

# Appointment Brief for the Resilient Heritage Fundraising Commission

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## 1. Introduction

St John's Hoxton, a Church of England church in the Diocese of London, is located in the centre of Hoxton in the London Borough of Hackney, immediately north of the City of London. The church, which is Grade II\* listed, was built in 1826 to the design of one of Sir John Soane's students, Francis Edwards.

These days the church has a growing and vibrant congregation. As well as providing worship services on Sundays and throughout the week the church is engaged in numerous community focused projects including Hackney Food Bank, Hackney Citizens and Friends of St John's. The church website is a great place to start when finding out more about the church [www.stjohnshoxton.org.uk](http://www.stjohnshoxton.org.uk).

## 2. The Re-Pitching the tent Project

Since 2010 St John's has been working on proposals to improve, restore and in places redevelop its site. The intended work can be broken down into 5 distinct aspects:

- i. Fully restore the church internally and externally and provide new facilities to make it fully accessible and fit for purpose for a modern worshipping community.
- ii. Provide a new Church Annexe adjoining the north side of the existing building to provide space for church, school and community use.
- iii. Reorder and improve the crypt space to allow it host a range of commercial and creative enterprises.
- iv. Build a new staff accommodation block to provide a new Vicarage with staff flats provided above.
- v. Build a block of mixed tenure housing as the church's response to the effects of the housing crisis in Hoxton.

The plans are currently at a Pre-application design stage. More details on these can be found in the pre-app report and drawings via the link on the Community Consultation and Scoping of Heritage Proposals appointment webpage.

## 3. Resilient Heritage Project

St John's has been awarded an HLF Resilient Heritage grant to improve both the current performance of the church and also prepare it for entering into the development phase of the capital works project. This application is for 6 distinct packages of work:

- i. Community Consultation and Scoping of Heritage Proposals
- ii. Fundraising
- iii. Outline Business Plan
- iv. Environmental Study
- v. Organisational Resilience
- vi. Heritage Impact Assessment

Each of these studies will consider both of the following:

- i. Improve the current workings of the church by putting forward systems that will enact change in the short to medium term.
- ii. Review the building development proposals and make clear recommendations that can be progressed during the capital project's development phase.

Each of the 6 commissions have areas where they will overlap with some, if not all, of the others. We expect some organisations to be capable of delivering more than one of these packages and in those cases would like to hear about the potential for combining elements of work.

#### 4. The Fundraising Commission

1. Develop a fundraising strategy that considers a range of potential fundraising streams including, but not restricted to: church member giving, fundraisers, major donors, online initiatives and major grant applications. The succinct strategy document (max 5 pages) will involve at least one draft for comment and will include a clear timeline and fundraising targets.
2. Create a list of key grants that St John's should target for:
  - a. Activities to be run at St John's in the short and medium term. This will be a list of 5-10 grants that considers a range of areas where St John's is already active including community sports events, community music events and running youth programmes.
  - b. Grants suitable for the future capital project. This will be a list of 5-10 grants that could be in support of an HLF Heritage Grant.

For each grant provide details of available size of grant, funding deadlines, award notice period and outline the key applicant requirements.

3. Prepare an HLF Heritage Grant Round 1 application for the church redevelopment project, for St John's to submit by the 8<sup>th</sup> September London region submission deadline.
  - a. This work will require interaction with the other commissions listed in the project plan: the community consultation, organisational resilience, business plan, environmental study and the heritage impact assessment. Each commission is designed to assist in the successful delivery of the R1 Heritage Grant application.
  - b. Completion of the Round 1 online application form (this will be predominant led by the fundraising commission but some direct input will be provided by the community consultation, business plan and environmental commissions in the relevant sections).
  - c. Gather and upload the additional documents from the separate commissions in support of the application.
  - d. Work with the project intern who will assist in the delivery of the application.
4. Produce an outline guidance document and deliver 2 training sessions of 2-3 hours each that will help St John's personnel (both staff and volunteers) in submitting fundraising

applications. This will cover how to successfully deliver the administration of grant funded projects, including:

- a. How to provide funders with adequate reporting
  - b. How to design systems to monitor and evaluate the outcomes of the grant
5. Deliver 4 small group presentations/workshops of 1-2hrs for St John's staff members and church volunteers to look at ways in which church members can get involved in fundraising including: raising church member giving, running fundraisers and hosting major donor events.
  6. Produce a brief for a potential part time fundraising role for the church and provide recruitment recommendations.
  7. Collect data, including participant feedback where appropriate, throughout the commission to inform a project evaluation report at the conclusion of the project.

## 8. Project Timetable

Refer to the final page of the Project Plan and Programme found via the link on the Community Consultation and Scoping of Heritage Proposals appointment webpage.

## 9. Tender information

### 6.1 Tender Requirements

- Proposed methodology, programme and timescales
- Details of relevant experience of working in comparable areas
- CV of the Consultant(s)
- Fee proposal for undertaking this work, fully broken down into work stages and tasks including a cost breakdown giving the daily rate of the consultant's expenses and VAT if applicable.

You may include images, plans or any other form of graphical illustrations you feel may help to illustrate your proposal.

### 6.2 Tender budget and evaluation

The chosen consultant will be selected based on:

- Understanding of the brief
- Proven experience
- The method proposed and assessment of the key issues to be addressed in the commission
- Fee Proposal

## 10. Management of Commission

The commission will be managed by the project manager Rob Quail, [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)

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## 11. Fee

There is a budget of £9,000 for this work.

## 12. Terms and Conditions

We will require evidence of Professional Indemnity insurance cover

## 13. Further Information

Additional documentation attached:

- Project Plan
- Project Programme
- Capital scheme Pre-app report

For further information, please contact Rob Quail on [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)

Tours of the site can be arranged with sufficient notice.

## 14. Closing date

The closing date for submissions is Friday 9<sup>th</sup> June. Interviews are likely to be held on June 14<sup>th</sup> (am or pm) or June 16<sup>th</sup> (am) with the appointment made by the end of that week.

## 15. Submission

Please email tender proposals to Rob Quail at [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)