Highbury's Gardens Project: Scope of Services

Public Engagement Activity Programme and Delivery

Length of contract	19 months
Location	Birmingham
Time allocation	Flexible across the year as seasonally appropriate. For quidance - appx 40% full time equivalent across life of project NB Planned activities will range across day, evening and weekends For details of outputs- Activity Plan can be requested see 9. Below.
Contract sum	£24,500
Anticipated contract start date	1 October 2026
Closing date	5pm Monday 14 September 2026

1. What this role is about

Are you passionate about involving people in heritage, planning and managing events and activities, developing audiences' skills and interests, supporting volunteers, communicating Highbury's amazing stories and helping improve people's wellbeing? by being outdoors? Can you or your organisation offer the energy and kinds of services we are after?

In providing Public Engagement Activity Programme and Delivery for the Chamberlain Highbury Trust (CHT), you will be at the heart of Highbury. Our National Lottery Heritage Fund Project (Heritage Fund) is connecting Highbury with local communities, Birmingham people, and most of all young people and children. We are after someone or an organization which has skills and experience of delivering public facing activities, engaging communities, helping people to learn and gain skills for themselves and motivating volunteers.

This role will continue to deliver an already existing 3-year Activity Plan Action Plan which is partly complete. Key elements of delivery are:

- 350 young people aged 11-30 engaged in leadership, governance and citizenship sessions and environmental conservation. A further 36 involved in developing the programme. A further 600 visits from children aged 5-16 through the core education. 750 people in pre-school woodland play sessions and gardening club sessions.
- 10 members of the CHT Youth Board annually (aged 16-24) who are being developed to act as advocates, be ambassadors and co-create content and activities. 30 during the lifetime of the Activity Plan.
- Up to 30 participants including mainly young people aged 16-24 who will take part in co-creating CHT's events and online outputs under themes outlined by our Colonial History and Heritage working parties that could include colonialism, plant collections, access to nature, use of resources and sustainability through creating social media output, designing merchandise, web content and performance events.
- 3 participants involved in significant research skills development and sharing activities.
- 75 volunteers of all ages engaged in various roles who will be involved in grounds related clearance, replanting, propagation and delivering public demonstrations through wellbeing enhancing active sessions. In addition, young people will be involved as explainers on guided tours. This may include adults with learning disabilities who are part of the Four Seasons Project.
- Up to 30 local community groups who will be involved in co-creation and delivery e.g., CHT's annual Sustainability Festival, including Schools Eco Warriors teams and Plastic Free Moseley and Kings Heath.
- Pilot participation sessions in activities where groups can 'takeover' Highbury and make themselves 'at home' including sessions with Uffculme School and Queensbridge school and facilitate Highbury Users Forum.

These predictions see 2,268 people of all ages engaged in free, face to face active participation through Activity Plan. We estimate that there will be up to 10,500 engagements in the Activity Plan over lifetime of the plan that are in addition to Park visits.

The activity plan is on track to meet these targets.

CHT does not employ anyone, but this role will join an existing small freelance team who are passionate about bringing Highbury to life.

This freelance position has been made possible thanks to lottery players with funding from the Heritage Fund.

2. About the Gardens Project

This £2.3m project builds on an earlier £300k phase of works to the gardens in 2021and it will deliver:

- Capital work: landscape restoration of architectural features, pathways and plantings in the Italian Garden, Rhododendron Garden, Rock Garden, Crucible Wall, Dairy Floor
- creation of features to improve biodiversity including scrapes in the wet meadow
- creation of facilities to manage waste wood and composting on site
- Removal of invasive species with the help of volunteers
- Further access improvements
- Activities: Collaborating with Highbury Park Friends, Highbury Orchard Community, the Birmingham & District Beekeepers Association, Birmingham City Council Parks Department, Four Seasons Garden Project, Let's Grow Together and Sustainable Life to care for the grounds, the wider public park and its users. These organisations working together are known as the Protocol Group.
- Volunteer teams providing guided tours of the grounds, practical conservation team, orchard maintenance team, family volunteering sessions at weekends, and a new gardening team
- With partners, offering a seasonal events programme involving local people in sustainable practice, food, performance, and radical thinking; volunteering opportunities focused on experiences that help wellbeing;

As well as this role, CHT has been able to fund a number of freelancers - a Head Gardener, Project Manager, Grounds Volunteer Manager and Coordinator. CHT is supported by a part-time Coordinator. Role of providing the Activity Programme and Delivery is at the heart of this group.

