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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Project Manager - Conserving the Historic Estate**

**REPORTS TO: Estates, Facilities and Projects Director**

**HOURS: Full-time, fixed three -year contract**

**with an opportunity to extend subject to funding**

**SALARY:** **£37-43k - depending on experience**

**LOCATION: Coalbrookdale Head Office, with regular work across Ironbridge Gorge**

**Museum Trust sites.**

**FUNCTION: To plan and deliver an extensive programme of repair and conservation projects, on time and to budget, across the Ironbridge Gorge Museum Trust (IGMT) historic estate of 35 listed buildings and scheduled ancient monuments.**

**CONTEXT:**

Following a comprehensive Quinquennial Review carried out by external consultants in 2021, IGMT has been successful in securing over £5m from the National Heritage Memorial Fund (NHMF) <https://www.nhmf.org.uk/> to implement an extensive programme of repair and conservation works across heritage assets (51 discreet projects in total) all situated within the Ironbridge Gorge World Heritage Site. The Trust is now seeking to recruit a Project Manager. The ideal candidate will have experience of working within a heritage setting with an understanding of the requirements regarding scheduled monuments, listed buildings and the ability to manage several complex projects at one time across numerous sites.

**RESPONSIBILITIES INCLUDE:**

* The successful management of the capital and conservation project across the 3 years in accordance with IGMT policies and procedures.
* Reporting to NHMF on progress of the projects
* Briefing and appointment of external consultants in line with IGMT’s procurement policy
* Recruitment of the Conserving the Historic Estate (CHE) team - seven posts in total
* Liaison with other departments within IGMT’s team
* Maintaining a programme and budgets for the projects
* Providing reports to the Estate, Facilities and Projects Director on progress against target and subsequently to the project board, senior management team and Board of Trustees

**DUTIES INCLUDE** (but not limited to)**:**

* To lead the CHE project team of internal and external members to ensure successful completion of the project
* Manage the approved project budgets, highlighting discrepancies or exceptions as early as possible. Acting as client contact for the design team
* Deliver quarterly reports to NHMF
* Maintain records related to the project including budgeting, planning and systems control
* Work with the Marketing and Sales team to exploit opportunities for PR and public engagement with the project
* Collaborate with the Visitor Engagement Directorate to minimise disruption to the opening of the Museum and the visitor experience
* Maintain the risk register for the project updating the register on a regular basis or where new risk is identified.
* Working with IGMT’s Health and Safety Officer, ensure a safe workplace environment without risk to health for employees, contractors, and visitors
* Ensuring that all Health & Safety policies, procedures, safe systems of work, rules and regulations are adhered to and are regularly reviewed, updated, and communicated.
* To undertake any other reasonable duties which may be required by management from time to time

**PERSON SPECIFICATION**

**Essential**

* Proven track record of planning and delivering heritage sector work using a structured management methodology
* Good IT skills, must be proficient in working with Microsoft Office software
* Degree or post graduate qualification in building construction, construction management with building conservation discipline or equivalent
* Good understanding of conservation principles and techniques
* Understanding of current Health & Safety regulations
* Knowledge of current building regulation and planning requirements
* Good financial management and understanding of budgets
* RICS or ARB qualification or equivalent
* Good working knowledge of JCT contracts.

**Desirable**

* Experience of working with external funding agencies such as National Heritage Lottery Fund or Historic England
* Additional health and safety qualifications such as NEBOSH
* Valid Scaffold Inspection certificate

**Personal Aptitudes**

* Understanding of confidential matters
* Professional approach, coupled with strong interpersonal skills
* Excellent planning, organisational and time management skills
* Excellent written communication and presentation skills
* Ability to work on own initiative
* Ability to work in and adapt to a rapidly changing environment
* Ability to work co-operatively with others to complete tasks and implement process improvements

At IGMT our commitment to diversity and equality is a long-standing one. We believe that heritage, culture, and arts organisations should ensure that their work draws on and reflects the full range of backgrounds and perspectives to be found in our society. Disabled, D/deaf and/or neurodivergent people, those from Black, Asian, and Ethnically Diverse backgrounds are under-represented in our workforce so we particularly encourage people from those backgrounds, identities, and experiences to apply.

**How to apply**

For more details please contact [humanresources@ironbridge.org.uk](mailto:humanresources@ironbridge.org.uk) or visit: [www.ironbridge.org.uk/about-us/job-vacancies](http://www.ironbridge.org.uk/about-us/job-vacancies) From here you can choose to apply using our online form or alternatively download a Word or PDF version of the application form and email your completed application to [humanresources@ironbridge.org.uk](mailto:humanresources@ironbridge.org.uk)

Closing date for applications is 3 May 2022.

Signed (Postholder) ……..……………………….. Printed …………..……………. Dated …………

Signed (Line Manager) ……..……………………….. Printed …………..……………. Dated …………

This Job Description is subject to periodic review.