



**DURHAM  
CATHEDRAL**  
THE SHRINE OF ST CUTHBERT

## **DURHAM CATHEDRAL**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Project Manager
<b>ACCOUNTABLE TO:</b>	Chief Officer: Property
<b>REPOSIBLE FOR:</b>	No supervisory or line management responsibility
<b>LOCATION:</b>	Durham Cathedral
<b>KEY RELATIONSHIPS:</b>	Heads of Departments and Executive Leadership Team, external key partners and stakeholders, Senior Finance Officer, Cathedral Architect and other consultants and contractors, Cathedral Archaeologist, Contracts Manager (Clerk of Works), Facilities Manager, Property Team Officer, Fabric Advisory Committee
<b>BACKGROUND:</b>	The Fabric & Collections Department is responsible for the historic collections, property, land and security-related services at Durham Cathedral. We are looking for support from a competent project manager to drive progress on the Cathedral's Masterplan, which includes over 15 years of planned essential conservation and repair work.
<b>JOB SUMMARY:</b>	<p>The project manager is responsible for project delivery to the agreed time, quality and cost objectives. Their work supports Durham Cathedral's continued pursuit of conservation excellence and an exceptional visitor experience. At any one time, they manage a number of conservation projects at various stages of development.</p> <p>Acting as the Masterplan programme manager, the post holder is responsible for the successful delivery of our ambitions. They maintain focus and momentum, and create a supportive environment for the delivery of each project, ensuring its benefits can be fully realised.</p>

## **KEY DUTIES AND RESPONSIBILITIES:**

### **Operational Duties**

1. Manage the Masterplan programme and actively support the work of the Masterplan leads by:
2. ensuring meetings are arranged as and when required, decisions reached in a timely fashion and suitably recorded;
3. collating and presenting Masterplan leads with all relevant information for decision making, and recording decisions;
4. effectively co-ordinating projects and managing their interdependencies including oversight of risks and issues arising, to ensure approved projects progress in time and within budget;
5. regularly reporting on programme progress and budgets, keeping all relevant data up-to-date and accessible for Masterplan leads;
6. coordination evaluation of projects post-completion and implementing relevant improvements;
7. Manage Masterplan projects to ensure they are delivered to the agreed time, quality and cost objectives and in accordance with conditions laid down by third-party funders. Ensure that all relevant records are kept easily accessible. This includes managing all aspects of the pre- and development stages (RIBA 1-4) including but not limited to managing risks, tenders, professional appointments, surveys, statutory consents, cathedral diary notifications and stakeholders, as well as outlining visitor engagement & interpretation in order to facilitate an efficient and high quality project delivery. Identify and resolve potential conflicts at the earliest opportunity; escalate where necessary. Hand-over to Contracts Manager for delivery phase, completion and use (RIBA 5-7), assisting the internal team as required. For larger projects, regularly report and liaise with the Project Task Group; for smaller ones report to the relevant Chief Officer.
8. Review and document existing project management processes and policies. Where Masterplan projects are project-managed by others, oversee their progress and act as a mentor where applicable.
9. Day-to-day management of the engagement of the Cathedral Architect in line with the Cathedrals Measure.

### **Health and Safety Responsibilities**

1. Assist with project-related health and safety matters ensuring that all H&S obligations are met and fully reflected where works are designed.
2. Fulfil all relevant duties under CDM regulations, including Principal Designer Duties where appropriate.

### **Occasional Tasks**

1. Support other departments with project management, if requested and agreed with Chief Officer Property.
2. Lead on project delivery phase (RIBA 5-7) if requested.
3. As and when needed, assist with absence cover within the team.

### **Financial and Budgetary Duties**

1. As a project manager, responsible for all budget and risk management of a given project incl. initial sign-off by Masterplan leads.
2. As Masterplan programme manager, oversee preparation of financial and risk information to enable initial sign-off by Masterplan leads. Use existing framework for decision-making and Fabric Plan Costing Tool.

3. Responsible for the preparation, review and monitoring of the rolling 3-year Masterplan budget on behalf of the Masterplan leads. This includes regular review and update of the Fabric Plan Costing Tool; liaison with the Chief Officer: Property on income forecast from investments; identifying remaining shortfalls and liaison with & support of the long-term fundraising and marketing plan to cover those shortfalls before projects require sign-off.
4. Support the acquisition of third-party project funding, led by the Development Team, including providing information for EOIs, applications and reporting.
5. Identify additional project management needs within the Masterplan programme and potential funding opportunities to enable the Cathedral to consider extending the role or employ additional resource if needed
6. Assist the annual insurance renewal and financial audit with any matters arising in relation to the role's duties.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## **COMMON DUTIES AND RESPONSIBILITIES:**

### ***Health and Safety***

*Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.*

### ***Confidentiality***

*The post holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data.*

### ***Safeguarding***

*Durham Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Cathedral Safeguarding Officer. Safeguarding is everyone's responsibility*

### ***Equality, Diversity & Inclusivity***

*Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.*



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## **PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

**A: Application Form**

**I: Interview**

**A & I: Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
	<b>QUALIFICATIONS</b>		
1	Prince 2 or similar relevant qualification, or equivalent demonstrable project management experience.	Essential	A
	<b>EXPERIENCE</b>		
2	Relevant up-to-date experience in managing all aspects of a range of building conservation projects from inception to completion, with at least two projects of >£1m construction costs.	Essential	A
3	A clear understanding of programme management supported by experience in coordinating inter-dependent projects. Experience in preparing, monitoring and reporting on associated income & expenditure budgets and programme.	Essential	A

	Experience in project evaluation and applying 'lessons learnt'.		
	Experience in securing grant funding and delivering grant-funded work	Desirable	A
	In-depth experience in programme management for a similar endeavour and client	Desirable	A
	Has successfully lead a diverse operational client through a large capital project without undue impact on operations	Desirable	A
	<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>		
4	Demonstrates empathy for the vision, mission and values of Durham Cathedral, plus enthusiastic support for conservation excellence & an exceptional visitor experience.	Essential	A
	<b>SKILLS / APTITUDES</b>		
5	An analytical and pro-active problem solver who ensures client requirements for a project are clearly established and agreed outcomes are delivered. Able to identify project risks at early stages and to pro-actively mitigate or resolve such risks.	Essential	A/I
6	A team player using good communication, presentation and negotiation skills to meet and to manage the expectations of internal and external stakeholders. Translates specialist recommendations into easily understood, prioritised, costed & risked reports to a project board. Able to motivate at all levels and create a supportive environment; able to say 'no'.	Essential	A/I