



<b>Job Title:</b>	<b>Project Director</b>
<b>Salary:</b>	£40,000 full time equivalent
<b>Contract period:</b>	From March 2019 to September 2021, a 30 month period
<b>Responsible to:</b>	The Project Director will be steered by, and report to, the Cleveland Pools Trust, via a designated Trustee.
<b>Location:</b>	Role covers Bath and North East Somerset area, office work is home based or in contractor supplied accommodation in Bath
<b>Hours of work:</b>	37 per week on a flexible basis = 5 days per week equivalent, attendance at some evening meetings or weekend events required

**The purpose of the Project Director's role is:**

- To be the official spokesperson representing the project, the Trust and its funders
- To support the Trustees in the strategic management of the programme and project. Day to day contract administration and management will be carried out by consultant project manager.
- To contribute to effective relationships that fulfil the objectives of the Delivery Phase, with the National Lottery Heritage Fund (NLHF), Architectural Heritage Fund, B&NES, partners, contractors and existing and prospective funders
- To manage effectively and sensitively the relationship with the neighbours to the Pools and the wider public
- To work with volunteers to enable involvement and work experience in various roles
- To manage the work of two officers, an Admin and Finance officer and a Community Liaison and Volunteer officer
- To be the lead representative of the Trust on the Cleveland Pools Liaison Group
- To be a member of, and support, the Capital Procurement Sub Group and Project Board in preparing briefs, assessing and awarding the contract(s) to the successful contractor(s)
- To establish and manage a strong and trusting relationship with the consultant project manager and contractor(s) identifying key contacts with responsibilities for the successful delivery of all aspects of the project
- To negotiate all access agreements and licenses required to deliver the project
- To consider and decide upon, within agreed parameters, all technical and contractual variations proposed by the Contract Administrator
- To ensure that the preferred operator has a fit for purpose operating plan to include operating processes, recruitment and training of staff and volunteers
- To identify wider audience and activities to ensure the financial success of the Pools
- To oversee the delivery of the Trust's Activity Plan
- To ensure that the Interpretation Plan is implemented to maximise the opportunity for people to learn about the heritage of the Pools



## **DUTIES AND RESPONSIBILITIES**

### **Support to the Trustees:**

1. To lead and assist in researching and drafting reports, other documentation and letters including distributing these for feedback and agreement;
2. To advise on and fulfil the requirements of the procurement processes necessary to enable tendering action leading to the letting of contracts including the administration and monitoring of agreed contracts;
3. To seek advice on any legal requirements;
4. To chair the Project Board and support the Procurement Sub Group and ensure contractor(s) is represented at an appropriate level;
5. To obtain monthly comprehensive construction reports from the consultant project manager, contractor(s) and project team, to be submitted to the Project Board;
6. Arrange regular site meetings and ensure Trustees visit the site as appropriate;
7. Manage effectively and sensitively the relationships with neighbours and the wider public;
8. To identify wider audiences and activities to ensure the financial success of the Pools.
9. To ensure all NHLF payment applications are completed at the required time as stated by the NHLF and to ensure that the Trust maintains a positive cash flow for the duration of the project.
10. To ensure that governance arrangements are in place to properly manage the Trust's relationship with the preferred operating partner
11. To ensure the preferred operating partner develops and produces a fit for purpose operational plan to include operational processes and the recruitment and training of staff and volunteers;

### **Project co-ordination**

12. To ensure, through the consultant project manager, a systematic programme of work, including a weekly highlight report, to be documented, monitored and reported to the Trustees at the Project Board, taking account of NHLF requirements, the planned Delivery Phase and progress made during the Development Phase;
13. To manage the delivery of the project, through the Contract Administrator and contractor(s), to time, cost and quality as specified in the Delivery and Tender Documentation;
14. To support and be a member of the Procurement Sub Group;
15. To be the focal project point of contact with B&NES, NHLF, AHF, Historic England, to research their policies and criteria and draft relevant documents as required;
16. Ensure all construction documents are finalised so that a set of comprehensive documents including all specifications and drawings are ready for tender purposes to the agreed timetable;
17. To ensure that all necessary permits, permissions and planning conditions are discharged to enable the construction of the project to proceed unhindered;
18. To liaise with professional and technical staff, contractors and sub - contractors with existing or prospective roles towards the restoration project
19. Once the main contract has been let, to attend formal site meetings as arranged by the consultant project manager with the contractor(s) ensuring the project is delivered to specification, within budget and on time;
20. To ensure the contractor(s) has performance and cost processes in place throughout the contract period and that these are visible and accountable;
21. To ensure an effective change control and approval system is implemented effectively through the Contract Administrator;



