a risk register, which tells us the risks to the delivery phase of your project and how they will be managed. This is a **mandatory** document for all development phase projects.

5. Main risks document for after the project is completed

This is a document to tell us about the main risks facing the project after it has been completed and how they will be managed. This is a **mandatory** document for all development phase projects.

6. Accounts

You must provide your most recent audited or accountant verified accounts for the last three years. We would also like to see your management accounts for the last three years. Accounts need to be:

- in the **legal name** of your organisation
- **dated**
- signed with a **handwritten signature**; this does not include digital signatures
- Include the **title** of the person who is signing them. This person must be a director, trustee, accountant, or other senior figure in your organisation.

If your organisation's accounts are older than 18 months, you must also provide three months of your most recent bank statements. This should be the three months before the date you submit your application.

If your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a signed letter from your bank confirming that your organisation has opened a bank account.

We do not need to see your accounts if you are a public organisation, for example a local authority or university.

This is a **mandatory** document for all development phase projects unless your organisation is exempt from providing them.

7. Detailed cost breakdown

You must provide a spreadsheet detailing the costs you outlined when completing the project costs section of your application.

We require a detailed spreadsheet of project expenditure and income, with reference to the budget headings used in your application, itemising each aspect.

This is a **mandatory** document for all development phase projects.

8. Partnership agreements

If you plan to work with a partner to carry out your project, you will need to provide a partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. This document should reflect the needs of your project and you may need to seek independent advice on how to best write an agreement.

A partner is another organisation or third-party body that is integral to the delivery of your project, for example the owner of an item, building, land or collection that is involved in your project. Partners are not subcontractors. They will take on an active role in the project and will be involved in the project. They will help to report on progress, attend regular partnership meetings and support project evaluation.

9. Job descriptions

If you plan to recruit new staff or apprentices to help you deliver your project, you need to provide a job description for each new post. Each job description should include the proposed salary and working hours.

10. Briefs for commissioned work

Briefs describe any work you plan to commission during the development phase of your project. If you are commissioning work, for example, from an artist or an architect, then you should upload a brief.

The brief should describe the works, how long they will take, and how much they will cost.

For fees over £10,000 you should get three competitive tenders or quotes. For fees over £50,000 we will expect you to provide proof of the competitive tendering process.

11. Images

You should provide up to six images that help illustrate your project. For example, an image of a map of the area showing the locations involved in your project, if it is taking place across more than one place or across a large area.

Please make sure you have all the permissions required to share these with us, as we may use these to tell people about your project, including our decision makers. If your project is successful, we may use any images to promote your project.

12. Evidence of support

You should provide up to six pieces of evidence of support from other organisations or individuals who are committed to helping deliver your project or are key to your project's success. This could include:

- permission from landowners to access sites
- confirmation from a local museum that they will host your exhibition
- confirmation from a local community group that their members will take part in your planned activities
- offers of support from other funding organisations
- independent valuations for land, buildings or heritage items you intend to buy

We do not need to see general statements in support of your project.

13. Calculations of full cost recovery included in your development phase costs

If you have included full cost recovery as a cost heading in your project costs, you must provide a document that shows how you have calculated this. Costs should be proportionate to the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the funded project in a new post.

We cannot accept applications that include full cost recovery from public sector organisations (for example, government-funded museums, local authorities or universities).

14. Business plan

You must submit your organisation's current business plan. A business plan is not the same as a project plan. It focuses on the overall organisation and not specific project activities.

If you do not have a business plan, please upload the document you work with to manage your heritage. If you are an organisation which manages multiple sites or are, for example, a Local Authority, upload the documents most relevant to the heritage. This is a **mandatory** document for all development phase projects.

15. Condition survey

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document to tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition.

The survey or report should also indicate the relative priority of the proposed works so you know which are the most critical and need to be tackled most urgently. There are other types of survey which could take place, such as a building performance and energy efficiency survey.

16. Ownership documents

If you are planning any capital works, or intending to purchase land, buildings or collections, please provide copies of any relevant ownership documents. For example, Land Registry ownership documents or a lease or heads of terms.

Heritage Enterprise supporting documents

If you are making a Heritage Enterprise application, you should also upload:

- a viability appraisal that provides a reasonable indication of the conservation deficit
- design specification for any capital works to be undertaken during the development phase
- Two or three of the most recent and relevant documents that describe the vision and strategy for the area, if applicable. For example, documents from the local development framework, area action plan, master plan, regeneration strategy or tourism strategy.