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<b>Job Title:</b>	<b>Project Manager (2 Year Fixed Term)</b>
<b>Reporting to:</b>	<b>Chief Executive Officer/ Rental Properties Manager</b>
<b>Current Location:</b>	<b>The Elms, St Mary</b>
<b>Hours:</b>	<b>Full or Part time (negotiable)</b>

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### **Background**

The National Trust for Jersey (“the Trust”) is a local self-funding charity established in 1936. It is totally independent of the States of Jersey and relies on memberships, donations and bequests for the funding of its activities. The Trust’s mission is to permanently protect Jersey’s rich wildlife, natural landscapes and built heritage for the enjoyment of all islanders. The Trust currently manages over 170 important natural and historical sites representing around 3% of the Island’s land.

### **Role Summary**

The Project Manager will principally lead on The Trusts’ capital projects, ensuring that the appropriate professional support and frameworks are in place to deliver projects; including new builds, refurbishments and major repairs on The Trusts’ property portfolio.

The role will also assist the CEO and executive team by conducting feasibility studies and by planning, executing and supervising projects which contribute towards the Trust’s strategic objectives, including supporting the lands team on major conservation capital projects.

The role will lead on the planning, budgeting and execution of projects, whilst ensuring that high standards of professionalism, health and safety and workmanship are maintained at all times, whilst remaining on time, on budget and securing best value.

This is a two-year fixed term contract, but there may be potential for this position to be extended subject to business developments.

### **Key Result Areas**

- Carrying out initial project assessment and feasibility studies
- Project design
- Oversee the Planning and Building control process
- Coordinate with architects, engineers, contractors, and other stakeholders to ensure communications are effectively managed.

- Working with QS to prepare accurate cost plans, and following approval, to monitor and adjust cost plans accordingly, whilst keeping stakeholders updated as required.
- Preparing schedules of work
- Collate tenders and appoint contractors
- Ensure the architectural, archaeological and historical listings of properties and sites are protected at all times, and correct procedures are followed.
- Ensure H&S procedures are implemented in line with statutory regulations and guidance
- Manage on site teams and carry out regular quality checks
- Report to key stakeholders on project progress
- Ensure environmental/ecological regulations are adhered to and enhancements are implemented, working with The Trusts' Lands Team to implement ecological gains relating to projects
- Ensuring all project records are filed, including recording all warranty information
- Manage defect liability periods where applicable, and ensuring all snagging/defect works are carried out promptly

Please note: The above are key duties and responsibilities at the present time. Other duties may be required in line with the current and future needs of the Trust.

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### **Knowledge, Skills, Experience and Qualifications Required**

Ideally, accredited Project Management qualification APM, CAPM, Prince2 or other similar project management qualification, and at least 3 years project management experience.

Knowledge of the construction industry, and historical buildings would be advantageous.

Good knowledge of health & safety and environmental health legislation

Positive and proactive with strong communication skills and attention to detail.

Highly organised with ability to act on own initiative and work in a small team. Able to prioritise own work and meet deadlines.

Ability to work calmly under pressure with a flexible and adaptive approach to a range of duties and tasks. To conduct all activities in a manner which prioritises and enhances the Trust's character and reputation.

Understanding and appreciation of the principles of historic building conservation with a careful and sensitive approach to working within a range of different historically and architecturally important buildings.

Good IT skills (Microsoft Office).

Demonstrate an appreciation for and alignment with the culture of the National Trust for Jersey, including a genuine passion for its mission to preserve Jersey's natural beauty and historic buildings for the benefit of the Island and its community.

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### **Package and remuneration**

- Competitive salary based on agreed hours
- Some occasional weekend or after-hours work will be required as necessary
- 25 days paid holiday, increasing with length of service
- Eligibility to join non-contributory pension scheme equivalent to 5% of salary upon completion of probation