



Information For Applicants

Job Title: Capital Project Coordinator (FTE)

Location: St Osyth, Tendring, Essex

Salary: £35,000 p/a - fixed term to May 2028

Closing date for applications: 5 pm, 6th Dec 2024

Form of Response: CV & covering letter

Contact: tenders@prioryeducationcentre.co.uk

About St Osyth Priory

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed in 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large-scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here. On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargeant family, in 1999. It is part of Historic Houses but is privately owned by the Sargeant family.

The site is now used for events, occasionally open for walking tours, and there is an education centre on-site that welcomes school visitors to the site.

St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long-term and viable future that engages with the community and brings new economic prosperity to the local area.

The St Osyth Priory & Parish Trust were formed to restore selected buildings on the site, with a view to them then being leased to private operators as a source of income. The first phase of works are concentrated on the restoration and conversion of the Tithe Barn and Old Dairy. The vision is that these buildings will deliver a wedding and event's venue that can be leased and potentially run by a private operator - with the buildings used by the community to meet the Trust's charitable purposes when not rented out commercially.

Having successfully applied to the National Lottery Heritage Fund for a development grant, The Trust now seeks support from a qualified Capital Project Coordinator to represent the interests of the Trust, coordinate sign off and communications with the Trustees, liaise with the Project Manager, Quantity Surveyor (QS), Multi Disciplinary Design Team (MDDT) and externally appointed consultant teams, support the Round 2 Application Process and support the management of the programme of capital works through the development and delivery phases, through to anticipated final project completion in May 2028.

Job Description

Job Title: Capital Project Coordinator (FTE)

Location: St Osyth Priory, Essex

Reports To: The Chair of Trustees

Job Purpose: Project administration; Volunteer/community access coordination; Marketing and Communications; Coordinating Trust sign off; Smooth and efficient delivery of the National Lottery Heritage Funded project.

General Project Management Tasks

Project administration:

1. Coordinate each workstream of the approved NLHF Project including delivery of all outcomes within project plan, timetable and budget.
2. Support the Community Engagement Officer and Education Manager to coordinate and deliver the Activity Plan ensuring it delivers each of the components and effectively increases access to and understanding of the heritage of St Osyth in line with approved targets.
3. Liaising with the Trustees at every stage to determine the project's objectives.
4. Manage and work with the Project Manager and Evaluation Consultant to establish baseline data for each of the existing and new growth audiences targeted within the Activity Plan and provide monitoring and any necessary changes to ensure targets are achieved or exceeded.
5. Act as the main point of contact for the Project Manager and all externally appointed Project Consultants and capital works contractors. Assisting and supporting the Project Manager, coordinating their communications with the Trustees, actioning or escalating as appropriate.
6. Act as the main point of contact for the NLHF, coordinating their communications with the Trustees, actioning or escalating as appropriate.
7. Support the Project Manager to prepare project reports and payment requests, arrange Trustee review and sign off, and upload to the NLHF portal.
8. Organising and attending stakeholder meetings in addition to preparing presentations to update stakeholders on the project's progress and showcase the project's value.
9. Tracking and communicating project risks and opportunities.
10. Looking for ways to increase the project's profitability and reduce expenses for the Trust wherever possible.

11. Organising project team meetings and recording minutes, disseminating them and managing follow up actions
12. Organise Board, Sub-Committee and other meetings as required, recording minutes, disseminating them and managing follow up actions
13. Handling financial queries.
14. Coordinate site wide activities and access.
15. Contribute to the project's evaluation.

Volunteer/Community access coordination:

1. Manage the volunteer plan and volunteer expenses budgets and host all volunteers on site, across all activities, taking account of all health, safety, training and safeguarding requirements.
2. Undertake oral history activities with local communities who had a former relationship with St Osyth.

Marketing and Communications:

1. Help develop the marketing strategy to launch the bookable spaces and events.
2. Promote, organise and deliver tours.
3. Promote and recruit target audiences to participate in events, open days, tours and workshops to extend audiences accessing heritage at St Osyth.
4. Issue news about heritage events, opportunities and resources through social media, newsletter and on-site channels including a regular heritage project update.

