

Building Project Manager

Background Information for Candidates

This is a senior position that will work closely with the CEO, Building Committee, Senior Management Team and Trustees on managing Phase 3 of our building development project.

What we are looking for

The ideal candidate will be proactive, with strong project management skills and the ability to manage a varied workload. We do not necessarily expect candidates to have previous experience in all aspects of the role, though previous project management experience would be advantageous.

You will be able to build a valuable portfolio of work within the charity sector, including the creation and implementation of a robust project plan and working closely with a range of stakeholders throughout each stage of the process in order to successfully see it through.

About Centre 404

Centre 404 was established in 1951 by a group of family carers who came together to campaign for better support and services for their children and adults with a learning disability and their families.

Centre 404 has 3 main areas of service delivery; Supported Housing and Independent Living, Supporting Families, and Learning and Leisure. These services deliver practical and emotional support to children and adults with a learning disability and their families in line with Centre 404 values (as below).

These services are predominantly managed from our community centre and offices on Camden Road, which is owned by Centre 404 and from which we also deliver many groups and activities and community events across North London. More information is available on our [website](#).

About our Building Development Project

In 2012 Centre 404 completed a major refurbishment (Phase 2) of our charity premises and community centre to make it more accessible and to increase the number and variety of activities that we can deliver. This project was a huge success and as a result we are now in the process of developing the premises further in Phase 3 to include two new meeting room extensions and to renovate and improve the exterior and original Victorian features.

Phase 2 was managed in-house, so there is a lot of experience in the organisation with the CEO and building committee who can support this Project Manager role in Phase 3, as well as a very committed and informed architect and design team.

The two new extensions will provide us with state of the art training and meeting facilities and new toilets/storage. Subject to planning permissions, the design, extension and renovation of our Sensory Room will most likely form part of Phase 3, also.

The post holder will take a lead on the Project Development Team, and will work closely with the Premises Manager and Head of HR and Resources in particular to ensure that office staff and facilities are effectively managed and supported during any construction work.

At stages throughout the construction period, we would be looking to relocate some services in local venues, but it's likely that office and some service delivery staff will remain on site. We anticipate that we will be able to house some people within the building but that people may need to move during the project to a different part of the building as different areas of the project are constructed.

The post-holder will also assist the Project Team with information and support as required. The Project team is made up of a Project Manager/Consultant, Architects, Engineers and Surveyors.

Phase 3: Where are we now?

You will be joining us at RIBA stage 4 and early on in this role you would need to become familiar with this and keep up to date with progress. Please see the RIBA website for more information on RIBA stages: <https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work>

We have detailed plans and drawings along with planning permission, and we have confirmed funding to the project.

This is a two-year contract and you will be given a work programme with support from and in consultation with the CEO and our Head of HR.

For your reference, following is a broad outline of the stages of the contract. This will hopefully give you an idea of the shape of the role and the key duties and milestones to reach along the way.

It is envisaged that you will spend part of the first two months becoming familiar with the drawings and design of the building work and assimilating information about the FFE (fittings, fixtures and equipment). You would work with the Premises Manager to consult staff on these and any other design related decisions. The second stage of your contract would be to source contractors and manage them and the building project. The third stage would then be to market the new spaces and provide monitoring and evaluation on them.

First stage

The pre-build planning and preparation

Tendering for the builders and contractors

Planning for relocation consultation

Liaising with finance team and relevant parties to ensure systems are ready for payment

Second stage

The build itself from start to completion

Site visits

Liaising between builders and architects

Ensuring all is going well

Building Project Manager Background Information for Candidates

Communication and progress

Keeping an eye on the budget

Internal space allocation and external relocation

Third stage

Post-build including snagging and defects

Monitoring and evaluation reports to funders, outcomes and outputs

Marketing and managing the new space

This is a very exciting project for Centre 404 and we hope that this third phase of our Building Development Project will create additional resources and facilities for family carer groups, staff training and development, and venue hire.

Our Mission

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.

Our Values and Beliefs

