Job Description

Old Black Lion Project Manager

**Primary Purpose:** To Lead the Old Black Lion regeneration project, progress the completion of lease arrangements, identify and co-ordinate the setup of a new trading model.

**Responsible to:** Head of Regeneration

**Responsible for:** Project staff, volunteers, consultants

**Length of contract:** 3 months with possibility of extension

**Number of hours:** 15 hours (net)

**Job Level:** 4

Task Description

The Project Manager will lead and manage the Old Black Lion regeneration project. The role will assess the position of the project, develop a project implementation plan, oversee the completion of lease arrangements and co-ordinate the creation of a suitable trading model ahead of the delivery phase of the Stage 2 HLF Heritage Enterprise project of St Peter and the Old Black Lion.

Key Tasks

1. **Lead and manage the St Peter and Old Black Lion project, HLF Stage 2**

With direction from the Head of Regeneration and Senior Management Team (SMT), the post holder will:

* Manage the development of the HLF funded project, Stage 2 – St Peter and the Old Black Lion
* Explore lease options and oversee the completion of the lease in respect of this site, working with relevant partners and stakeholders to achieve this outcome
* Manage project specific consultants, staff and teams
* Ensure good, regular communication with the Trust’s regional and operational teams
* Ensure high quality project management and delivery standards

**2. Identify and establish a suitable trading model**

With support from the Head of Regeneration, Senior Management Team and local partners, the post holder will:

* Work to identify a preferred trading model to deliver commercial activity
* Prepare an options paper on the preferred trading model for sign off by the CCTs Senior Management Team and Trading Subsidiary Directors (Churches Conservation Trading Enterprises Limited, CCTEL)

**3. Project Management**

The post holder will:

* Review the project documentation and create project implementation plan
* Deliver the contract to a high Project Management standard
* Manage the commission and ensure that the Trust achieves value for money
* Commission appropriate professional advice to secure the lease and appropriate trading model

**4. Evaluation**

The post holder will:

* Produce a completion report on the outcome of lease negotiations.
* Produce an outline evaluation framework that can be used to monitor the commercial performance and suitability of the preferred trading model
* Produce and overall timetable for the delivery of the Stage 2 project

Additional Information

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Person Specification

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| **Criteria** | **E** | **D** |
| ***Qualifications and Training***   1. A relevant degree or equivalent qualification | X |  |
| 1. Project management qualification (PRINCE 2, Agile Project Management) or other relevant professional accreditation | X |  |
| ***Experience***   1. Experience of leading major capital (£1-£5m+) heritage regeneration projects and budgets | X |  |
| 1. Experience of lease negotiation and completion. | X |  |
| 1. Experience of developing trading models to support commercial growth. |  | X |
| 1. Experience of co-ordinating a multi-disciplinary teams. | X |  |
| ***Knowledge, Skills and Abilities***   1. A working knowledge of relevant government policy, regulations, national planning legislation and policy and current best practice in economic regeneration | X |  |
| 1. Excellent ICT skills and ability to be self-sufficient in terms of administration | X |  |
| 1. Demonstrable interpersonal and communication skills, and an ability to network with high level people, partners and communities. | X |  |
| ***Personal Qualities***   1. An effective leader, able to motivate and cultivate high performing teams. | X |  |
| 1. Able to develop and deliver effective solutions to complex problems. | X |  |

Job Requirements

The post holder must be able to work flexibly according to the needs of the organisation, including regular work outside core hours and a willingness to undertake extensive travel across England.

Key Working Relationships

This post will work closely with regional colleagues, conservation project managers, the finance and resources team, grants and capital campaigns manager and volunteers.