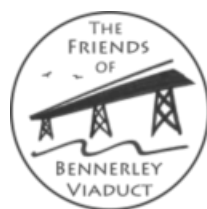




## Invitation to Apply: Part-time Project Manager

### ‘Bridging the Gap’ - The Friends of Bennerley Viaduct

Date: 9<sup>th</sup> January 2022



## 1. Background

The Friends of Bennerley Viaduct (FoBV) is a charity that will be delivering a project ('Bridging the Gap') part funded by the National Heritage Lottery Fund from 1<sup>st</sup> March 2022 for 2 years, which aims to provide the training, skills and time to test the feasibility of Bennerley Viaduct as a heritage and visitor attraction and a venue for learning and leisure activities.

The Bennerley Viaduct is one of only two surviving Victorian lattice work wrought iron railway viaducts in the UK and is in virtually unaltered condition. At about 400m, it is the longer of the two and it is a source of pride to local people as well as being important to walkers, cyclists, photographers and people interested in transport and industrial history and the natural environment.

The viaduct has been restored and will be made accessible to all by the Spring of 2022.

Following the completion of this work the owners of the viaduct, Railway Paths Ltd, will discharge their responsibility and the FoBV are their preferred future lessee. As a result, the FoBV now have the opportunity to develop public engagement with this heritage site and develop the exciting strategic plans for the future for Bennerley Viaduct.

'Bridging the Gap' will aim to:

- Build the capacity of the FoBV to develop and manage the Bennerley Viaduct as a heritage asset, including planning for and delivering future capital projects. Time and resources are required to build both organisational resilience and skills to the level required for taking on a lease for the viaduct.

This will be achieved by undertaking a governance review, delivering a training programme for trustees and relevant staff and volunteers and reviewing IT systems.

- Test the feasibility of the Viaduct as a visitor attraction and a venue for learning and leisure activities for a wider range of people. The necessary skills and expertise will be identified and developed, with a view to becoming self-supporting.

This will be achieved by employing and training new staff and volunteers; piloting a visitor experience model that includes partnering with Erewash Museum; preparing a business plan; improving existing income streams; developing interpretation and conducting consultation.

- Undertake data collection and evaluation to inform future planning and development.

For more background about the heritage of Bennerley Viaduct, please visit:

<https://www.bennerleyviaduct.org.uk>

## **2. Project Manager Specification**

The FoBV wish to appoint a suitably experienced Project Manager as part of their National Lottery Heritage Fund project, 'Bridging the Gap.'

The aim of 'Bridging the Gap' is to ensure the owners of the Viaduct, Railway Paths Ltd, feel confident about discharging their responsibility to the FoBV, who are currently the preferred future lessee. The project will help to build the capacity of FoBV and develop the charity into an organisation that is capable of providing a learning and leisure facility that is self-supporting. As a consequence, more people and communities will have the opportunity to become connected to their heritage.

The Project Manager will have overall day-to-day responsibility for managing the delivery of 'Bridging the Gap', ensuring all outputs meet set deadlines within agreed budgets. Reporting directly to the Chair of the FoBV and steering group, the Project Manager will chair regular project meetings and produce monthly progress reports for the Board, project team and funders. The Project Manager will be responsible for the regular reporting to the National Lottery Heritage Fund and meeting their requirements, and have overall responsibility for compliance with Health and Safety requirements on the site.

### **Key Objectives**

- Develop and maintain the project management structure and governance
- Manage the project plan schedule and documentation
- Manage project risks
- Adhere to reporting cycles for funders, particularly the National Lottery Heritage Fund

- Securing small grants as match funding during the course of the project
- Manage the Heritage & Engagement Officer and Ranger posts
- Being responsible for Health and Safety compliance on the site

### **Main Responsibilities and Key Tasks**

- In conjunction with the Board of Trustees, manage all aspects of the delivery of 'Bridging the Gap' according to the Project Plan as approved by the Heritage Fund, including recruitment of other consultants.
- Manage and co-ordinate all aspects of the project to meet set deadlines and agreed budgets.
- Support and manage on a day-to-day basis the work of the Heritage & Engagement Officer and Ranger.
- Co-ordinate and supervise overall planning, schedules, budgets, risk management and tender processes.
- Contribute material to the FoBV website and social media channels.
- Chair regular project meetings with consultants and project team members, ensuring proper meeting documentation and communication processes are established and adhered to.
- Produce monthly reports for the Board, project team and funders comprising financial reports, programme progress, risk/opportunity and procedural updates.
- In conjunction with the Treasurer, prepare the monthly Payment Requests for the National Lottery Heritage Fund and any other funders. Manage the day-to-day banking activities of the charity, paying invoices and other financial transactions.
- Support the FoBV by being familiar with the latest National Lottery Heritage Fund requirements and to be well versed in relevant guidelines and best practice for this work.

