

Invitation to Tender – Project Leader (Otley 800 Tapestry)

This role will be appointed directly to Otley 800 Peoples Tapestry CIC.

Introduction

Otley Town Council is seeking to assist with the appointment of a Project Leader to plan, coordinate and deliver the Otley 800 Tapestry, a participatory textile project forming part of Otley 800, an upcoming celebration marking two significant milestones in the town's history.

Otley Town Council is facilitating the tender process to ensure that the governance requirements of funding bodies are achieved.

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 for the project will come from Otley Town Council and from a successful National Lottery Heritage Fund Bid.

The Project Leader will provide overall leadership and coordination for the creation of a lasting community artwork that reflects Otley's heritage, particularly its market, trading and civic history, and supports participation from local residents, groups and young people.

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. Working within Guidelines
4. Compliance, Insurance and Legal Issues
5. Budget & Payment Schedule

1. Contract Objective

The objective of this contract is to provide effective leadership, planning and coordination for the Otley 800 Tapestry so that the project is delivered within the agreed scope, programme and budget. The Project Leader will bring together the creative, community, technical and operational strands of the work; support meaningful participation by community organisations, volunteers and young people; manage project resources, risks and reporting; and ensure that the completed tapestry and associated activity create a lasting visual record of the town's heritage, identity and aspirations while providing value for money for residents and funders.

2. Explanation of the role

The successful contractor will provide strategic and hands-on project leadership, reporting directly to the Programme Manager and working closely with the Otley 800 Tapestry CIC, Otley Town Council, the Steering Committee and project partners.

They will develop and maintain the detailed project plan, programme, budget, risk register and delivery framework for the Otley 800 Tapestry, translating the agreed vision into clear work packages, milestones and responsibilities. Delivery must remain aligned with the wider Otley 800 programme, including Otley's market and trading heritage, the significance of Otley Bridge, and the town's community life.

They will coordinate the creative lead, local artists, musicians, audio specialists, volunteers, community groups and youth participants; establish practical systems for recruitment, induction, scheduling and communication; and ensure that workshops and production activity are well organised, inclusive, safe and adequately resourced.

The Project Leader will oversee delivery of the agreed tapestry scope, including 7–12 landscape panels, community stitching, the youth-led "Future Otley" panel, the commissioned poem, the binaural audio experience and digital stitch mapping. They will coordinate procurement, venues, materials, specialist inputs and dependencies, ensuring that decisions are documented and approved through the appropriate governance arrangements.

Working with the creative and technical leads, the contractor will ensure that appropriate quality-control arrangements are in place for design development, stitch training, panel reviews, audio and mapping checks, assembly, storage, conservation and display. They will monitor progress, resolve delivery issues, escalate material risks promptly and maintain a clear audit trail for funders and project governance.

3. Working Within Guidelines

The contractor will be expected to work within the governance, approval and reporting arrangements agreed with Otley 800 Tapestry CIC by Otley Town Council, the Steering

Committee and funders; adhere to agreed Otley 800 branding and tone of voice where materials are produced for public use; maintain accurate project, budget, risk and decision records; manage changes through agreed approval routes; remain flexible in response to evolving plans and funding outcomes; and ensure that all public-facing activity is inclusive, accessible, accurate and appropriate.

4. Compliance, Insurance and Legal Issues

Otley 800 Tapestry CIC must comply with GDPR and relevant data protection legislation and ensure that appropriate consent, safeguarding, health and safety, risk assessment and accessibility arrangements are embedded across project delivery. Any public-facing materials must meet the accessibility standards to which Otley Town Council, as award receiving body, must adhere, where applicable. The contractor will be responsible for ensuring they have appropriate insurance, including Public Liability Insurance to a limit of not less than £5 million.

5. Budget & payment schedule

The indicative budget for this contract is £22,500, expected to cover the full duration of project leadership from appointment through to completion of the monthly reveal programme, final exhibition and project close as part of Otley 800 activity.

Tender Requirements

Otley Town Council invites submissions that include the following:

1. A proposed project leadership and delivery approach setting out how the tenderer would plan, coordinate and manage the tapestry across the programme, including governance, milestones, budget control, risk management, quality assurance and reporting.
2. How they would coordinate the creative and technical team, community participation, volunteers, young people and multiple stakeholders.
3. An outline delivery programme and expected time commitment, indicating availability through to project completion in summer 2028.
4. A brief example, of no more than one page of A4, showing how they would turn the project scope into a practical delivery plan, including key milestones, dependencies, risks and stakeholder arrangements.
5. Evidence of relevant experience, including leadership of comparable community arts, heritage, cultural, volunteer-led or publicly funded projects, with examples of successful delivery.
6. A short resourcing and controls note explaining how they would manage the budget, procurement, records, safeguarding, accessibility, quality and project reporting.
7. Two referees.
- 8.

Assessment Criteria

Submissions will be assessed on general suitability, including relevant project leadership experience and capability, understanding of the brief, experience of working with communities and partners, and ability to deliver a complex, multi-strand heritage project.

Technical competence will be assessed on the quality and credibility of the proposed project leadership and delivery approach, including governance, planning, budget and risk control, stakeholder coordination, inclusive participation, quality assurance, reporting and evaluation.

Financial suitability will consider value for money, the realism of the proposed time and resource allocation, and acceptance of the delivery and payment terms.

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 from 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.