



CAPITAL PROJECT MANAGER

Job Pack

THE MARGATE CREATIVE LAND TRUST

Margate is home to a burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor.

While creative businesses have grown by 158% since 2009, Margate has lost 11% of its commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners urgently need space to protect and grow the creative industries in Margate.

Taking inspiration from other models developed to protect creative space such as in central London where property values are rising, the Trust in Margate will ensure that creative space and programming is inclusive. A central part of our mission is to support underserved communities to access opportunities within the creative industries, including leadership, jobs, training and enterprise development.

VISION

A thriving, resilient and innovative creative sector that provides inclusive enterprise, employment and learning opportunities for people living and working in Margate and the surrounding areas.

MISSION

To establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector and local economy in perpetuity.

AIMS

- To protect, sustain and grow Margate's creative sector through improved security and sustainability, and by increasing the quantity of places for creative practice in the town.
- To support the inclusive regeneration and economic growth of Margate and the district of Thanet
- To support the creation of new jobs and training opportunities within Margate's creative enterprises, and to address barriers to entry for Thanet's diverse communities.

- To celebrate Margate’s creatives and the achievements of the sector and, to support its growth and establishment as a regional creative hub.
- To add value to existing market activity and to avoid displacement or crowding out of initiatives by others.
- To support moves towards a zero carbon and environmentally sustainable economy through our investment decisions and operations
- To be a fair employer and promote equality, diversity and inclusion in all that we do.
- To be evidence based in our investment decisions to meet the specific needs of Margate’s creative community.
- To be timely in our decision making and delivery
- To lead to enable the realisation of our vision.
- To work in partnership and collaboration with others to achieve our mission.

VALUES

Open & inclusive: We are friendly, approachable, accessible and seek to work collaboratively and in partnership. We will design ways to ensure we meaningfully and regularly engage with the communities we serve.

Innovative: We know we have to play the long game to have a lasting impact, but we are not afraid to test or pilot radical ideas in the short term. We are ambitious and we will disrupt the status quo to ensure more underrepresented groups benefit from creative sector opportunities.

Sustainable: We are a commercially sound, environmentally and socially responsible organisation and we champion this within the sector.

This is an exciting time to join us as we start to purchase property and make a real difference to Margate’s communities. If you like a challenge and want to play a key role in enhancing Margate’s creativity this could be a great job for you.



Margate Creative Land Trust Capital Project Manager Job Description

The Role

The Capital Project Manager will lead our property development work and support the Margate creative sector by providing property related guidance and support. They will work closely with the Executive Director and other members of the team to ensure that we fulfil our mission to establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector, and local economy in perpetuity. As we embark on acquiring our first properties the post-holder will play a vital role in establishing the Trust and its work.

The Capital Project Manager reports to the Executive Director and has no direct reports.

Key Accountabilities

- To lead the Trust's property acquisition activity.
- To project manage all the Trust's capital projects.
- To support negotiations on land/property transfer.
- To provide guidance and support to the Margate creative sector on property related issues.
- To ensure a high level of health and safety across the Trust's property activity.

Key Responsibilities

- To develop a pipeline of suitable properties and land opportunities, working with property agents and other interested parties to ensure the Trust can acquire suitable creative space.
- In line with the Trust's investment framework to carry out the initial assessment of the property/land pipeline, making recommendations to the Trust's Board.
- To lead the process of property acquisition, refurbishment and fit out including assessing the need for professional support.
- To develop specifications for professional support, to tender them in line with Trust procurement policies and when awarded, to manage and monitor implementation.

- To develop project plans for the delivery of all capital projects and lead on their project management through the RIBA plan of works, overseeing the appointment of contractors, construction and fit out and the completion/handover of agreed project outputs.
- To prepare, review, recommend and implement annual capital and operating budgets, and forecasts; monitor and administer approved property development budgets and report, and authorise payments of accounts.
- To lead on developing and delivering a service to support the property needs of the Margate creative sector. This will include contracting with a range of professionals to provide specific support.
- To ensure the production and storage of project documentation to ensure timely and accurate reports for Board and executive. To produce reports, returns and applications to the Local Authority, funders, and other external agencies.
- To contribute to funding applications, and where required, develop systems to demonstrate effective use of grant monies.
- To ensure effective management of property related budgets and resources.
- To ensure that the Trust's responsibilities in relation to Health & Safety are met, throughout the whole project life cycle, to ensure compliance of all building related regulations, particularly legionella, fire and asbestos management.

