



SKYLARK IX

The little ship with the big heart

Invitation to tender for a Governance Review of The Skylark IX Recovery Trust

Tender Brief

Deadline: 25/06/2021 at Midnight

Budget: £15,000 (excluding VAT)

www.skylarkix.co.uk

The Skylark IX Recovery Trust
Registered Charity SCO44184
c/o: Alternatives, 1/3 Quay Street, Dumbarton G82 1LG
Tel: 01389 734 500

Project Background and Specification of Requirements

Purpose of Brief

The Skylark IX Recovery Trust is looking for a suitably qualified consultant to help the Trust carry out a full review and needs analysis of our governance, partnership and management arrangements with our key partner, the Scottish Maritime Museum, and help us plan our future operating arrangements at the planned Spirit of Skylark Centre at the Denny Ship Model Experiment Tank site in Dumbarton

Background

The Skylark IX Recovery Trust was created in 2013 in order to lead and drive the restoration of the Dunkirk Little Ship, the Skylark IX, a 50ft motor vessel built in 1934 by J Bolson in Poole, Dorset, and to deliver skills based training, education and ultimately a water borne operation once again. First built as pleasure boat, one of a fleet of 10 Skylarks, during WW2 she was involved in Operation Dynamo, May/June 1940, helping to save service men from the beaches of Dunkirk.

The Trust is formed of local people from the Dumbarton area, including representatives from local veterans associations and schools. The umbrella body for the Trust however, is Alternatives Community Drug Recovery Service which runs services across the West Dunbartonshire area for people and their families affected by addiction issues. Alternatives host the project and underwrite it. They have been involved with saving the ship since they responded to a call to save Skylark after she sunk in Loch Lomond at the River Leven in 2010, having spent many years as a pleasure boat on the Loch. Alternatives, a creative and inspirational charity, were able to see the parallels between their recovery work with people suffering from addiction issues and the recovery of a boat which had once been involved in the rescue and recovery of soldiers from Dunkirk. They immersed themselves in saving the boat and involved many of their clients in physical hands on work and fundraising activity. The Skylark project has, over the last 10 years, become a beacon of hope and positivity for local people, veterans, schools and the clients of the service.

During lockdown in 2020-21, the Trust undertook an options appraisal to help us decide our future strategy. The outcome of this process was a decision to develop a brand new visitor centre with interpretation, training and skills development, all centred around an immersive audio visual display of Skylark. The new Spirit of Skylark Centre will be sited next to the Denny Ship Model Experiment Tank at the Scottish Maritime Museum in Dumbarton. At present the cost of developing the centre is projected to be around £3 million. We are now working towards developing a major capital bid to the National Lottery Heritage Fund in early 2022.

What we need

This ambitious and exciting new project aim; to develop a major new attraction for Dumbarton; requires a step change in how the Trust operates and is constituted. We need to formalise our partnership with the Scottish Maritime Museum and begin to plan what the joint operational model for the new Spirit of Skylark Centre will look like.

We are therefore seeking a consultant to help us work through what we need and how to go about implementing changes to how we are governed, structured and operate. We also wish to review our partnerships and formalise and build on them.

We need to ensure, as a Trust, that we are inclusive and representative of our diverse audiences and stakeholders. These include:

- People in recovery from addictions,
- Veterans
- Schools and families,
- Young people,
- Local communities

We also wish to ensure that our Trust has a broad range of skills. We need to carry out a needs analysis to ensure we have a range of skills on the board including:

- Marketing/Audience Development
- Business planning/Finance
- People/HR
- Maritime, social and industrial heritage
- People with lived experience of some of the issues we deal with

The consultant

We need a consultant who has experience of helping small charities to review their vision and mission and to help them look strategically at what mix of skills and attributes our Board should have for our future success. They should have an understanding of the heritage sector in Scotland and have good facilitation and listening skills. Whilst we acknowledge that we need to change as we grow we do not want to lose the passionate supporters who have helped us get to this stage in our development. We aim to be respectful and mindful of everyone's contribution so far and to find ways to keep people involved moving forward.

Tender Response

Please include the following in your response:

- Your approach & methodology, to demonstrate your understanding of the task.
- An outline programme to show how specific tasks can be delivered to allow completion of the work by October.

- Experience of similar work to demonstrate that you have the experience required to undertake this commission.
- Details of Referees: contact details for two recent referees;
- A breakdown of costs (fees and expenses) and VAT. Please include day rates as well.
- Copy of current Public Liability / Professional Indemnity Insurance documents.

Timescale

Our timescale for this work is from July to October 2021

Budget

The budget available for this work is up to, but not exceeding, £15,000 including all expenses, but excluding VAT.

Contact

Please submit your proposal to Project Manager Claire McDade clairem@alternativeswd.org
T: 07932 985726

DEADLINE FOR SUBMISSIONS: Friday 25/06/2021 at Midnight

Copyright and GDPR

All rights including copyright to reports, images and specifications whether in writing or electric form must be assigned to the client. Intellectual copyright will remain with the original author. Any information and data collected as part of this commission must comply with current data protection laws.

Funders

All reports and other outputs must acknowledge the support of the National Lottery Heritage Fund and must include the relevant logo in line with their requirements.

The Skylark IX Recovery Project gratefully acknowledges the support of the National Lottery Heritage Fund, who are the main funders of this project

