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PROJECT ORGANISER

Friends of Stretford Public Hall (FOSPH) is looking to appoint a Project Organiser. This is a responsible and exciting role with real opportunity to contribute to a lasting legacy.

Stretford Public Hall is a magnificent landmark building commissioned by local industrialist and philanthropist, John Rylands in 1878. The building is on main thoroughfare to Manchester. Built in gothic revival style this grade II listed building has played a significant role in the community of Stretford for generations.

Initially used as a library, and public meeting space, for two decades it housed the renowned 'Stretford Children's theatre'. It has been used as an events space, community rooms and council offices.

A recent successful bidding process means that FOSPH are now the owners of the freehold of the building. The board, all members of the local community, act as guardians of the building, ensuring it is renovated and managed efficiently and appropriately. They are now fundraising to cover the cost of a staged renovation bringing the building back into the heart of the town over the coming years. They have developed a strong board, volunteers committee and network. Their Vision is to transform Stretford Public Hall into a multi-purpose community and commercial venue.

We are now looking to recruit a Project Organiser to help us realise our vision by organising the next stage of re-development work.

This is a fixed-term position funded by the Architectural Heritage Fund and Heritage Lottery Fund for up to four months in the first instance (contract may be extended subject to securing additional funding). It will commence 3rd October 2016. Fees, work schedule and timing of the work will be discussed with selected candidates according to qualifications and track-record competence. Weekend work may be required.

It is essential in your application that you are able to evidence your suitability for the role with proven examples of your knowledge, skills and experience. Competencies will be further explored and discussed in detail with those candidates invited to interview.

If you wish to apply a letter of application and cv/resume together with contact details for two referees (including telephone and email) should be sent in to friends@stretfordpublichall.org.uk no later than midnight on **Monday 5th September 2016**. Candidates will be informed if they have been selected by **16th September 2016**. Interviews are currently planned for W/C **26th September 2016**.



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PROJECT ORGANISER: Roles & Responsibilities

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Initially used as a library, and public meeting space, for two decades it housed the renowned ‘Stretford Children’s theatre’. It has been used as an events space, community rooms and council offices.

A recent successful bidding process means that FOSPH will shortly be the owners of the freehold of the building. The board act as guardians of the building, ensuring it is renovated and managed efficiently and appropriately. They are now in the final stages of completing the transfer of the freehold of the building. They have developed a strong board, volunteers committee and network. Their Vision is to transform Stretford Public Hall into a multi-purpose community and commercial venue.

We are now looking to recruit a Project Organiser to help us realise our vision by organising the next stage of re-development work.

This is a fixed-term position funded by the Architectural Heritage Lottery Fund for up to four months in the first instance (contract may be extended subject to securing additional funding). It will commence on 1 September 2016. Hours of work are 14 hours on any five days out of seven as required to meet the project needs. Weekend work may be required. The budget is expected to be a daily rate of £250 according to qualifications and track-record competence.

The Project Organiser will organise the next stage of project development. During this phase we intend to have carried out all of the works required to tender for contractors and secure funding streams.

POST:	· Project Organiser
RESPONSIBLE TO:	· Board of Directors FOSPH
EXPECTED OUTCOME:	<p>An invitation to tender / Plan of works that represents the vision of the organisation</p> <p>Appointment of a contractor / Manage and complete application for suitable funding</p> <p>Other elements to be agreed with the board</p>

PROJECT ORGANISER: Principle Duties



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Working in consultation with the Directors of FOSPH Ltd and our architect, the post-holder will use a broad range of technical skills, knowledge and experience to develop, coordinate and initiate the next phase of regeneration in the form of an invitation to tender.

