



Summary

Role: Project Manager

Our Reference: SYS/2026/PM

Project: Stoke Your Story: A World of Fables Rehomed in The Potteries

Funded by: The National Lottery Heritage Fund

Industry: Project management consultancy services (CPV 72224000)

Purpose of the contract: The Project Manager will be contracted to take overall responsibility for the successful delivery of Stoke Your Story, ensuring the project is delivered on time, on budget, and to a high standard. The role includes leadership of oral history delivery with the project team and specialist partners, coordination of project activities and suppliers, and oversight of safeguarding and ethical practice throughout the project lifecycle.

Contract management: Reports progress to the Board of Directors against agreed milestones

Location of contract: Hybrid (contractor determines own working arrangements). In person attendance required for key project events, partner meetings, and delivery activities in Stoke-on-Trent, estimated at up to 1–2 days per week during active delivery phases.

Value of contract: £16,800 (fixed fee inclusive of all costs, including VAT for suppliers registered for VAT)

Published date: 2 February 2026

Closing date: 16 February 2026

Closing time: 5pm

Contract start date: 2 March 2026

Contract end date: 30 December 2026

Contract type: Service contract (professional services)

Procedure type: Open competitive call. Selection based on value for money, relevant experience, and capacity to deliver the contract.

Contract is suitable for sole traders/SMEs/VCSEs?: Yes

About the Project

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. Stoke Your Story: A World of Fables Rehomed in The Potteries is a project designed to identify, record, and safeguard at risk oral fables from refugee and asylum seeker communities in Stoke-on-Trent, using ethical oral history and trauma-informed storytelling methods.

Thanks to National Lottery players, Stoke Your Gratitude C.I.C. will deliver a programme of Story Circles and creative workshops to capture these cultural artefacts, creating a permanent digital archive, a multilingual book, and a travelling exhibition.

We aim to create a powerful and genuine point of connection for the people of Stoke-on-Trent. We will use the simple magic of traditional fables to challenge the easy assumptions of 'them and us'. Through Stoke Your Story, we will bring together our city's longstanding residents and newest arrivals to explore the stories they have brought with them from all over the world. Our goal is to reveal the shared values, like kindness, honesty, and gratitude, that these stories hold, creating tangible moments of empathy and understanding between neighbours. By preserving this heritage in a new book and digital archive, we will provide a lasting resource that celebrates our city's diverse cultures. This project is a vital and realistic step towards building a friendlier and more deeply connected community.

About The National Lottery Heritage Fund

The National Lottery Heritage Fund is the largest funder for the UK's heritage. Using money raised by National Lottery players we support projects that connect people and communities to heritage. Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past. heritagefund.org.uk

About Stoke Your Gratitude C.I.C.

Stoke Your Gratitude C.I.C. designs and delivers community based creative and cultural projects and works with groups whose stories, experiences, or heritage are underrepresented. Gratitude is used as a lens through which storytelling, arts, and participatory methods are used as tools for connection, wellbeing, social understanding, and community cohesion. We operate at the intersection of heritage, health, and social inequality. The work is about listening, recognising value, and making it visible. The organisation produces tangible outputs including events, publications, exhibitions, and digital content. stokeyourgratitude.org.uk

Key Deliverables

Project Management and Delivery

- Detailed project plan with milestone tracking and variance reporting to the Board
- Coordination of all project activities, including outreach events, 20 Story Circles, creative workshops, and the Festival of Fables
- Coordination of project outputs (book, digital archive, exhibition) to ensure delivery to agreed quality standards and timelines
- Project evaluation framework and final evaluation report
- Regular progress updates to the Board

Partnership and Stakeholder Coordination

- Effective liaison and working relationship maintained with ASHA North Staffordshire and other project partners
- Quarterly Project Steering Group meetings with documented outcomes
- Engagement and coordination of freelance suppliers (artists, designers, translators)
- Community volunteer cohort coordinated and supported throughout project delivery

Financial and Administrative Oversight

- Project budget (c.£65,000) managed with appropriate financial controls and expenditure tracking
- Financial claims, progress reports, and supporting documentation submitted as required
- Clear and auditable project documentation maintained for monitoring and review

Safeguarding and Ethical Practice

- High standards of safeguarding and trauma-informed practice maintained, ensuring a psychologically safe environment for participants
- Multilingual informed consent process overseen, ensuring participants retain full agency over contributions
- Oral history recording, translation, and archiving delivered to recognised ethical standards for community-based oral history

Supplier Experience and Capability Requirements

Minimum Requirements

1. Demonstrated experience delivering community-focused projects, particularly within the arts, heritage, or voluntary sector.
2. Proven capability in managing project budgets and producing clear financial and progress reporting.
3. Ability to plan, coordinate, and deliver multiple project workstreams to agreed deadlines.
4. Demonstrated experience working effectively across partnerships and with multiple stakeholders.
5. Experience coordinating, supporting, or overseeing volunteers or community contributors.
6. Sound understanding of safeguarding principles and ethical practice in community settings.
7. Capacity to work autonomously, exercising professional judgement and initiative in delivery.
8. High level of digital capability, including effective use of standard productivity and collaboration tools.

Additional Evaluation Criteria

9. Experience delivering projects funded by The National Lottery Heritage Fund or comparable public or charitable funders.
10. Experience working respectfully and effectively with refugee, asylum seeker, or migrant communities.
11. Knowledge of the voluntary, community, or heritage sector in Stoke-on-Trent.
12. Experience contributing to the delivery of public-facing creative outputs, including publications, exhibitions, or digital content.
13. Evidence of engagement with heritage, literature, or storytelling as tools for social connection or cultural exchange.

Contract Conditions

Employment status: This role is offered as a fixed term contract for services and does not constitute an employment relationship.

Right to work: Contractors must be eligible to work in the UK. Evidence of right to work will be requested prior to contract award.

Right of substitution: The contractor may provide a suitably qualified substitute to deliver services, subject to equivalent qualifications and any required DBS clearance.

Safeguarding: An Enhanced DBS check will be required due to work with vulnerable adults.

References: Two relevant professional references will be requested prior to contract award.

How to Apply

Suppliers wishing to be considered for this contract should submit the following by email:

1. A CV, portfolio, or equivalent summary outlining relevant experience and capability.
2. A short covering statement (no more than two pages) explaining how your experience meets the Minimum Requirements and, where applicable, the Additional Evaluation Criteria.

Contract submissions should be sent to

opportunities@stokeyourgratitude.org.uk

Please quote SYS/2026/PM in the email subject line.

Closing date: 16 February 2026

Closing time: 5pm

Late submissions will not be considered.

Following the closing date, submissions will be assessed against the published criteria. Shortlisted suppliers may be invited to a clarification discussion as part of the evaluation process.

Stoke Your Gratitude C.I.C. is committed to fair, transparent, and inclusive procurement practices. We welcome submissions from sole traders, SMEs, and VCSEs.