



Project Delivery Coordinator
Period of contract: 1 Jul 2025 – 29 May 2026

Invitation to Tender (ITT)
for
The Sidney Nolan Trust



Project Delivery Coordinator

Submission of Tenders: **9AM Monday 9 June 2025**

Any queries relating to this tender should be submitted via the
Sidney Nolan Trust email - sophie@sidneynolantrust.org

Issue date: 20 May 2025

1.0 Project overview and context

1.1 Introduction

The Sidney Nolan Trust is looking for a **Project Delivery Coordinator** to help us deliver our master planning and transformation project. The project is funded by the National Lottery Heritage Fund.

The pieces of work that will pave the way for transformational change are:

- 15-Year Masterplan
- Building Surveys, Inspections, and Visualisations
- Audience and Stakeholder Engagement
- Audience Development Plan
- Business Case and Feasibility Report
- Fundraising Strategy
- Pilot Activities
- Oral History Project
- Evaluation

The Coordinator role will join us at the project initiation and work with us, supporting across all the activity strands, through to the final reporting, evaluation and completion of the project

We are a small, trustee-governed charitable Trust and this role will be key in adding capacity and resource to our current team - and in coordinating other consultants, appointed as part of the project activity, to develop a masterplan that will unlock the future potential of the site.

1.2 Vision, Purpose and Values

Our VISION is to share the character, wildness and beauty of our rural setting on the borders of England and Wales, and the deep history of our sites, working collaboratively to enable powerful and human encounters: with heritage, the creative spirit and the environment.

PURPOSE:

In the ancient and beautiful landscape of the England-Wales borders we enable inspiring encounters with the arts, heritage and our environment inviting the creative spirit in everyone, of all ages and backgrounds.

Fulfilling the visionary legacy of Sir Sidney Nolan, who made The Rodd his final home, we steward and share an internationally significant collection of his art, archive and library.

We offer arts, community, and learning programmes at:

- The Rodd, a 17th century house and grounds that has been a place for artists and creativity for over a hundred years
- The Bleddfa Centre, a place for creativity and community in the remote village of Bleddfa in Powys in Mid Wales

Grounded in our communities and the rich history of our places, we work collaboratively to connect locally, regionally and worldwide, using art and ideas to explore the complexities of the past and present, and address the challenges of the future.

Our VALUES are inspired by the character, convictions, and visionary intentions of Sir Sidney Nolan and Bleddfa founder James Roose-Evans and the ways in which they found meaning

Art and Creativity – to celebrate, explore and enable the practice of art and creativity of all kinds, and to ensure that these qualities inform all our work

Adventure – to be brave and have fun, seeking and sharing new experiences, approaches and perspectives, welcoming challenges and debate

Connection – to bring people together to exchange ideas, knowledge and skills, to contribute to a larger whole through building partnerships and networks

Feeling – to inspire and support the experience of emotion in our places and programmes and aspire to generosity and curiosity in all our encounters

Openness – to encourage insight and understanding through diversity of approach, working across accepted divisions and specialisms

Stewardship – to care for, manage and develop the heritage, collections and landscape we look after for the benefit of present and future generations

1.3 Background information

The Sidney Nolan Trust is a registered charity, founded by the Australian artist Sir Sidney Nolan (1917-1992) in 1985 as a rural centre for the arts in the grounds of his home at The Rodd, a 13th century historic estate on the Herefordshire Wales border. Nolan was a leading artist of the 20th century and an influential pioneer of modernism who settled permanently in the UK from 1953, becoming a major figure in the British art world. Known for his experimental style and use of materials he explored global themes of place, culture and human experience. The Trust cares for and enables access to an internationally significant collection of Nolan's art, photography, and his extensive archive and library.

As well as the Grade II* listed Jacobean manor house of Rodd Court, the site contains Nolan's studio expertly conserved as it was at his death, 18th century and modern farm buildings, a refurbished barn gallery space, workshops, the Trust's offices, surrounding grounds with kitchen garden and orchard, and one-bedroom 4-star holiday accommodation Orchard Cottage. Rodd Farm and estate extend to 180 acres of farmland, semi-ancient natural woodland and the Hindwell Brook. Rodd Court itself has significant ongoing repair and maintenance costs, so is not being utilised to its full potential.

In 2023 the Sidney Nolan Trust merged with the Bleddfa Trust, another well-established rural arts charity in the remote village of Bleddfa in Powys, some 10 miles from The Rodd. The Bleddfa Centre was founded in 1974 by award-winning theatre director, priest and author James Roose-Evans (1927-2022) and delivered vibrant arts programmes from concerts to exhibitions and talks. It is an important community and creative hub for a dispersed population and Sidney Nolan Trust is

working with the local community and partners to rebuild programmes in the Centre's historic buildings - the former 19th century schoolhouse and a magnificently converted barn event space, both adjacent to the 13th century Church of St Mary Magdalene at the heart of the village.

Both sites have ancient roots which add to their spirit of place. The word Rodd/Rode, meaning in Old English 'a clearing in a wood' has been used to describe this site since the early 13th century. Around the same time, it became the name of a prominent local family and c1600 William Rodd began the construction of what is now Rodd Court. The Rodd is eleven miles from the Walton Basin. Which archaeological excavations suggest was one of the most important Neolithic ritual landscapes in Britain, comparable in date and scale to Stonehenge.

Likewise Bleddfa's origins date to the medieval period - Blaidffau in Welsh means 'the abode of wolves' and wolves were still to be found in nearby Radnorshire Forest until Tudor times.

