



PLEASE NOTE THE APPOINTMENT OF THIS ROLE IS SUBJECT TO NATIONAL LOTTERY HERITAGE FUND (NLHF) FUNDING

Job description

Post: Project Manager

Terms: Subject to National Lottery Heritage Fund Funding

Part time (2.5 days a week) fixed term contract

In the region of £35,000 pro rata for 2.5 days a week
(Actual salary c£17,500 per annum) for fixed term of 18 months with the potential to extend

Accountable to: Project Board

Purpose of role:

The Project Manager will be required to report to the Project Board and lead a design team including the Architect, other contractors and members of BPT staff, to provide the Trust with a coherent, costed and evaluated plan for the future operation of the repaired and upgraded Beckford's Tower and Museum and the construction works required to achieve this (Phase One), leading to the submission of a successful NLHF bid to support its implementation (Phase Two). Further details are in the summary project brief.

Key responsibilities

The following is not an exhaustive list but is to give an idea of the scope of the role. In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

- Act as project lead, working closely with the following staff and consultants who will be appointed up to the end of Phase 1:-
 - Architect
 - Archivist
 - Project Assistant
 - Interpretation / Exhibition consultant
 - BPT Core Team
 - Other consultants / contractors as appointed
- Delivery of the Development Phase (Phase 1) to time and budget
- Oversight of the additional work plans including Activity Plan and Evaluation Framework
- Submission of the NLHF Round 2 funding bid

PERSON SPECIFICATION

Essential:

- Strong track record of excellent project management within a historic building setting that includes the delivery of conservation/heritage capital projects
- Experience of delivering, reporting for and managing National Lottery Heritage Fund (formerly HLF) projects
- Experience of managing a design team
- Experience of reporting to and facilitating the decision making of a non-executive board
- In depth demonstrable experience of the conservation of listed buildings
- Experience of display, interpretation and visitor circulation in museums/historic buildings
- Strong track record of cost control, and of managing a multi-disciplinary team of professionals including architects and engineers
- Sensitivity to the premises and sympathy for the Trust's aims
- Ability to form a good working relationship with the Trust
- Experience submitting successful NLHF bids that includes the use and oversight of an effective evaluation framework
- Understanding of all health and safety requirements for large capital projects
- Experienced self-starter who can work self-supported

Desirable:

- Knowledge and experience of working with listed buildings in Bath

Working hours:

2.5 days a week, with flexibility about when hours are worked

Terms and conditions

- Some physical elements
- Some weekend and evening working may be required
- Some lone working

References

At least one referee from a previous NLHF (previously HLF) funded project will be required.

If you are shortlisted and interviewed, references will be sought from previous clients, and a site visit made to a comparable previous project(s) managed by you.

BPT may seek references before interview for shortlisted candidates (no approach will be made to any referee without your permission).

Other

Beckford's Tower and Museum is open to the public at weekends but visits outside of these hours can be arranged for interested candidates. Please email recruitment@bptrust.org.uk for details.