The post holder will be based in the FoBV office at Castledine House, Ilkeston, and will work mainly on and around the Bennerley Viaduct site, but also in community venues, the Erewash Museum, Ilkeston and in the wider area dealing with the numerous stakeholders of the project. Home working will also be acceptable, when appropriate. Some weekend and Bank Holiday working will be expected.

The post holder will be expected to provide their own transport and use it to carry out their duties. Insurance cover for business use is required, as is a current driving license. This may include the transportation of equipment and tools on volunteer workdays etc. Reasonable travel expenses will be reimbursed. Whenever possible, the person will be encouraged to travel on foot or by bicycle between the office/museum/viaduct site.

### 3. Selection Criteria

ESSENTIAL	DESIRABLE
<b>Experience</b>	
Clear track record of the effective and efficient planning and delivery of projects in a similar or related field.	Experience of lead project managing delivery of NLHF supported heritage projects.
Experience of planning, prioritizing, organizing self and others in projects in a similar or related field.	Proven experience in a senior role managing or supervising staff and consultants.
Ability to multi-task across a diverse range of projects, keeping long-term vision and focus on immediate priorities.	
Demonstrable experience of working in multi-disciplinary teams to deliver projects within time and budget constraints. Experience of the financial management of complex projects.	

<p>Experience of successful fund raising for similar size and type of organisation as FoBV.</p> <p>Ability to act commercially and generate income generating activities to safeguard the future activities of FoBV.</p> <p>Experience in risk management and health and safety requirements for similar projects.</p> <p>Good understanding of issues relating to diversity, social inclusion and access.</p>	
<p><b>Skills/Competencies</b></p>	
<p>Excellent people skills and an ability to motivate team members and stakeholders.</p> <p>Excellent planning and organising management skills.</p> <p>Able to write clearly, with attention to detail, to summarise and present progress reports.</p> <p>Able to manage a diverse programme of responsibilities.</p> <p>Able to work under pressure and to tight schedules.</p> <p>Able to work independently and to judge when to flag issues or resolve an issue independently.</p>	<p>Presents compelling, focused reports that maintain momentum and earn stakeholders' support for the project.</p> <p>Able to represent the project with passion and enthusiasm.</p>

<p>Positive attitude, flexible and results focused.</p> <p>Strong IT skills including Microsoft Office.</p>	
<p><b>Knowledge, Quality and Operational Standards</b></p>	
<p>Ensures a high standard of work is produced.</p> <p>Excellent financial, project and staff management skills</p> <p>Personally demonstrates the values of the Friends of Bennerley Viaduct and builds trust with all stakeholders to proactively contribute to organisational success.</p>	

#### 4. Terms of Contract

The Project Manager will be appointed during February 2022 to start on 1<sup>st</sup> March 2022 and will work on a part-time basis of the equivalent of three days per week on a fixed term employment contract for 104 weeks. This employment contract will end on 29<sup>th</sup> February 2024. It is anticipated that the post holder will work at least 312 days during this period, reduced by annual leave and any sick leave taken. The post will be subject to a probationary period of 3 months. The annual equivalent salary will be circa £40,000, based on applicable knowledge and experience, paid on a pro-rata basis.

Generous terms and conditions of employment will be offered.

It is envisaged that the role will continue after this fixed term basis if an appropriate funding basis for the future activity of FoBV is achieved during this project.

## 5. Next Steps

If you would like to be considered for this employment opportunity, please supply the following information to John Scruton, Chair of Trustees of FoBV by **January 28<sup>th</sup> 2022**:

- Copy of your CV
- A proposal that demonstrates how your skills, knowledge and experience meet the selection criteria and why you would like to undertake the project (max. 1000 words)
- The details of two referees.

This information should be sent by email to: [chair.trustees@bennerleyviaduct.org.uk](mailto:chair.trustees@bennerleyviaduct.org.uk)

Interviews will be held during the week of **7<sup>th</sup> February 2022** either in person in Ilkeston, or by zoom.