22. To monitor an updated weekly risks and issues register;
23. To liaise with B&NES council, in particular the Property and Planning departments, as required by Trustees, on all statutory matters concerning project delivery;
24. Submit all invoices for payment within the agreed timeframe to the nominated trustee having received a certificate of approval form from the Contract Administrator;
25. Manage handover of the completed project to the preferred operator, after conducting full handover checks as specified in appropriate regulation along with 'as built' documentation and a full Operational and Maintenance Manual. Practical Completion will not to be signed off until this documentation has been received and approved by the Contract Administrator on behalf of the Trustees.

**Participation in General Activities of the Trust**

26. Attend and contribute to Project Board and other meetings as appropriate including identified Sub Group meetings on request;
27. Arrange appropriate meetings with the community and liaise with appropriate lead Trustee on aspects of learning and development, conservation, history and fundraising;
28. Manage and deliver the overall project including the events and activities through to completion of the NLHF funding period, including coordinating the project evaluation and closure;
29. Represent the Trust as required in meetings with partners and other agencies in support of the organisation's objectives;
30. To liaise with and brief identified volunteers across capital and people outcomes ensuring appropriate training and safety;
31. To identify and liaise with other charitable projects in the area with a view to maintaining an informal 'community of practice' to share best practise and exchange ideas;
32. Be self-serving administratively, e.g. undertaking your own word processing, report preparation, photocopying, filing, etc. until an Admin and Finance officer is appointed;
33. Be responsible for organising and prioritising your own workload in consultation with the designated Trustee;
34. Help to ensure that diversity and equality of opportunity is integral throughout the Trust's work;
35. Be willing to work flexible hours: the working hours will depend on the timing of meetings and any deadlines but are otherwise flexible by mutual agreement with the designated Trustee;
36. Undertake other tasks from time to time and as appropriate, that may be required by trustees in line with the objectives of the Trust;



EMPLOYEE SPECIFICATION	Application	Interview
1. Substantial experience of project management including projects of a similar size, preferably a NLHF project	✓	✓
2. Experience of implementing procurement processes compliant with the UK and EU legal framework	✓	✓
3. Experience of developing and managing effective project monitoring arrangements.	✓	✓
4. Substantial experience of working with professional and technical staff in both public and private sectors	✓	✓
5. Experience of working with a non-technical governing board	✓	✓
6. Experience of setting up and managing your own work schedule to meet agreed objectives and deadlines	✓	✓
7. Substantial experience of effective liaison with contractors	✓	✓
8. Excellent verbal communication skills to deal effectively, efficiently and appropriately with trustees, partners and the public.		✓
9. Excellent written communication skills, to write clearly and accurately to produce work of a high standard.	✓	
10. Excellent organisational skills and experience of working to deadlines whilst coping with competing priorities.		✓
11. Good IT skills – good working knowledge to meet the requirements of the role.	✓	✓
12. Demonstrable ability to work effectively and inclusively with a group of colleagues to build and maintain effective working relationships.		✓
13. Experience of co-ordinating meetings and events		✓
14. Ability to work on own initiative with minimum supervision.		✓
15. Understanding of/and commitment to the objectives of the Trust;	✓	✓
16. Demonstrable commitment to equal opportunities principles and practice;	✓	✓
17. Demonstrable understanding of formal and informal accountability;	✓	✓
18. Creativity and enthusiasm with a positive and solutions-focused attitude.		✓



**Cleveland**  
**Pools Bath**