The project began in April 2025 and is due to complete with activities delivered by April 2028. The capital restoration works are now due to commence in February 2027 and complete by mid-Autumn 2027.

3. Scope of services

To continue delivery of CHT's Activity Plan for the Garden's Project as follows:

Output	**Deliverable**	**Outcome**
Community Participation	Work with community organisations & schools to remove barriers to participation and encourage involvement from underrepresented audiences.	Participation reflects the diversity of Birmingham and strengthens community ownership of Highbury Gardens.
Learning and interpretation	Coordinate delivery of interpretation, trails, educational resources and learning activities.	Visitors develop a greater understanding of Highbury's Gardens.
Marketing and audience development	Promote activities through social media, newsletters, website, & networks.	Increased awareness of Highbury, improved attendance & growth in new audiences.
Monitoring and evaluation	Collect attendance data, feedback, case studies, photographs & evaluation evidence.	Outcomes are evidenced, reported effectively & improve future delivery.
Partnership working	Maintain productive relationships community organisations, educational institutions, funders & partners.	Strong partnerships increase the reach, quality and legacy of the project.
Project administration	Maintain activity records, schedules, risk assessments, consent forms & budgets	Activities are delivered efficiently & meet governance, safeguarding and funder requirements.

Reporting	Prepare regular written progress reports for the Board and Project Board, highlighting risks and future activity.	Board receives timely information to support effective decision making.

Other information relevant to the scope of services:

- Requirement to commit to CHT's Equality, Diversity and Inclusion Policy.
- The service requirement above will be subject to review and amendment, in collaboration with the service provider, to meet the changing needs of CHT.
- The service requirement above allows for flexible working arrangements to be agreed with CHT.

4. Key relationships

The provider of Public Engagement Activity Programme and Delivery will be expected to have a close working relationship with:

- Head Gardener
- Grounds Volunteer Manager
- CHT Coordinator
- Project Manager
- Landscape architects
- Landscape contractors
- Volunteers
- Protocol Group of Highbury Park Friends, Highbury Orchard Community, the Birmingham & District Beekeepers Association, Birmingham City Council Parks Department, Four Seasons Garden Project, Let's Grow Together and Sustainable Life who are all partners in the project.

How the role relates to the wider project structure is shown Appendix 1 at the end of this brief.

5. The experience and skills we are looking for:

- Experience of developing and delivering activities for a complex heritage site

- Experience of delivering a Heritage Fund Activity Plan
- Experience of managing consultation
- Experience of developing and managing a Youth Board
- Experience of working with a Trustee Board as client
- A genuine affinity with the project vision
- Developed negotiation skills; able to gain the confidence of and to negotiate successfully with stakeholders
- A confident presenter and influencer, good level of personal authority and credibility
- Able to work effectively with a diverse spectrum of people in both the private, public and voluntary sectors.
- Able to think creatively and laterally to test innovative approaches to bringing the stories of Highbury alive for diverse audiences
- Effective project management skills to deliver an existing plan to time and budget.
- Ability to provide good supervision and training of volunteers
- Able to work effectively alone with a degree of independence and as part of a wider project team.
- Good networking skills with local community organisations and partners, or demonstration that this can be acquired quickly.
- Understanding of current health and safety legislation
- Professional Indemnity Insurance to the level of at least £0.5m or commitment to obtaining if successful.

6. How to respond to this brief:

We would like you to provide us with a quote that includes:

- Name, contact details and your background.
- A statement setting out your understanding of what we are looking for and your approach (maximum 500 words – one page of A4)
- A statement of your skills and experience including 2 examples of previous work that will give us a good idea of your ability to carry out the role. Please make sure that you show how you have the skills and experience we are looking for (maximum 500 words- one page of A4)
- Taking account of the suggested day rate please provide breakdown of costs, including number of days you plan to offer to the role. Please make clear whether you are including any costs which are not for your time and

please state clearly what these are.

- Names and contact details of two people from two separate organisations for whom you have worked, one to be within the past year.

We are happy to consider responses in different formats such as a written document, a presentation file, an audio recording or video file.

If you would like to ask any questions in the first instance, please contact Emma Bangham, CHT Coordinator by email: Emma.CHT@outlook.com

7. When to respond

Your quote must be sent to CHT's Coordinator via email: Emma.CHT@outlook.com

Deadline for responses is 5:00 pm on Monday 14 September 2026. Responses received after this time will not be accepted.