- Using the findings of existing feasibility studies and reports, collaborate with the architect to draw up a work plan that will activate the next phase of development work and associated work-streams. This will include design, restoration, repair and renewal; commercial development; planning and design; supporting investment and funding opportunities and/or future improvements.
- To manage the complete tendering process including identifying prospective contractors, invitation, evaluation of bids, selection and appointment. This may involve the procurement of external professional expert opinion where necessary, acquiring and interrogating cost estimates and programmes for works and services.
- To use project management tools to ensure that the regeneration and work-streams will be delivered to programme, within budget and to required quality and audit standards; and that FOSPH can satisfy the reporting requirements of external stakeholders and third parties e.g. Trafford BC, Heritage Fund, etc.
- To proactively coordinate regeneration-related stakeholder engagement, including organising/attending meetings, workshops, public consultation, events, etc, to secure essential partnerships and support (financial and non- financial) from organisations such as the Trafford Council and the local community. To service these groups as and when required.
- To support the achievement of the mission, values and aims of FoSPH by acting as an ambassador at all times, and in particular to ensure that individual components of the property and regeneration programme are communicated to, and adopted by all internal and external stakeholders in pursuance of their roles.
- To support the development of future property and regeneration policy and strategy, including desk-based research into best practice and lessons learned from elsewhere, and to promptly disseminate such information to colleagues in the appropriate manner.
- To support FOSPH in exploring future funding sources and the project's eligibility in principle for all sources of appropriate funds. Identifying and exploring other grants, ascertaining the timetables, terms and conditions of each source. Completing application forms in draft, highlighting problems and engaging in exploratory talks with funders.
- To prepare draft budget and the cash flow forecast for use in implementation and management of works.
- Undertake the client role in accordance with CDM regulations 2015 for duration of appointment.
- To ensure a full and complete record of the project initiation activities including dated photographs, before any work begins on site and ensuring that the contractor is required to record the progress of the project, including photographs. To prioritise and organise own workload to be able to deliver against required deadlines.

PROJECT ORGANISER: Person Specification

Essential Experience

- Experience of successfully developing and managing complex projects/programmes on time and to budget
- Experience of successfully securing support from key stakeholders or multi-agency partnerships to deliver projects and/or programmes
- Experience of commissioning and managing external professional consultants
- Experience in commissioning or undertaking feasibility studies, business plans, appraisals, etc



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- Project/programme-based public consultation
- Extensive experience in being proactive, managing time effectively, prioritising own workloads and meeting deadlines.
- Extensive experience in successful interpersonal communication, both verbal and written.
- Managing Executive/Board-level interaction, including preparing papers & effective minutes, managing actions arising, etc.
- Working occasional long or unsociable hours, and under pressure, to deliver to deadlines
- Experience of working in community, voluntary or co-operative sector/organisations
- Basic understanding of business management

Desirable Experience

- All of the above in relation to built environment projects
- Delivering capital projects with external grant funding, for example AHF, HLF, Arts Council, ERDF, etc
- Awareness of OJEU procurement (revenue or capital)
- Developing policy and strategy
- public-facing engagement in regeneration or the built environment e.g. consultation, meetings, surveys, etc
- Strategic project /programme management
- Working experience of either heritage restoration project, performing arts space or community space
- Producing financial information such as cash flows, variance analysis, etc
- Basic understanding of communications, marketing and PR

Essential Skills/Ability

- Delivering projects and/or programmes with multiple partners and stakeholders
- Interpreting and practically using relevant UK and EU policy, strategy and legislation
- Excellent proactive organisational and administrative skills
- Ability to multi-task and manage & prioritise own workload
- Excellent written and verbal communication skills and ability to liaise effectively and collegiately at all levels
- Working under pressure and focusing on priorities despite distractions
- Excellent analytical skills and attention to detail
- To maintain confidentiality and act with discretion
- Proficient skills in word processing and spreadsheets
- Working flexibly and adaptably, either alone or as part of a team
- Drafting clear and focused correspondence, documents, reports, presentations, etc
- Effectively procuring & managing external professional consultants, including invoicing & budgets
- Working with community based volunteers
- Demonstrate a commitment to the values of the organisation

Desirable Skills/Ability

- Graduate or postgraduate-level study OR a professional qualification/membership in the built environment
- Good practitioner skills in project management software to guide project/programme delivery
- Strategic project management skills e.g. IPMA Level D, AMP Practitioner, PRINCE 2



Essential Knowledge

- Awareness of regeneration and associated built-environment professions such as planning, architecture, etc
- Awareness of relevant UK and EU policy, strategy and legislation in the built environment - such as Health & Safety, CDM, planning & conservation, building control, etc
- Awareness of procurement regulations, standard work plans and forms of contract used in the built environment
- Major current & potential stakeholders for SPH
- An understanding of community venues and how they function successfully

Desirable Knowledge

- UK historical building vernacular and/or building & restoration techniques
- Recent major successful heritage-focused regeneration projects
- Major sources of financial support for physical/capital schemes