

Invitation to tender



West Midlands Methodist District Merger Project

Position: Project Management Contractor

Project Duration: September 2024 - September 2025

Objective: To support the merger of the Birmingham District and Wolverhampton & Shrewsbury Districts into the Combined West Midlands District through a structured project management approach.

Location: Remote working but in person meetings across the West Midlands Region may be required.

Contracted Hours – 15 to 20 hours a week depending on the fluctuating workload.

Project Scope:

- Ensure the successful delivery of the merger process, advising on strategic decisions and facilitating their timely implementation.
- Identify critical areas, perform impact assessments, and analyse necessary resources.
- Collaborate with the appointed teams to address all relevant issues and topics.
- Manage human resources issues connected with the project in conjunction with the District Lay Employment Advisor
- Offer independent expertise ensuring all elements of the merger are considered and arranged.

Key Responsibilities.

- Take the provided project scope and timeline and develop and enact a work plan to deliver it.
- Manage human resources connected with the project including formal consultations that will be required with staff and recruitment for any new roles
- Oversee the Communication strategy and its implementation.
- Work with the Locations sub-group from Task Group to identify the locations for office, Manse, District meetings and then organise purchase/licences for properties

liaising with estate agents, The Trustees for Methodist Church Purposes and solicitors etc

- Work with the Circuit Support sub-group from the Task Group to develop new posts as identified.
- Make sure that decisions are made by appropriate governance bodies (Synod, District Council, resourcing mission committees) in a timely manner.
- Ensure independent expertise on all aspects of the merger, with thorough consideration and arrangement of all elements.
- Keep everything on track. Ensure the projects sticks to the time scale, scope and budget.

Key skills Required

- Capacity to deliver consultancy on time and within budget.
- Expertise in change management, HR and personal management, communication, negotiation, and facilitation.
- Awareness of issues, group dynamics, effective use of information and communication technology.
- In-depth knowledge of Methodist church processes.
- Experience of working within the charity sector and basic charity law.

Application Process:

Could you please supply the following information to enable us to assess your approach, estimated costs, and relevant experience

1. *Organisation details – Name, address, contract details and organisation type ie sole trader, partnership, registered charity etc.*
2. *Charity No/CIC No/Company No/VAT registration No (where applicable)*
3. *Please state your proposed method for delivering this contract.*
4. *What would your charges be?*
5. *Size of organisation*
6. *Date and place of formation of your organisation*
7. *Details of your parent company and your relationship to it, (if applicable)*
8. *A brief history of your organisation (One paragraph or bullet points please)*
9. *Are any of your directors, partners, associates, or are you and any immediate family members of the above employed by the Methodist Church?*
10. *Are you registered with a professional body? If so, please provide details.*
11. *What existing contracts are you delivering?*
12. *Has any contract that you / your organisation have taken part in been cancelled, curtailed or terminated? If so, please give details.*
13. *How many people will be involved in delivering this contract and what roles will they play?*
14. *Please detail the experience and qualifications of each member of your team who will be involved in delivering the contract.*
15. *If you have employees or partners in your organisation please detail the arrangements you make for Health & Safety, Equal Opportunity, Quality Assurance, safe recruitment and Staff Development.*
16. *Please confirm that you are a Real Living Wage employer.*
17. *What arrangements have you put in place to provide adequate cover in the event of illness?*
18. *Please explain briefly how you will keep adequate records of the contract?*

19. *Please confirm that you will not sub-contract the work, (but see your answer to cover for illness above, where this might be appropriate).*
20. *Data Protection – please explain how you will safeguard our data – what is your registration number with the Information Commissioner?*
21. *Has your organisation or yourself had to report any health and safety, data protection or safeguarding incidents in the last five years? (Please provide details where appropriate.)*
22. *In the past five years have you or your organisation been prohibited from any work that is relevant to the contract or given a criminal conviction? (Please provide details where appropriate.)*
23. *Please enclose a copy of your organisation's accounts for the last three years or, if you are a newly established provider, whatever information is available about the finances of your organisation.*
24. *Please provide details of the type and level of insurance your organisation maintains including professional indemnity insurance*
25. *To confirm that you and / or your organisation are in good standing could you provide the names of two referees and their relationship to your organisation.*

We look forward to receiving your tender

Interested candidates should submit their proposals to synod@birminghammethodist.org.uk by 5th of August.

Interviews - 13th August at Coventry Central Hall, CV1 2HA, Coventry

The Project is already underway having been given formal approval at Methodist Conference on 2nd July. The contractor is sought to start as soon after 13th August as possible.