

Sheffield Media and Exhibition Centre Limited (Showroom/Work Station)

Brief for Project Development Services

Background

Showroom/Work Station has secured funding to undertake planning and development work toward a major capital project to conserve and repair its existing building and to equip it for its ambitious plans for the future.

This planning and development phase will commission and manage an integrated set of investigations and development planning, supported by consultation and engagement of stakeholders and constituencies, to define, cost and plan a capital project meeting immediate critical risks and future stakeholder and strategic needs:

- Procure and commission an invasive investigation of the structural condition and failure of the stonework and steelwork of the building facades, including all preliminary and works costs, removal of and provision of appropriate scaffolding and safe working access.
- Engage architects, surveyors and other professionals to guide this work to ensure its safe and heritage-sensitive completion and to produce a costed plan for remediation of the stonework and steelwork defects identified.
- Procure and commission an options appraisal for wider works required to the building to conserve its heritage, decarbonise and support long term environmental sustainability and to fit it to meet the needs of users and stakeholders on a viable long-term basis.
- Enable our senior team to focus time and resources on driving and managing this process and to engage with and consult our stakeholders, users and communities.
- Develop a business case, activity plan, project plan that support successful major project application to NLHF and a fundraising strategy developing match funds, so that the following capital project can be moved forward with urgency.
- Commission project evaluation that guides us to achieve the outcomes and outputs of the project, demonstrates the economic and social potential of the emerging project and provides lessons learned for the capital project following.

It is anticipated that the entire project will be complete by spring 2026.

This commission

In order to detail and mobilise the plan of work, we wish to commission a first phase of project planning, development and management services from a specialist culture/heritage contractor.

We anticipate that this work will extend from November to early in the new year. It may be followed by a second phase of direction of the long-term planning of building development and preparation of strategy and materials for a major National Lottery Heritage Fund application.

In the first phase the contractor will:

- Design, agree and manage the procurement required to engage architects, surveyors, cost consultants and other professionals to guide the investigative work and the subsequent heritage and cultural planning and options appraisal, operating a limited invitation to tender and making recommendation to the client.
- Develop the specification for, procure and enable the client to commission an investigation of the structural condition and failure of the stonework and steelwork of the building facades.
- Support the client to plan and enable these works to go ahead on site, under the supervision of the heritage and conservation architect, structural engineer and cost consultant.
- Support the client in analysing, with the professional team, the results of investigations, consideration of remediation options, costs of alternate solutions and potential integration with wider heritage/cultural works.
- Prepare business planning analysis of the potential impact of options for development on the long-term viability and resilience of the company and its activities.
- Advise on funding and project strategy to support the client to draw together a project plan capable of supporting an EoI to the Heritage Fund and other potential funding sources, prepare EoIs and supporting material as required.

Required experience and expertise

The appointed team will be led by heritage and cultural projects specialists with extensive experience of project managing the development stage of major projects, track record in securing capital project funding and expertise in 20th century building conservation.

Budget

The budget for this stage of work will be not more than £25,000 plus VAT. The client reserves the right to extend or commission new services if the project progresses.

Application

To express an interest in this project please send a short submission detailing your approach and outline costings to Victoria.firth@srws.org.uk by the deadline of Wednesday 12th November 2025.

If an informal conversation about this opportunity, prior to application, would be of interest please also contact Victoria Firth on Victoria.firth@srws.org.uk.

