

LAMBETH PALACE LIBRARY – INVITATION TO TENDER

Strengthening Educational Outreach at Lambeth Palace Library

KEY CONTACTS:

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BACKGROUND:

Lambeth Palace Library, founded in 1610, is the historic library and records office of the Archbishops of Canterbury. It is the principal repository for the archives of the Archbishops of Canterbury and the National Church Institutions. It is freely open for public use, serving as a research centre specialising in church history, and its archive, manuscript, and printed collections are wide-ranging. The collections contain material dating from the ninth century to the present day and encompass many formats, from medieval manuscripts and early printed books through to modern archives and digital records.

The Library's vision is to collect, preserve and make accessible the memory of the Church of England, so that its history can be explored and enjoyed by all. Further details can be found on the Library's website: www.lambethpalacelibrary.info.

While the Library has an extensive outreach programme including exhibitions and public talks that reach a variety of audiences, we wish to develop our outreach programme further. We recognise that our provision for children and young people could be strengthened, particularly in terms of support for education, and as we extend our outreach activity we would like to address this.

TASK SUMMARY:

Lambeth Palace Library would like to commission a report investigating how LPL might best strengthen its educational outreach, connecting young people with the Church of England's heritage in a way that is inclusive, engaging, and relevant to diverse school communities.

The report should look at three areas:

1. The feasibility of producing downloadable education packs based on the collections of the Library for use in schools.
2. Reporting on how similar organisations manage their relationships with schools and educational outreach, including in terms of resourcing and relationship management.
3. Reporting on how similar organisations manage work experience placements.

PART 1: Education packs

This part of the report will focus on the curriculum in England. Primary, secondary and A-levels are within the scope of this project. The report will include a summary of types of educational materials produced by similar cultural organisations with documentary collections, such as archives and libraries, that are already being used by schools. The

report will also summarise the ways in which teaching staff and home educators find electronic resources to use in teaching and will include advice on how to promote any resources produced to teachers and consider how best to make resources discoverable online. It will include a list of topics where our collections might support the curriculum, broken down **by the four Key Stages** and **by subject**. We suggest that History and Religious Education are the primary focus but would invite exploration of cross-curricular links to other subjects, such as English Literature, PSHE, and Art & Design.

Part 2: Resourcing educational outreach

This part of the report will focus on how other similar cultural institutions manage educational outreach, how they resource and support such work, the practice of creating resources and any other related activities they engage in. For example, the report might look at how institutions link their programme of exhibitions to educational outreach (for example, schools' visits). The report will also look at how institutions build relationships with schools and home-educator networks. Currently, outreach duties at Lambeth Palace Library are allocated on an *ad hoc* basis and therefore the report should look at how institutions allocate responsibilities and duties among staff, with a view to recommending a suitable staffing strategy for Lambeth Palace Library. The report should consider how outreach and resources can be inclusive, e.g., accessible to SEND learners, representative of diverse voices (including underrepresented and marginalised groups), and targeted towards schools with limited access to cultural institutions.

Part 3: The provision of work experience for school-aged children

Lambeth Palace Library has in the past offered work experience to students aged 16 and upwards but does not currently do so. Part 3 of the report will focus on outlining best practice in this area, looking at building relationships with schools and at designing appropriate programmes for students in the 16–18 age group, with structured placements having clear learning outcomes, mentoring or reflective components. The report should consider how to reach schools that may not typically access such opportunities.

Part 4: Impact and evaluation

The report should include recommendations on how the success of outreach efforts could be measured, for example, through teacher feedback, student engagement metrics, or uptake of resources.

The purpose of the commissioned work is to produce a report for a non-education-specialist audience of senior Library staff, and to give a presentation on the findings either in person or online. Once the work is completed, Lambeth Palace Library will decide on the nature of any implementation phase, and there may be further opportunities for work, for example designing educational packs. To ensure relevance and usability in real classroom settings we encourage consultation with teachers and students regarding the design of outreach models.

INFORMATION SOURCES:

In preparing the report, the following resources may be drawn upon:

- Library [website](#).

- Library catalogues ([books, archives/manuscripts, images](#)).
- Library Treasures Book (a copy will be provided for the chosen bidder).
- There will be a start-up meeting with the staff (in person/Teams) and staff are happy to do further briefings by arrangement.
- The Library may be visited by appointment.
- Meetings might also be arranged with appropriate staff from the [National Society](#), the educational specialists of the Church of England.

If you are planning to use generative artificial intelligence (AI) tools in the preparation of the report, please specify which tools and how you plan to use them.

EVALUATION CRITERIA:

The successful bidder will demonstrate:

1. First-hand experience of schools, preferably including Church of England schools.
2. A deep understanding of the curriculum. Experience and knowledge of the Religious Education and History curricula are particularly desirable.
3. A deep understanding of educational outreach in cultural institutions and the needs and expectations of schools for their students on work placements.
4. The ability to make a realistic assessment of how the needs of teaching could be met with material from our collections both in terms of downloadable educational packs and in-person outreach.
5. Knowledge of how online teaching resources are produced and of how teachers find and select from those resources.
6. Proven experience in this type of work.
7. The ability to present information clearly and concisely to non-education specialists.

Bids will be assessed on the above criteria, and how the brief is approached, including factors such as the breakdown of tasks and a realistic estimate of how long the work will take.

Please note that the Library is not obliged to take the lowest bid.

BIDS:

Bids (no longer than 10 pages) should be received by email (LPLStaff@churchofengland.org) no later than **Wednesday 5 November 2025 at 23:00**. Those submitting bids will be notified of the result by **Wednesday 19 November 2025**. **The final report should be submitted not later than Wednesday 17 December 2025.**

They should include:

1. An estimate of the number of days expected to complete the work.
2. An account of how that time will be spent, including a breakdown of tasks to be completed and how much time will be spent on each task.
3. A summary of relevant experience.
4. A breakdown of charges (including VAT).
5. An indication of whether the bidder would like to be considered for other stages of the project such as the production of education packs. If this is the case the bidder should detail their experience in producing and editing resources.

Additionally, please submit **two pieces of similar recent work** (reports only) and contact details of **a referee for each**. These examples will be returned on request.

PAYMENT:

Payment to the successful candidate will be made in two stages. Half of the fee will be paid before work starts and the balance will be paid on acceptance of the final report by LPL and after the delivery of the presentation of findings. **Travel and subsistence expenses** will be covered by LPL for attendance at the start-up meeting and at the final presentation. These must be agreed in advance.