

Tavistock Guildhall Gateway Project Project Delivery Coordinator Role Brief

Terms and Timescale:

Contract type: Two year consultant assignment
Estimated Budget/Fee: £40,000 based on c.1-1.5 days a week to be worked flexibly as required during the project delivery phase @ c£375 day rate including expenses and VAT
Responsible to: Clerk to Tavistock Town Council (Project Leader)

1. Introduction

Tavistock Town Council is seeking to appoint a suitably-experienced consultant with a track record in coordinating the delivery of major HLF-funded capital projects as part of its 'Guildhall Gateway' Project.

2. Background

The Guildhall Gateway Project will redevelop Grade II* listed Tavistock Guildhall to create a multi-purpose sustainable community venue which will celebrate the history and heritage of this iconic range of buildings at the heart of Tavistock, and of its surrounding environment, making them accessible to people of all ages.

The project will achieve this by opening up public access to the Guildhall's historic courtroom and police cells, by providing a range of interpretive experiences within these spaces, by offering a new learning, volunteering and activities programme for people of all ages, and by making space available for events and community use outside of general public opening times. The ongoing Visitor Centre offer will be delivered and managed by our project delivery partner, Tavistock Heritage Trust.

Visitors will be able to explore and discover the fascinating history of the building and of Tavistock's wider heritage, which forms the eastern gateway to the Cornwall and West Devon Mining Landscape World Heritage Site (WHS). They will be able to participate in and enjoy a range of memorable and diverse activities and experiences.

There will also be a new 'one-stop-shop' for Council and other public services based in the Guildhall, providing convenient and easy access to a range of information and support.

The proposed provision by our delivery partner, Tavistock Heritage Trust, of a new tourist information service based in the former Tourist Information Centre adjacent to the Guildhall will complement and further augment this range of public services and the Guildhall Visitor Centre offer.

The project will enable us to build on Tavistock's status as a prime tourist destination on the doorstep of Dartmoor National Park, and as the "urban jewel" in the Cornwall and West Devon Mining Landscape World Heritage Site, and make a significant and long-lasting contribution to heritage-led regeneration and learning in Tavistock.

The project is a key step in the implementation of strategic plans, for the Guildhall and for Tavistock's World Heritage, which have been developed over the last decade through

extensive public consultation by a broad partnership of public, private and voluntary sector organisations.

The project, which has backing from all sections of the community, will build on existing HLF investment in the town through its Townscape Heritage Initiative fund and return the Guildhall to its historic place at the heart of community and civic life in Tavistock.

Works are expected to start in 2018, with the redeveloped Guildhall expected to open to the public in 2020.

3. Purpose of Role

This role is responsible for the overall coordination of the capital and activity elements of the Tavistock Guildhall Gateway Project to ensure that it delivers the approved purposes of the HLF grant and other project funding on time and on budget.

The Project Delivery Coordinator will be the central point of contact for the project delivery consultant team, Tavistock Town Council (TTC), Tavistock Heritage Trust (THT), contractors and funders, and for any queries relating to the project.

4. Outline of Work

- i. Work with the Project Leader to devise and ensure that appropriate governance, decision-making and project management arrangements are in place and operate effectively to deliver project outputs and outcomes. Organise, attend and chair project meetings as necessary, take and issue minutes and secure actions.
- ii. Attend Project Steering Group and Council meetings providing summary progress reports.
- iii. Provide instruction to, and coordination of, the consultant teams responsible for delivering the project's capital works and activities. This includes building works, interpretation/exhibition design, learning & participation and project evaluation. Support the Project Leader and Tavistock Heritage Trust (project delivery partner) in recruiting to these roles and managing performance against project objectives.
- iv. Liaise with TTC's in-house teams to ensure coordination of those aspects of the project being managed/delivered in-house, and facilitate liaison between these teams and the project consultant team.
- v. Regularly attend design, site and activity meetings and report progress to the Council and Trust.
- vi. Monitor capital works consultants' performance in respect of obtaining statutory approvals and providing contract administration, including instructions and issuing certificates to ensure that all necessary permissions, consents, licences and similar necessary for the delivery of the project are in place.
- vii. Ensure that the professional teams/contractors record the progress of the project, including photographs, drawings and written accounts.
- viii. Work closely with the client and THT to ensure that the activity plan outputs and outcomes are delivered in accordance with the HLF Round Two application.

- ix. Liaise with TTC and THT on their project delivery communications and marketing plans to ensure that they appropriately target the project's target audiences and that the project's funders are suitably acknowledged.
- x. Commission, recruit and monitor the work of the project evaluation consultant.
- xi. Coordinate work with TTC and THT to ensure that appropriate arrangements are in place to manage and maintain the project's outcomes after the construction phase.
- xii. Monitor and review the project budget and ensure that spend is controlled and on target. Identify pressures and recommend movement of budget between budget headings for approval by the Project Leader and funders. Validate all expenditure on the project for approval by the Project Leader.
- xiii. Oversee, review and maintain the project's master programme and ensure it is on target for delivery.
- xiv. Liaise with the Deputy Project Leader on the main build contract procurement process including tender preparation, issue, administration of the tender period, tender reporting, post tender negotiations and tender award.
- xv. Advise on any works to be carried out under separate direct contract.
- xvi. Administer a Client Change Order register.
- xvii. Manage and review the project's overall risk register. Identify issues and risks, propose and review mitigations to these, escalating as required for resolution.
- xviii. Liaise with HLF to ensure that the project is on target to meet the approved purposes of the grant. Organise and participate in regular monitoring meetings with HLF.
- xix. Complete and submit regular project update reports to funders and undertake and process funding drawdowns.
- xx. to be accountable to and provide support and independent technical and professional advice on the development and delivery of all aspects of the scheme to the client.

Person Specification

1. Work Experience	
Essential	Desirable
<p>Significant experience of coordinating/managing the delivery of major externally-funded heritage capital redevelopment projects, specifically those supported by HLF funding, and involving sensitive/listed buildings.</p> <p>Commissioning, procuring, working with and managing consultant teams, including building, interpretation, activity plan delivery and heritage evaluation professionals.</p>	<p>Experience of managing local authority and charitable trust-led heritage projects.</p> <p>Experience of working with other major heritage project funders.</p> <p>Experience of proposing and setting up project governance and decision-making arrangements.</p>

<p>Capital and revenue budget management.</p> <p>Managing multiple tight and fixed deadlines.</p> <p>Programme management and project risk/issue management/mitigation.</p> <p>Writing and submitting HLF progress reports and grant drawdowns, and liaison with HLF project monitors.</p>	
3. Qualifications	
Essential	Desirable
Educated to a minimum of degree level or equivalent.	A professional qualification in project management, building, construction or similar relevant discipline.
4. Knowledge / Skills	
Essential	Desirable
<p>Excellent communication, interpersonal and organisational skills.</p> <p>Excellent written and spoken English, and a confident and persuasive communicator.</p> <p>Excellent numeracy and budget management skills.</p> <p>Pro-active, and capable of meeting tight and fixed deadlines.</p> <p>Broad awareness of the statutory consent requirements associated with undertaking works on a listed structure.</p> <p>Knowledge of working in the heritage sector.</p>	Knowledge of the WHS agenda.
5. Personal Attributes	
Essential	Desirable
<p>Enthusiasm and belief in the aims and objectives of the Tavistock Guildhall Gateway Project, and ability to convey this effectively to others.</p> <p>Ability to work on own initiative and to plan workload efficiently and effectively to meet tight and fixed project timescales.</p> <p>Ability to visit Tavistock frequently, or be based in the Council offices.</p>	

August 2017