8. How we will judge your response

Responses will be judged based on quality (70%) and price basis (30%). We will look at the following criteria:

(i) How well you have understood what we are looking for (25%);

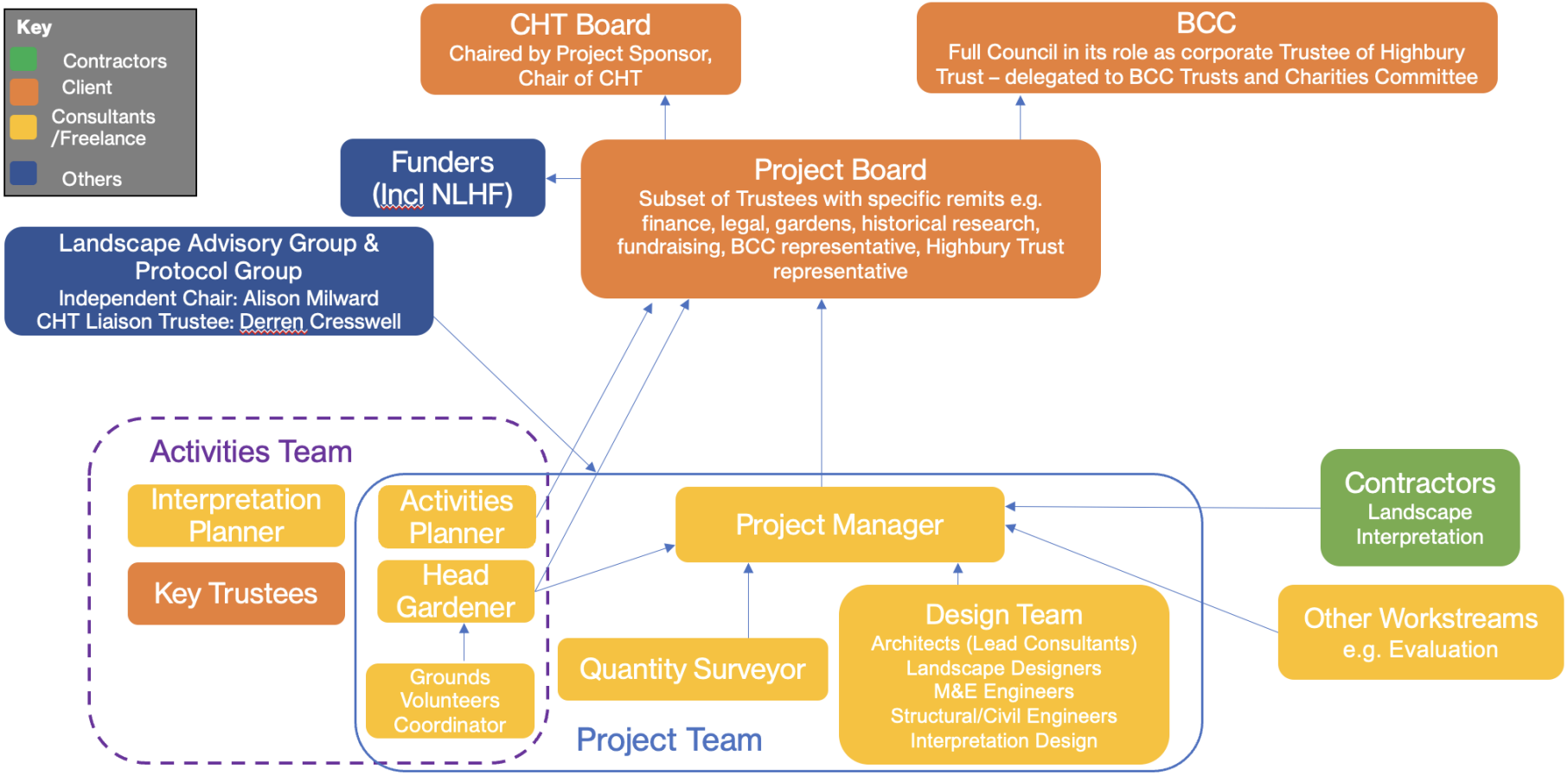
(ii) Your approach (20%);

(iii) Skills and experience of you/and your team (25%);

(iv) Price (30%)

CHT reserves the right to offer the contact based on assessment of the responses against the criteria cited above but also to conduct clarification interviews with those shortlisted if considered necessary to clarity scoring.

9. Further Information

Upon request CHT will provide access to the Garden's Project Activity Plan and Action Plan. If you would like a copy, please email Emma.CHT@outlook.com.

Appendix 1: Project Structure