

Brunel Museum Reinvented Project Manager

Reporting to:	Brunel Museum Director
Hours of work:	Full time 37.5 hours, some weekend and evening work when required
Salary:	£45,000 to £50,000 per annum
Annual leave:	28 days plus Climate Perks Journey Days
Contract:	Fixed-term contract of 18 months

Background

The Brunel Museum sits on the site of the Thames Tunnel, the world's first successful underwater tunnel. The Brunel Museum Reinvented project is a once in a generation opportunity to transform an iconic and unique part of London's transport heritage. This £2.2m project, including a generous £1.85m grant from the National Lottery Heritage Fund (NLHF), will transform the visitor experience through the creation of a brand-new visitor welcome pavilion and improvements to facilities and exhibition spaces, as well as an ambitious and engaging activity programme for residents, families and schools. Our aim is to help create the engineers of the future.

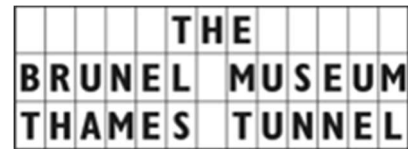
Role Description

The Project Manager will manage the construction of a brand-new visitor welcome pavilion on the Museum's Rotherhithe site, coordinating the design and construction teams. An excellent written and verbal communicator, the postholder will act as the key point of contact for the NLHF and other funders, ensuring adherence to all funder frameworks and that all documentation is managed accordingly. With exceptional attention to detail, this role will also oversee the fit-out of the new building and transformed exhibition space within the Scheduled Ancient Monument Engine House and Grade II* listed Tunnel Shaft.

Key Tasks

Reporting monthly to the Project Steering Group, the role will include:

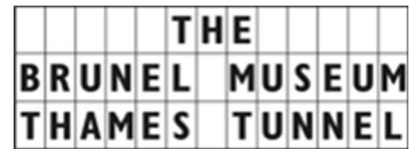
- Proactively managing the design team and build contractors
- Leading on the procurement of the necessary consultant and contractor appointments, including:
 - Preparing tender documentation
 - Invitations and instructions for tendering
 - Project brief and background
 - Scopes of required services



- Project programme
 - Terms of consultant contract/appointment – including break clauses contingent on satisfaction and insurance and sub-consultant warranties
 - Evaluation criteria
 - Tender response requirements
 - Pricing submission and resource schedules
 - Organisational and quality submission
 - Revising documentation upon receipt of comments
- Managing internal and external stakeholder relationships – including staff, trustees, volunteers, funders, and local community stakeholders
 - Managing the project plan, programme, risk register, and budget
 - Establishing project steering structure
 - Coordinating all information required for the NLHF and other grant funder reporting
 - Establishing and implementing monthly project progress reports for the trustees, including updates on progress against NLHF deliverables, programme, budget and risk register
 - Overseeing the exhibition and welcome pavilion fit-out
 - Coordinating operational requirements, liaising between staff members and contractors

Knowledge and Experience

1. Experience of managing capital projects including leading a multidisciplinary design team of architects, exhibition designers, construction contractors, and consultants
2. Experience of working on NLHF projects and in a museum or heritage environment, ideally working with listed buildings and/or Scheduled Ancient Monuments
3. A good knowledge of budget management, monitoring and reporting
4. Experience of working with diverse groups of stakeholders, including local community groups and residents
5. Experience of funder reporting and ensuring that funder requirements are fully met
6. Understanding of community engagement, evaluation and partnership working and their importance in heritage projects
7. Experience of managing change within a small to medium organisation



Qualifications And Skills

Project management qualification or equivalent practical experience

A concise and effective communicator with excellent written and verbal communication skills

Excellent planning skills and a flexible approach to work, with the ability to prioritise and manage multiple tasks, including tasks undertaken by others, whilst ensuring deadlines are met

A great team-worker with a confident, diplomatic approach, able to negotiate and build effective relationships with a wide range of stakeholders at all levels and find appropriate solutions to conflicting priorities

Excellent attention to detail with good logical, analytical and problem-solving skills

Good skills in MS Office, including Word, Excel, Outlook and PowerPoint