The Trust's ambition is to care for, develop and widely share the offer of their sites, grounded in the character and deep history of the England Wales borders. There is significant inherent potential across built, natural and cultural heritage of local, regional and international importance. Alongside this are significant maintenance, underdevelopment and sustainability issues to address in the built and natural heritage to increase access, engagement and positive impact for the organisation. The Trust is looking to build a project team with the skills, experience and motivation to support a robust and transformational masterplanning process that will address the challenges and opportunities to shape a thriving and sustainable future.

1.4 Programme timeline

July 2025 to end of May 2026 – some key activity milestones are noted below

Jul 25 – commencement of masterplanning, evaluation, project management, monitoring and reporting systems

Jul-Sep 25 -volunteer recruitment, site/strategy sessions, plan and delivery of pilot activities, fundraising consultancy underway, oral history project commences

Aug 25 – communications plan, site photography and video

Sep-Oct 25 –volunteer/community oral histories, public consultation focus groups, building surveys

Nov 25 – mid-term report to the National Lottery Heritage Fund, comparator site visits, partnership building, fundraising events

Dec 25- Jan 26 – options appraisals prepared and reviewed, delivery of oral history outputs

Feb 26 – impact assessments, design of management, maintenance and ops plan, strategic business planning

Mar 26 – oral history assets uploaded, made available, development strategy and investment planning

Apr 26 – activity strand reports complete, activity and reporting/monitoring completed

May 26 - final reporting, evaluation and completion

2.0 REQUIRED SERVICES

2.1 Project Delivery Coordinator

2.1.1 Role, Scope and Responsibilities

The Project Delivery Coordinator will be required to work for the Sidney Nolan Trust as key coordinator managing and supporting the project in line with National Lottery Heritage Fund guidelines and investment principles, as well as the ambitions of the Trust staff, volunteers, and Trustees. We expect the contractor to work closely with the Sidney Nolan Trust staff and trustees, and the wider project team and stakeholders throughout the development and delivery of the project.

We require the contractor to undertake the following:

- Provide project management and delivery support, including contractor and stakeholder liaison and management
- Produce a project timeline for the activities and monitor and report on progress in collaboration with the project team
- With the project team set and track key performance indicators including engagement and undertake regular reporting to the National Lottery Heritage Fund and SNT Director and Trustees
- Oversee, monitor all aspects of compliance and Health and Safety for the project activity, keeping appropriate records
- Manage and monitor project budget and implement systems for financial processing and record keeping for the project activity, liaising with staff and Trust accountants as appropriate
- Monitoring and updating the risk register - escalating any concerns as appropriate, and reporting to project team
- Work with the project team on planning, co-ordinating and supporting delivery of on-site and outreach activities for consultation strands and piloting new activity
- Work with the SNT team to undertake and support volunteer recruitment and establish appropriate associated administration as required to support the project outcomes
- Support to plan and deliver project communications
- Regular monitoring meetings and project team meetings, including with the National Lottery Heritage Fund, as required.

3.0 GENERAL

Throughout the contract we expect the contractor to:

- Provide regular updates on progress, as agreed at the beginning of the contract
- Attend meetings with the project team, as agreed at the beginning of the contract
- Respond to queries from consultant teams; coordinate and provide updates to Trustees and relevant steering groups and stakeholders
- Keep the funded project on-time, and on-budget

- Attend project events and activities as required to achieve the scope of this contract
- Regular attendance on site will be required; the ability to work remotely will also be necessary

The contractor will report to and be managed by SNT Director Sophie Heath; they will also work closely with SNT Creative Producer, SNT Business Support Manager, and the appointed Masterplanning contractor.

The contractor will be expected to provide regular updates to the project team. The frequency of these will be agreed on appointment and in line with project progress.

3.1 Skills and experience

The contractor is expected to have the following experience, skills, and knowledge:

- Extensive project management and delivery experience, and a proven track record of producing project documentation to a high standard
- Experience of working within the heritage and culture sectors, including the delivery of projects funded by the National Lottery Heritage Fund, and ideally within the environmental sector
- Experience of developing project budgets, cashflow and communications strategies
- Excellent interpersonal and communications skills in-person and in writing

Personal Qualities:

- Passionate about heritage conservation, culture and art
- A strong interest in the environment and nature;
- Proactive and results-oriented
- Ability to inspire and motivate stakeholders, and to build positive and productive relationships
- Flexible and adaptable to changing project needs and challenges
- Strong commitment to the project's goals and values

4.0 THE APPLICATION PROCESS

Application Requirements:

Proposals should be submitted in an electronic format (i.e. MS Word/PDF) setting out the following:

- Introduction
- Approach and method statement
- Work programme
- Relevant experience
- CV(s) for key personnel
- Breakdown of costs

All prices must be fixed and firm, quoted in pounds sterling and exclusive of VAT. Tenders should detail any ancillary costs and expenses within the price.

Budget

A budget of £20,000 + VAT has been allocated.

Contact and Closing Date:

Applications from freelance consultants and consultancies are welcome. All applicants to undertake this piece of work are required to submit a project proposal in response to this brief by **9AM** on the deadline day via e-mail to charlie@sidneynolantrust.org.

The shortlisted candidates will be asked to attend an interview 18/19/20 June.

If candidates cannot make any of the interview dates they should state their availability in their submission.

For more information or for an informal discussion about this brief please contact sophie@sidneynolantrust.org.

May 2025
HA-24-01345 - Transforming the Sidney Nolan Trust



NLHF PROJECT MANAGEMENT STRUCTURE

