



JOB PACK –Development Manager (Property)

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

While statistics show creative businesses have grown in the town, Margate has lost significant amounts of 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 and businesses urgently need space to enable them to stabilise and see the sector grow in Margate.

Taking inspiration from other land trust models developed to provide affordable places to work and live, the Trust in Margate will ensure that its creative spaces and accompanying programming are inclusive. A central part of its mission is to support under-represented or disengaged communities to access opportunities within the creative industries, including mentoring, jobs, training and enterprise development.

The Trust was co-created with the community and local creative practitioners and was established as an independent entity on behalf of the Margate Town Deal Board.

Substantial funding has been secured from Central Government through the Margate Town Deal, and the Margate Creative Land Trust was registered as an independent charity in April 2022. Its goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

Our 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.

Our 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 must play the long game to have 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

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.

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 platform 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 work in partnership and collaboration with others to achieve our mission



- Role title:** Development Manager (Property)
- Responsible to:** Executive Director
- Responsible for:** External design and construction teams
- Salary:** £49,000 to £55,000 per annum (pro rata) dependent on experience
- Term:** Fixed term for 18 months, with possibility for extension subject to pipeline - 4 days per week (0.8 FTE)

Role summary

Margate Creative Land Trust is looking for an experienced client side development manager to lead development from planning to completion of its first creative workspace sites. You will support the Trust in making the best use of their acquired buildings, exploring the potential for adaptive re-use of the existing buildings alongside off-site and modular construction.

You will lead on the procurement and commissioning of design, technical, project management, and construction teams to ensure the work is completed on time and to the designated budget. You will also ensure the completed buildings deliver the appropriate mix of workspaces and communal areas, and improve the relationship between them and the local context and street scene.

You will be enthusiastic about working on the delivery of schemes where the development will be shaped by the views of local residents and the creative community, and passionate about delivering social value and high environmental sustainability standards through the Trust's build programme.

The role would suit candidates with experience in delivery of capital works, meanwhile use projects, commercial and mixed use development.

Key accountabilities

- Drafting development and design briefs, leading procurement of professional consultant and contractor teams (including a construction project manager).
- Client side lead for the preparation and submission of planning applications
- Regular site attendance to monitor the delivery in accordance with the brief.
- Managing the construction project manager to ensure the delivery of works to time, budget, and in accordance with requirements ensuring all regulations are complied with, and risk is proactively managed
- Developing and managing the delivery of meanwhile projects
- Ensure any agreed user requirements are identified as part of the brief and delivered in accordance with requirements
- Monitoring and reporting progress in accordance with the agreed delivery programme
- Manage delivery of all capital works within time and budget
- Supporting team members with the development of the organisation's land and property acquisition pipeline, and progressing key actions to secure land and property and to close any deals as required
- Ensuring compliance of all capital works delivery in accordance with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Sustainability, Procurement, Safeguarding, Value for money.

Person Specification

Knowledge and experience

- Demonstrable experience of acting in a client side capacity developing and managing design and construction projects.
- Experience leading high performing project teams
- Clear understanding of roles and responsibilities of different members of the project team including architect/designer, principal designer, contractor etc.
- An understanding of relevant forms of contract, and procurement practices in the public sector.
- To have or be working towards a professional qualification in a related field, i.e., MRICS, CIOB or to have relevant project management experience.

Skills

- Excellent project and programme management skills.
- Excellent financial and numerical skills including budget and cashflow management.
- Excellent negotiating skills, with a track record of securing good value for money

- Excellent interpersonal skills and ability to form long lasting productive relationships with contractors, consultants, developers and other key partners

Abilities

- Good communication skills and ability to produce concise management reports with an attention to detail
- Ability to interrogate and manage the professional team to ensure optimal delivery, coordinating parties to add value.
- Ability to control and manage costs.

Salary

£49,000 - £55,000 p.a. pro rata dependent on experience (4 days/0.8 FTE) .

Hours

37.5 hours per week (30 hours pro rata). Hybrid working with at least 2 days in the office or on site in Margate.

Benefits

25 days holiday plus bank holidays (pro rata)

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

As a start-up, we anticipate benefits will be further developed by the charity, subject to Board approval.

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, people from the Global Majority 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.

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 and**
- **providing examples of how you meet the knowledge, experience, skills and abilities criteria outlined in the person specification above.**
- **Case study examples of projects you have previously delivered from conception to completion.**

to info@margatecreativelandtrust.org .

Please state in the subject line: **Development Manager (Property)**– First Name Last Name

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.

Applications Timetable

Deadline for applications: Friday 11th October, 12pm

Shortlisted candidates contacted: Wednesday 16th October

First interviews in Margate: Wednesday 23rd and Friday 25th October

Second interviews in Margate: Friday 1st November

Period of notice: 1 week either way during probationary period. 2 months' notice after completion of the 6 months 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>