



Invitation to Tender – Otley 800 Programme Manager

Introduction

Otley Town Council is looking to appoint a Programme Manager to oversee its Otley 800 year of celebration.

2027 is the 800th anniversary of the oldest surviving mention of Otley Market and 2028 is 800 years since the first part of the current Otley Bridge was built. To commemorate these significant dates, the town will put on a year-long series of events - the majority community organised, but including four significant projects organised either by the Council or by our partners.

Funding will come from Otley Town Council and a successful National Lottery Heritage Fund Bid.

The Programme Manager will oversee the development and delivery of the Otley 800 programme, ensuring that the celebration is true to the events which inspired it, is safely and successfully delivered and involves a large and diverse cross-section of the community. The expectation is that the Programme Manager, either a suitably experienced individual, or an organisation with a strong track record of delivery, will work on contract, to clear success criteria, for the equivalent of one day a week for the period from Autumn 2026 to August 2028.

Tender Documents

This tender includes the following information to enable you to produce a scheme for submission. Please contact us if anything is unclear or you have further questions.

1. Contract Objective
2. Explanation of the role
3. Budget
4. Payment Schedule
5. Insurance

Contract Objective

To ensure successful delivery of the Otley 800 project between May 2027 and June 2028 and the evaluation of that success in line with National Heritage Lottery Fund requirements.

The Role

The successful contractor will undertake work as follows:

Project Management

- Refine and communicate programme goals and timelines.
- Work with leads for the three partnership projects to ensure timely, successful and cost-effective events.
- Directly project manage the relationship with the delivery partners for the opening (market) event and the closing project (Carnival pageant), supporting the partners to ensure safe, suitable and successful celebrations.
- Advise the judging panel on decisions to fund community groups' projects. Liaise with the successful groups and support them to success.

Monitoring and Review

- Monitor and review progress of all aspects of the celebration, intervening and making adjustments as necessary. To do this, create quick and effective reporting systems for all projects, proportionate to need and the size of the project.
- Ensure that all spending and planning is in line with Otley Town Council and NHLF expectations.
- Produce reports to the Otley 800 Steering Group and Otley Town Council, attending meeting as required.
- Evaluate the success of the projects and overall programme to Otley Town Council and NLHF requirements.

Marketing and Other Activities

- Contribute to the creation of a marketing strategy for the Otley 800 series of events.
- Ensure that community groups are successfully encouraged to apply for the Community Awards.
- Work with the Project Team to ensure that the Otley 800 celebrations are suitably advertised and publicised.
- Any other appropriate activity, as agreed, which will contribute to the success of the project.

Budget

The indicative maximum budget for the project management contract is £25,000 per annum.

Payment Schedule

Monies will be released in arrears against monthly invoices. The invoices will reflect an agreed programme timescale and the agreed necessary project management times and activities to deliver that.

Insurance

The contractor must have appropriate public liability insurance of not less than £5,000,000 together with professional indemnity insurance of not less than £250,000.

Communication and Reporting Procedures

Otley Town Council will brief the Programme Manager at the outset of the project and arrange briefing meetings with each event partner. Thereafter the Programme Manager will:

- Liaise informally as required with Otley Town Council as required.
- Report to the Executive Officer or her/his delegee monthly against agreed targets.
- Produce bimonthly reports in an agreed format to the Otley 800 Steering Group (and thereby to Otley Town Council Policy and Resources Committee).
- Report to the National Lottery Heritage Fund as required.

Tender Requirements

Otley Town Council is inviting tender submissions which include the following information:

1. An outline Programme Management Plan based on the Project Plans already drawn up, and demonstrating:

- The number of days required at which point during the years.
- Expected activities on those days.

2. A daily rate.

3. A full explanation of why the tenderer can be trusted to meet the contract objectives, including examples of similar and successful previous projects and programmes managed. For example, managing and evaluating multi-stakeholder community-led programmes or Heritage Lottery Fund-funded programmes.

4. Evidence for 3 above, including, for example, commendations, testimonials, evaluation reports, press articles.

5. Two referees.

Tenders which fail to meet these requirements may be considered incomplete.

Each compliant tender will be judged against the following criteria:

General Suitability:

Evidence of the experience, capability and qualifications of the tenderer or its key personnel.

Technical capacity and suitability

Demonstration of understanding of brief.

Technical competence of tender (i.e. precision and freedom from error).

Acceptance of terms.

Financial Suitability:

Value for Money.

Acceptance of payment and delivery schedules.

Closing date for submission of tender

Completed tenders must be received by **noon on 19th October 2026**.

Submissions received after this date and time will not be considered.

Contract award and award conditions

Tenderers will be shortlisted for an interview, which will be arranged at a convenient date, but no later than 28th October 2026.

Given the project timeline, the successful tenderer will be expected to commence work immediately upon their appointment.

Otley Town Council reserves the right not to award any contract as a result of this tender process and is not bound to accept the lowest bid.

Submitting your tender

Tenders should be submitted by email to **eo@otleytowncouncil.gov.uk**

Tenderers are encouraged to contact:

Paula Shillaw, Executive Officer, Otley Town Council

eo@otleytowncouncil.gov.uk

to discuss the project outline. Please refer to the project specific website at otley800.co.uk for more information.

Confidentiality

It is expected that all information in this document together with additional information provided during the tender process shall be treated as private and confidential.