



SELBY ABBEY: The Origin Stories

Education Development Consultant

Scope of services

1.0 INTRODUCTION

Selby Abbey: The Origin Stories is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

2.0 BRIEF TO CONSULTANT

As part of the delivery phase of the project, we would like to commission an education specialist to support the development and delivery of our learning activities and help embed the recommendations from our Education Review which we completed during the project development phase.

The Abbey regularly welcomes local school visits for heritage activities. Our Education Review has drawn out the links that can be made between the national curriculum and Selby Abbey.

The work will include the development of workshops, physical resources and online resources, and the training of staff and volunteers. The development of resources will be supported by volunteers.

This work is critical in developing existing education activity, sustaining a high-quality provision of learning for local schools and helping to establish and embed a new operational model.

Our new schools programme will be launched in September 2026.

While some of this work can be delivered remotely, we expect that the consultant will be present on site to deliver staff and volunteer training, and also to work with the volunteer team who support the development of the educational resources.

3.0 FEE

The maximum fee for this work is £8400 ex VAT to include all expenses incurred such as travel and subsistence.

A separate budget for materials, equipment and graphic design will be made available.

4.0 SCOPE OF SERVICES

- Develop content and resources for KS1 and KS2 to support facilitated in-person workshops.
- Develop downloadable resources for self-led visits and / or use in the classroom
- As part of the above, consult with local schools through two focus groups to develop the content of a new activity trail and information pack
- Develop a schools' outreach box including replica artefacts
- Work closely with the Volunteer Co-ordinator to establish a team of volunteers to support the development of resources and the delivery of the new learning programme
- Provide training to staff and volunteers to enable them to facilitate educational visits, both self-led and for guided visits and workshops
- Support the staff and volunteer team in facilitating a free familiarisation day for KS1 and KS2 teachers at the Abbey
- Attend monthly project team meetings as and when required
- Engage with the Evaluation Consultant and input into delivery phase project evaluation
- Ensure compliance with National Lottery Heritage Fund guidelines throughout.

5.0 MANAGEMENT AND WORKING RELATIONSHIPS

The project delivery phase is being managed by our Project Manager. As project lead, they intersect with the Selby Abbey: The Origin Stories Project Steering Group made up of representatives from Selby Abbey PCC and Selby Abbey Trust.

The Project Manager will make relevant connections to other consultants working on the project where appropriate to ensure maximum sharing of knowledge. The Education Consultant will also be expected to work closely with our Operations Manager.

The consultant will need public liability insurance to the value of £5 million and public indemnity of £1 million. If these are not already in place, the consultant should undertake to obtain them ahead of the commencement of the contract.

This contract will begin 1st November 2025 and end 31st December 2026

6.0 AWARD CRITERIA

To tender for this work, please send a proposal including:

1. Your approach to delivering the scope of services
2. A CV which details your relevant experience to date, and for each consultant if more than one

3. Two brief case studies of similar work delivered
4. The allocation of days between members of the team (if applicable)
5. The daily charging rate of each consultant
6. An example timescale for carrying out the project
7. An overall budget.

Proposals submitted will be assessed against the following questions:

1. To what extent does the proposal demonstrate an understanding of this brief?
2. To what extent are the methodology and methods appropriate to the requirements set out in this brief?
3. What degree of experience does the bidder demonstrate to successfully complete the work?
4. How well has the bidder demonstrated the ability to complete the required work to the budget and timetable required?

7.0 PROCUREMENT PROCESS

Proposals should be sent via email to originspm@selbyabbey.org.uk

Proposal return deadline: 17:00 Sunday 19th October 2025

Selby Abbey will notify bidders via email of our decision week commencing Monday 20th October 2025.

8.0 METHOD OF APPOINTMENT

A letter of appointment will be issued on the basis of the approved response to this brief and will include a final payment schedule, conditions of appointment (e.g. production of insurance documents etc.) and reporting timetable. The consultant will indicate acceptance by signing a copy and returning to the client.