

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: Capital Project Manager

Job Purpose: As Capital Project Manager you will be responsible for the planning, compliance, implementation, procurement, and delivery of high-quality capital projects across our sites that meet funder requirements and industry standards. You will be responsible for the delivery of a portfolio of projects of approximately £2m over the next 18 months.

Responsible to: Operations Manager (Sites and Facilities).

Salary: Offered at Salary of approximately £38,914 to £45,594 (subject to experience). Alternatively, can be offered on a freelance or contractor basis.

Contract/project length: 3 days per week for 18-months.

Opportunity

We have a fantastic opportunity for a Capital Project Manager to join our Sites and Facilities Team. Working as part of a successful and highly motivated team, you will be able to contribute to the development of the Trust's estate across its sites and in a community setting at a time of major opportunity. We have recently gained significant funding to support our capital development strategy for Southmead Development Trust. This funding will enable us to do more for more of the community, young people, and support the Trust ambitions to protect and invest in our buildings. Projects you will be responsible for include the complete renovation of a stand-alone 1950s building into a new youth space, and improvements to our Adventure Playground site and Greenway Centre.

You will work predominantly from our offices at the Greenway Centre in Southmead in order to oversee projects on site and work closely with the team (we have a hybrid working policy and there is scope for some home working and flexibility over hours).



Key Responsibilities:

To be responsible for the management and completion of projects within our capital programme (from inception through to completion and occupation) to tight timescales, including:

- To work closely with the community, SDT team, and Trustees to define the scope and brief for work to be completed
- To collaborate with partners and stakeholders to clarify their needs within our buildings, ensuring alignment and effective communication throughout the project's lifecycle.
- To appoint and manage appropriate specialist teams for our projects (Surveyors, architects, QS, CDM etc.) as required, collaborating with the team to deliver quality projects.
- Lead and coordinate the tender process for projects (working with specialist teams as required) from beginning to contract award and negotiations.
- To ensure the Trust's financial regulations and any procurement requirements of funders or partners are followed during the appointment of specialist teams and contractors.
- To liaise with contractors on site, communicate regularly and problem solve.
- To oversee the approach to health and safety for all our capital contracts, appointing CDM specialists as required for larger projects and risk assessing and mitigating against risks associated with smaller projects.
- To be responsible for record keeping and reporting to funders for our capital programme, including reporting on expenditure and impact.
- Ensure that the Trust always achieves the best value from expenditure on our buildings, including seeking synergy/alignment between different capital projects across our sites to minimise disruption and reduce costs.
- To work with the Operations and Facilities Manager and CEO to assess the state of our buildings, prioritise work to be completed, and develop our overall 10 year rolling capital investment plan across our sites.
- To develop a legacy suite of tools, resources and a long-term investment plan that can be used to continue best practice in management of our buildings beyond the 18-month employment contract.
- To support new funding bids for capital works to our buildings and sites, scoping projects and supporting feasibility work.

- Maintain comprehensive documentation for capital projects, recording changes in scope, and identifying and managing potential issues and risks that could impact project development.
- Track projects against established schedules and budgetary constraints, proactively identifying areas for optimisation and improvement and reporting internally on progress.
- Regularly update and maintain project timelines, activity plans, resource allocation, and cost estimates to ensure transparency and accountability.
- Support the senior leadership team to ensure our projects adhere to the highest industry standards and best practices including identifying any possible risks and solutions concerning health and safety, funding, industry standards etc.
- Support the Operations Manager and the Senior Leadership Team and participate in relevant meetings and training as required.

General Duties:

- To comply with all Southmead Development Trust's policies and procedures.
- To support the wider Southmead Development Trust team in leading healthier lives.
- To model and encourage our values of positivity, welcoming, entrepreneurialism, integrity, and excellence, and fulfil the wider vision of the Southmead Development Trust.
- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
- Any other duties as and when required.

Person Specification

Post Title: Capital Project Manager			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> relevant professional qualification (for example civil engineering, construction management, surveyor etc.) 	<ul style="list-style-type: none"> degree 	application form
Experience	<ul style="list-style-type: none"> a proven track record of successfully managing complex capital projects with multi-disciplinary teams, to an extremely tight timeline demonstrate a robust understanding of best practice and industry standards in the delivery of capital projects experience of working in a team-oriented, collaborative, and diverse environment demonstrating flexibility, drive and initiative required to support projects and services effectively experience of conducting risk assessments knowledge of retrofit and issues arising from major works to older buildings 	<ul style="list-style-type: none"> experience of the monitoring and financial requirements of external funding bodies, such as the National Lottery, Local or National Government proven track record in Business Development, such as new partnership development, applying for and securing grant funding or business planning for buildings experience of improving commercial income results experience of delivering ambitious retrofit projects 	application form and interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> excellent communication and leadership skills excellent numeracy and financial skills proficient in Microsoft Office exceptional organisational skills 	<ul style="list-style-type: none"> ability to liaise with key stakeholders, community members and users knowledge of Southmead (or a community with similar characteristics) and the issues facing local residents 	interview

	<ul style="list-style-type: none"> • strong familiarity of CDM regulations, H&S legislation and industry standards • a strong team player with the ability to develop partnerships and forge strong relationships • confident, personable, and enthusiastic with a commitment to the wellbeing of citizens and to equal opportunities • willingness to champion the values of the Trust: Positivity, Integrity, Excellence, Welcoming and Entrepreneurial. 	<ul style="list-style-type: none"> • awareness of the factors that affect the health and well-being of a community, particularly amongst young people 	
<p>Other</p>	<ul style="list-style-type: none"> • You will be: <ul style="list-style-type: none"> • enthusiastic • calm under pressure • comfortable in communicating at all levels • adaptable • proactive • driven • willing to participate in other operational tasks for the overall success of the Trust 	<p>application form / interview</p>	