General

- Represent the Margate Creative Land Trust at external events.
- Offer flexible support for the work of the Trust generally. Provide cover for other members of the staff team ensuring that the work of the Trust can continue effectively and without interruption.

Person Specification

Essential

- Knowledge of construction and maintenance management including legislative, compliance and safety requirements and responsibilities.
- Minimum HNC/HND in Construction, Surveying of the Built Environment or equivalent.
- Knowledge of current building regulations and legislative and statutory requirements in a construction context.
- Knowledge of Construction Design and Management regulations and relevant standards
- Experience of managing construction/maintenance contracts including Joint Contracts Tribunal (JCT) and New Engineering Contract (NEC).
- Experience of managing a range of consultants to support construction and refurbishment projects.
- Experience of producing high quality documents, reports and correspondence.
- Good communication skills and the ability to discuss complex subjects in an accessible way with a range of stakeholders.
- Good collaborative working skills and the ability to work with contractors to positively deliver improvements in standards.
- ICT skills and the ability to update and record a range of surveys and outcomes in IT systems.

- Experience of working with trustees, or similar governance body and preparing concise reports for a Board summarising performance, analysis, and recommendations.

Values and Personal Qualities

- Commitment to the vision and purpose of Margate Creative Land Trust, and alignment to its values.
- Able to work as part of a small team while also working autonomously, effectively managing own workload.
- Good communication and relationship building skills.

Terms and Conditions

Salary

£47,000 - £53,000 (pro rata) [£37,600 - £42,200], subject to experience. Hybrid working with at least 50% of time in the office based in Margate.

Hours

30 hours per week [0.8 full time equivalent]– with flexibility to work outside of normal office hours, evenings and weekends as required.

Benefits

25 days holiday plus bank holidays (pro-rata – 20 days + 0.8 pro-rata bank holidays].

Auto enrolment pension after successfully completing probation with regular employer’s contribution.

Equity, Diversity and Inclusion

The Trust values diversity and must represent Margate and the wider area for the entrepreneurial, creative and diverse place that it is. We are committed to social justice and tackling under-represented people from a wide range of backgrounds, including those in our immediate vicinity. We want to be as inclusive as possible from the outset. We particularly encourage applications from those who are under-represented, including people facing socio-economic barriers, LGBTQ+ people, and people with disabilities. We are very keen to hear from people who have lived experience of, and / or a personal connection to, Margate and the surrounding area.

Period of notice: One week either way during probationary period. One months’ notice after completion of the six-month probationary period.

Asylum and Immigration Act 1996: To confirm your right to work in the UK, MCLT is required by law to see the original of at least one document from HM Government specified list.

<https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

How to apply

To apply for this role please send your CV with a supporting statement (not more than two pages A4) explaining why you want to apply for this role and how you meet the job criteria outlined above to, info@margatecreativelandtrust.org.

Please state in the subject line: **CAPITAL PROJECT MANAGER** and your name.

If you would like to have an informal chat about the role, would like to apply in a different way or need help with your application please email Jan King at the above email address.

When submitting your application, you will also be asked to provide personal information across several dimensions of diversity and inclusiveness. This information is kept entirely confidential and will not be used to evaluate your candidacy. We collect this data to help us analyse our recruitment process holistically and implement actions that promote diversity and inclusiveness. While optional, we strongly encourage you to provide this information as it will hold us to account and contribute towards our goal of building a fairer working world. We ask you because it matters to us all.

Application Timetable

Deadline for applications:	10am, 05 June 23
Shortlisted candidates contacted:	09 June 23
Interview:	Week commencing 19 June 23