



EXPRESSION OF INTEREST (EOI)

Senior Research & Writing Consultant
Minor Basilica Application Project

Catholic Parish of Chatswood Diocese of Broken Bay

About the Parish

The Catholic Parish of Chatswood is a vibrant and diverse faith community situated on Sydney's Lower North Shore within the Diocese of Broken Bay. The parish is undertaking a significant project to research, prepare and submit an application to the Holy See seeking the elevation of Our Lady of Dolours Church to the status of a Minor Basilica. This project represents an important opportunity to document the history, heritage, liturgical life and pastoral significance of the parish in a manner consistent with the expectations of the Holy See.

The Opportunity

The Catholic Parish of Chatswood invites Expressions of Interest from suitably qualified independent contractors, consultants or specialist writers to lead the research, writing and coordination of the Minor Basilica application.

This is a project-based engagement requiring an experienced professional who can combine historical research, exceptional writing ability and strong project management skills to produce a submission of the highest quality.

The successful contractor will work collaboratively with the Parish Priest and a parish project team while maintaining responsibility for the day-to-day planning and delivery of the project.

Scope of Services

The contractor will be expected to:

- consolidate and review existing historical research;
- identify and undertake additional research where required;
- conduct interviews with clergy, parishioners and key stakeholders;
- prepare a comprehensive written submission for the Holy See;
- coordinate supporting documentation, photographs and archival material;
- develop and manage an agreed project plan and milestones;
- liaise with diocesan representatives and specialist contributors as required; and
- prepare supporting documents, appendices and other materials necessary for the final submission.

The successful contractor will have flexibility in determining how the work is performed while ensuring agreed milestones and deliverables are achieved.



Desired Experience

Applicants should demonstrate experience in:

- complex research and long-form writing;
- heritage, historical or archival research;
- managing substantial projects with multiple stakeholders;
- producing formal reports or submissions;
- engaging effectively with community stakeholders; and
- working independently to agreed outcomes.

Highly regarded experience includes:

- knowledge of the Catholic Church and its structures;
- theology, history, journalism or heritage qualifications;
- experience within Catholic, diocesan or other ecclesial organisations; and
- familiarity with canonical or Vatican processes.

Engagement Arrangements

The Parish intends to engage a suitably qualified individual, business or consultancy under a commercial services agreement to deliver the project outcomes described in this Expression of Interest. This procurement process is not an offer of employment and is not intended to create an employment relationship.

The Parish anticipates requiring services equivalent to approximately 50 hours per month over the life of the project. This estimate is provided for planning purposes only and does not constitute a guarantee of work or a minimum commitment.

The project is expected to be completed over approximately 12 to 18 months, although the timeframe may vary depending on project requirements, agreed deliverables and the progress of the work. Where additional work beyond the agreed scope or anticipated level of services is required, it will be subject to prior written approval by the Parish Priest or their delegate.

The successful contractor will be expected to:

- hold a current Australian Business Number (ABN);
- maintain appropriate Professional Indemnity Insurance;
- maintain appropriate Public Liability Insurance;
- maintain workers compensation insurance where required by law, or appropriate personal accident/income protection insurance relevant to their business structure;
- provide their own equipment, software, workspace and other resources necessary to perform the services;
- be responsible for their own taxation obligations, with superannuation obligations to be managed in accordance with applicable Australian taxation and superannuation legislation; and

- comply with all applicable legislative and regulatory requirements relevant to their business.

The successful applicant may be engaged as an individual sole trader, partnership, company or consultancy, subject to the Parish being satisfied that the proposed engagement is appropriately structured.

This Expression of Interest seeks proposals for the provision of professional services under a commercial contracting arrangement. The Parish does not intend to create an employment relationship through this procurement process or any resulting agreement.

Deliverables

Key deliverables are expected to include:

- project plan and implementation schedule;
- research framework and gap analysis;
- completed historical and heritage research;
- stakeholder consultation outcomes;
- draft application portfolio;
- final Minor Basilica application submission; and
- organised project records and supporting documentation.

Final deliverables, milestones and payment arrangements will be agreed with the successful contractor before commencement.

Expression of Interest Submission

Interested parties are invited to submit:

- a cover letter outlining their interest and suitability;
- curriculum vitae or company profile;
- examples of comparable work or professional portfolio;
- indicative hourly or daily rates;
- availability to commence;
- two professional referees; and
- confirmation of relevant insurances and ABN.

**Selection Process**

Expressions of Interest will be assessed on demonstrated capability, relevant experience, writing quality, project methodology, value for money and overall suitability for this unique project.

Shortlisted applicants will be invited to participate in an interview and as part of the selection process submit a proposed methodology and fee structure that demonstrates how they would deliver project outcomes.

EOI Closing Date: 9 October 2026

Enquiries and Submission: David.ranson@bbcatholic.org.au