

Wormley Community Centre Project

Invitation to tender for Project Manager role

Job Title: Project Manager

Project Manager Job Purpose: To be responsible for the implementation of the Community Centre Business Plan which will enable the re-opening and refurbishment of Wormley Community Centre.

Overall aim: To ensure that the client's requirements are met, clear framework provided and that the project is heading towards being completed on time and within budget.

Accountability: Wormley and Turnford Big Local (WTBL) partnership is the client; the consultant will work within the WTBL partnership and their new legal entity, Broxbourne Big Local, to ensure the building project delivery and that all work-streams related to the building's successful opening and operation are in hand.

Project Manager

Responsibilities:

- Support the process of developing briefs and managing the selection and appointment of contractors e.g. architects, builders to deliver what has been agreed by the Partnership
- Review and suggest modifications to the Business Plan, in the light of COVID-19 and the need for the centre to be compliant.
- Create and deliver project work plans and programmes and revise as appropriate to meet changing needs and requirements in partnership with the works streams.
- Develop and maintain a project plan in consultation with relevant stakeholders.
- Manage specialists and subcontractors.
- Define and develop the management structure and communications plan in which all consultants, contractors and other persons can perform effectively and act as single point of contact with the partnership and the legal entity, Broxbourne Big Local (BBL).
- Ensure that quality standards are met.
- Make sure project documents are complete, current, and appropriately stored.
- Work with the Partnership to ensure smooth decision making.
- Forecast requirements i.e financial, programme of works
- Prepare and submit monthly a written project status report to WTBL, as well as a verbal presentation at the partnership meeting every 4 weeks.
- Manage risk and keep the updated risk assessment log, which is regularly reviewed with the partnership, staff and BBL.

Experience & Abilities

- Understanding of the ethos of the Big Local (BL) as a resident led programme
- Understanding the process of guiding and leading projects, when necessary, particularly community led initiatives.
- Ability to understand the WCC Community Centre Business Plan & the project management platform, Trello.

- Experience of managing community centres/buildings or hubs
- Experience of project managing build programmes for community buildings
- Managing budgets associated with physical builds and programmes

Skills/Qualifications: Active listening, Coaching, Project Management (Physical & Programmes), Motivational skills, Diplomacy, Decision Making, Interpersonal Communication, Organisation, Judgement, Numerate skills, Management of Financial Resources, Monitoring, Resource Management, Time Management, Team Working, Commercial Awareness, Vision. Experience/awareness/understanding of working with third sector organisations.

Core Competencies

Communication Skills

- Good command of English language both written and verbal.
- Ability to generate clear and concise correspondence and communication.
- Ability to interface well with stakeholders, commercial (Architect, Developer etc) and residents.

Organisational/Analytical Skills

- Ability to prioritise and manage time.
- Ability to work with minimal supervision.
- Willingness to use own initiative.
- Ability and willingness to work flexibly to meet deadlines.
- Excellent attention to detail.
- Problem solving skills - ability to devise practical and innovative solutions.
- Ability to think laterally.

Project Management Skills

- Project Management accreditation preferred but not required.
- Minimum 3-5 years Project Management. E.g. 3rd Sector, Charity, Community Centre Development.

Facilitation Skills

- Ability to lead, control and focus people at all levels.
- Conflict resolution.
- Ability to obtain consensus within the group.
- Maintain an objective role.

Terms and conditions

Tenders submitted must relate to the consultant actually proposed to undertake the work and it should be them personally who are interviewed. This role is for a single Project Manager who must stay in post throughout the contract period. Tenderers should indicate the daily rate plus vat if applicable based on up to two days per week. If expenses are to be charged tenderers should outline the basis of these.

There are regular evening meetings of WTBL and the PM will be expected to attend most of these (currently they are six weekly). There may be a need to attend weekend events occasionally as well.

Start and finish date

Consultants should indicate how quickly they can start on this job – there is some urgency to take things forward. The appointment will be for a 6 months' period subject to a 3 month review.

Further questions and answers

If any prospective tenderers have any queries before submitting their tenders they should email them only to Noelle Blackman, Chair of WTBL Partnership; noelleblackman1@gmail.com or call 07721 041053 or Ian Richardson, CEO of CVS Broxbourne and East Herts, WTBL Local Trusted Organisation; email: ian@cvsbeh.org.uk call: 0300 123 1034. They will be available to provide relevant advice and support during the application process.

Timescales (suggested)

Tender circulated	3 rd August 2020
Closing date for proposals	1 st September 2020
Steering group consider applications for short listing	4 th September 2020
Interviews held	The week ending 11 th September 2020
Consultant starts work, including first meeting with W & T Partnership	By Monday, 21 st September 2020
Project review	3 months from start date.

Application process

Please send your proposal by e-mail to Michal Siewniak, Community Development Manager for Wormley and Turnford Big Local by 24th August at the latest on michal@wtbiglocal.org.uk. You should include a brief outline of your relevant skills and experience, the proposed methodology and approach, along with a short CV and estimated budget. Please try to keep your proposal to four sides of A4.

Declarations of interest: Tenderers must include a declaration of any relevant interests that may conflict or appear to conflict with this role.

Supporting information

Community centre Feasibility Study

Community Centre Action Plan

Big Local Pan

August 2020