Coordinating Trust sign off:

1. Work as part of the management team of St Osyth contributing to business planning and budgetary processes to ensure successful Trust sign off.

Other duties:

1. Work unsocial hours as appropriate and reasonable in order to effectively and efficiently deliver the Project.

Person Specification

General (Preferred)

1. Demonstrable track record of managing a heritage project and/or Heritage Activity Plan or similar heritage activities.
2. A pro-active communicator with experience of public and stakeholder engagement at both community and strategic level.
3. Enthusiasm for working with local communities including volunteers, heritage enthusiasts, schoolchildren, and creative people.
4. Ability to work without supervision, use initiative where required and work under pressure.
5. Experience of project monitoring, reporting and evaluation.
6. Experience in previous NLHF-funded projects would be desirable.

Skills

1. Knowledge of computer project management software (such as Microsoft Office Suite (including Excel), Asana/Trello/Monday, Celoxis/LiquidPlanner, or similar software)
2. Knowledge of slide-deck software, such as Google Slides, Powerpoint, Canva or Prezi.
3. Good verbal and written communication skills.
4. Excellent leadership skills.
5. The ability to work well in a group setting.
6. Thorough attention to detail.

Other

1. Act as Duty Manager in line with Duty Rota.
2. Negotiate effective outcomes in situations where stakeholders have conflicting priorities.
3. Work in accordance with the Health & Safety at Work Act and at all times in accordance with the Trust's policies and procedures.
4. To represent the Trust and develop relationships with key partners and external organisations.
5. To contribute to the development of fundraising initiatives across the Trust and ensure our charitable work is well articulated and communicated.

6. Support and be involved in engagement activities with our communities and staff.
7. To carry out such duties as may be required from time to time by the Trust that are appropriate to the grade of the post.

Line Management

1. To ensure that sound management practice is adhered to by all direct reports.
2. Challenge poor performance on the part of staff and volunteers.

Development

1. Attend and participate in regular one-to-one line management supervision meetings and an annual appraisal.
2. Maintain an understanding in current interpretation best practice and have an active participation in sector networks.
3. To be responsible for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the line manager, to ensure that an effective service is provided.
4. To maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the line manager of these changes.

Projects

1. To undertake from time to time as required that may not fall under any of the tasks listed above.

Communications

1. Ensure effective liaison and collaboration with all departments and department leads regarding finance and performance issues and developments.
2. To advise and report to the Board and Committees. Ensuring all meetings are serviced adequately, raising matters of concern, and work with the Project Board and Trustees to develop further as required.
3. Where required, input into cross-locality and cross-organisational working groups to support wider organisational objectives.

Performance Management

1. To be alert to and manage risk effectively in all locations.
2. To adhere to all lone working policies and risk assessments.
3. To actively take part in required mandatory training as part of the yearly cyclical training calendar.

4. To operate within clear professional boundaries.
5. To operate within the Behaviours Framework embedded across the organisation.
6. To show empathy and situational awareness.

Involvement

1. To actively encourage a culture of involvement and inclusion.
2. As required, engage in wider involvement opportunities and activities.

Equality and Diversity

1. To act in accordance with the Project's equality, diversity and inclusion policy and procedures, to ensure that the organisation is compliant with legal and regulatory requirements.

Values

1. To ensure all policies, procedures and working practices within the service area support the values of the organisation.

Terms and Conditions

Pay:	Up to £35,000 depending on experience
Hours:	37.5
Contract:	Fixed for the duration of the project programme
Shift Pattern:	Weekdays and Weekends as required based on agreed monthly patterns
Annual Leave:	25 Days plus Bank Holidays
Notice Period	3 months
Conditions of Appointment:	Satisfactory references and satisfactory DBS check. This post is subject to a 3-month probationary period.

Sites:	Based at St Osyth, Essex
Discretion to Act:	Specific delegated powers are allocated to the post holder in line with the project authority matrix.

<p>Environment:</p> <p>Unsocial hours Risk</p>	<p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their area.</p> <p>The post holder will be expected to work occasional evenings and weekends.</p> <p>The post holder works in a public environment so the potential risk is assessed as being low to moderate.</p>
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