

Thaxted Windmill Trust CIO



Registered Charity No 1199545



Invitation to tender to produce and install interpretation on the five floors of the Grade 2* John Webb's Tower Windmill in Thaxted, Essex.

Thaxted Windmill Trust CIO (TWTC) seeks a specialist Consultant or Consultancy to work with the Trustees, Project Activities Manager and the Project Team and other stakeholders to deliver the Interpretation Plan as devised at the Development Stage of the project. The specialist Consultant / Consultancy will be an appointee with excellent experience and a full track record of installations of other Heritage projects.

Tenders are invited for this work, based on the approved Interpretation Plan which will be sent out to all interested parties. The Plan includes themed displays for each floor; provision of virtual access and supplying and installing audio-visual equipment.

The Interpretation Plan is part of the project to conserve John Webb's Windmill and its machinery; improve visitor facilities and provide training opportunities as work placements and for Volunteers. In addition, the project will engage current and new audiences through a wide range of activities that will link the Windmill and its collection of artefacts to the history of Thaxted and the people who have lived and worked there over the centuries.

Delivery will interpret the Windmill as a building; its machinery; the stories of its owners and workers; a range of contents of the rural Museum and how best to display and interpret these, working in partnership with the Consultant Conservator, Trustee Curator and volunteers. The interpretation will be inclusive to meet the needs of all visitors whether to the Windmill itself or virtually and make the best use of accessible communication formats (also known as alternative formats). Effective Interpretation is key to delivering an understanding and appreciation of the Windmill and its machinery and the Museum within it.

The Delivery of Interpretation Plan will also be informed by the work of a group of Volunteers conducting research between Autumn 2026 and Spring 2027. This programme will be led by the Project Activities Manager whom you will liaise with. Installation of the Interpretation will take place between September 2027 and March 2028, after all capital works to the Windmill have been completed.

The Maximum Budget available for the Interpretation is £95,279.00 including VAT This figure must include all expenses as no further allowances can be made.

The Delivery Stage is being made possible by a National Lottery Heritage Fund grant, funding from Historic England, the Pilgrim Trust, the Essex Heritage Trust, Hunts and Yardleys Charities, monies from the Windmill Trust and the generosity of Thaxted residents.

For all tender documentation and information, please email johnwebbswindmill@gmail.com

with the subject 'Thaxted Windmill Interpretation Tender' and addressed to the Secretary to the Trustees, Thaxted Windmill Trust CIO by the latest 5pm 15/7/26

Deadline for the submission of Tenders: 12pm 17/7/26

Online interviews will be held on 24/7/26

The successful candidate will then be invited to visit Thaxted on a mutually convenient date before a contract is issued.



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Funded by The Thaxted Charities - Hunts and Yardleys
Thanks to National Lottery Players and the Generosity of the Residents of Thaxted