



BATH
PRESERVATION
TRUST

Role Profile

Post:	Project Director (Project Management companies welcome to apply)
Terms:	£40,000 per annum for fixed term of 16 months with the potential to extend
Reporting to:	Director of Museums

Purpose of role:

The Project Director will be required to report to the Project Board, manage the project budget and lead capital works and activity teams including the Capital Works Manager, Archivist, Activities Officer, Admin and Finance Assistant and other consultants, 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 HLF bid to support its implementation (Phase Two).

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 Stage 1:-
 - Capital Works Manager
 - Archivist
 - Activities Officer
 - Admin and Finance Assistant
 - Interpretation / Exhibition consultant
 - Evaluation consultant
 - BPT Core Team
 - Other consultants / contractors as appointed including Architect and Quantity Surveyor
- Management of the project budget including sign off of any spend, tracking of income, expenditure and cash flow and reporting progress to the Board
- Delivery of the Development Phase to time and budget

- Responsibility for 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 project budgets and monitoring cashflow
- 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 converting listed buildings
- Experience of display, interpretation and visitor circulation in museums/historic buildings
- Experience of activity plans including engagement with schools, communities and volunteers
- 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 HLF 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

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

Terms and conditions

- Some physical elements including movement of museum objects, archives and display materials
- Some weekend and evening working may be required
- Regular travel to Beckford's Tower
- Some lone working