



Sickle Cell Society (SCS) JOB DESCRIPTION

Job title:	Estate Project Manager (Capital Refurbishment)
Sector:	Charity / Not for profit
Hours of work:	21 hours per week (please note the post will require a flexible work pattern) 0.6 FTE
Salary:	£40,000 per annum (£24,000 pro-rata + benefits)
Contract:	12 month fixed term contract
Location:	London – Sickle Cell Society’s Head Office (Brent)
Accountable to:	SCS Chief Executive

Background to the organisation: *The Sickle Cell Society*

The Sickle Cell Society is the only national charity in the UK that supports and represents people affected by Sickle Cell Disease (SCD) to improve their overall quality of life. Our mission is to enable and assist individuals to realise their full economic and social potential.

We support people affected by SCD through a part-time national helpline and email service; information resources available in print and through our website; advocacy in relation to welfare, education, health services, housing and employment; and awareness raising, lobbying and campaigning. We also deliver local projects aimed at increasing engagement with health services, an annual children’s holiday and assist with medical/social research.

Background to the project: *Sickle Cell Society’s Head Office Refurbishment – Brent*

The Sickle Cell Society has been based at our headquarters in Brent for 40 years; during this time no major works or refurbishment have been undertaken. We have now secured the lease-hold of the Ground Floor to the adjoining building with the view to developing our existing premises and the neighbouring ground floor shop space into a comfortable and welcoming reception area and meeting space for the Sickle Cell community. We are also refurbishing the 2nd and 3rd floors within our existing building. Our main aims are; to improve disability access throughout to ensure everyone in the community can utilise and benefit from our facilities and services. And also, to create a new modern ‘shop front’ across both properties to enhance the visual appearance and therefore enhance the high street. This will help raise awareness of the work of Sickle Cell Society and promote the benefits of the service. This more noticeable and attractive ‘shop front’ will provide an engaging welcome to visitors and across all three floors a more pleasant environment for the wellbeing of our staff and volunteers. We expect to host a growing numbers of visitors from the wider London community, across the UK

and internationally with a modern and flexible use of this additional space. The project aims to achieve the following outcomes:

- To promote the message of Sickle Cell Society, raise awareness of the condition and the support services available through the unification of two shop fronts and internal space.
- Increase accessibility so that disabled service users and visitors are able to participate more readily in activities on the premises.
- Increase use of our premises by the local community with the addition of small private spaces for meetings and larger, more welcoming spaces for group activities and events.
- Enhance amenities for the local community and our staff and volunteers with improved and accessible kitchen facilities and community garden space to act as a social hub and provide catering and welcoming spaces for meetings and events.
- Overall a more comfortable, spacious environment for the wellbeing of our staff and volunteers. Including private area for our Helpline and additional, secure space for data and files.

Job Purpose

To plan and deliver the successful refurbishment of the Sickle Cell Society's head office end to end, from tender to celebratory opening event to our community, staff, volunteers and NCIL partners and other stakeholders in Brent.

We are seeking an experienced Project Manager with expertise in property, building services, change management, or infrastructure environment. Skilled in problem solving the successful candidate will bring with them experience in negotiation and conflict management and the ability to demonstrate their familiarity with RIBA and CDM regulations.

Main duties:

As Estate Project Manager on a fixed term basis for 12 months, the post holder will;

- Complete accurate and appropriate contract specifications for Tender process and carry out Tender return analysis in consultation with the architects for the project.
- Manage all aspects of the project delivery including risk management, programme control.
- Ensure all works comply with Planning, Buildings and Health & Safety regulations.
- Be responsible for ensuring, so far as reasonably practicable, the health, safety and welfare of all visitors, contractors and Sickle Cell Society's own staff and that the activities you are responsible for do not expose anyone to risk.
- Ensure the project runs on time and to budget.
- Work closely with our Chief Executive, and project steering group to keep all stakeholders well informed throughout the contract.
- Be the main point of contact for Brent NCIL and the SCS Board of Trustees regarding the project.
- Ensure smooth transition of our staff to an off-site working environment as/when necessary – including security measures for GDPR of all stakeholders' data.

- Be a confident and experienced communicator with the ability to build effective relationships both internally with our staff and externally with contractors and other stakeholders.
- Provide support for the delivery of the celebratory opening event.
- Support post project review.

Other requirements:

- Advise and support internal finance staff with respect to the project.
- Undertake any other duties that may reasonably be required to deliver the contract.
- Support/engage with stakeholders to facilitate fundraising, operational and project outputs.

PERSON SPECIFICATION

Essential qualifications and training:

- Qualification at Degree/HND in Building Studies, M&E or similar related discipline.
- PRINCE 2 practitioner or equivalent.

Essential experience and knowledge:

- Minimum 2 years Capital Project Management experience
- Expertise and experience in managing complex projects
- Project planning and management of major building projects
- Effective financial budgeting and planning and resource management experience
- Experience of managing competitive tenders
- Experience of implementing organisation change

Essential skills and abilities

- An in-depth knowledge of building techniques, procurement routes, contract management, design processes and major programmes of work
- Contract law (construction)
- Conflict management / strong influencing skills
- Ability to build strong working relationships with internal and external stakeholders
- Working knowledge of CDM and H&S regulations
- Excellent communication skills with the ability to relate to stakeholders at all levels
- Ability to think strategically and effective problem-solving skills
- Self-motivated and able to work with minimum supervision

Desirable

- Diploma in project management
- Chartered surveyor or engineer
- Membership of a recognised professional body.