



**Job Title:** Project Manager

**Reporting to:** Project Steering Committee and Chief Executive

**Salary:**

- Up to £40,000pa + VAT for a consultancy commission
- £35,000pa plus Pension and NI for an employee (full-time)

**Period of Service:**

The role is in two stages (a) an initial fixed term of 18 months covering the project Development Phase and (b) a subsequent second term which will be for a minimum of a year subject to the National Lottery Heritage Fund Delivery Phase application being successful.

**Relationships - Responsibility for People**

The Project Manager will oversee the work of, and collaborate with, the Engagement Officer, Evaluation Consultant, Business Planner, Conservation Architect, and Fundraising Consultant.

**Introduction**

The UK-based Foundation for Jewish Heritage (FJH) works to preserve and find sustainable new uses for Jewish heritage at risk (website - [www.foundationforjewishheritage.com/](http://www.foundationforjewishheritage.com/)). Following a Feasibility Study, FJH purchased the Victorian grade II listed former synagogue in Merthyr Tydfil Wales in 2019 with the vision of transforming the site into a Welsh Jewish Heritage Centre.

The proposed Heritage Centre is a national Welsh project which will present the 250+ year history of the Jewish community of Wales, while also promoting social cohesion and inter-cultural dialogue (website – [www.jewishheritage.wales/](http://www.jewishheritage.wales/)).

The project is being developed by a Steering Committee accountable to the FJH Trustees and supported by the FJH Chief Executive.

HM King Charles III, the then Prince of Wales, visited the project in 2021. A Business Plan was developed as a precursor to a National Lottery Heritage Fund (NLHF) application which proved successful. Matching funds were subsequently secured from the Welsh Government and Merthyr Tydfil County Borough Council.

FJH is now inviting applications for a Project Manager to take this unique and exciting initiative forward. There will be a significant budget to work with and various consultants/services will be commissioned which will assist the Project Manager deliver the objectives.

## **Purpose**

The NLHF-funded project will transform the historic Merthyr Tydfil synagogue site into an innovative Welsh Jewish Heritage Centre through conservation, repair, interior redesign, and interpretation/programme development.

The role of the Project Manager is to undertake the overall management of the project and ensure the successful delivery of all the various outcomes anticipated through the Development and Delivery Phases, should the second phase application be successful.

We need an experienced and skilled manager who can rise to the challenge of taking the special project through this crucial next period, recruiting and managing a multi-disciplinary project team to bring it fully to fruition.

## **Principal duties and responsibilities**

1. Manage the delivery of all the required activities of the Development Phase of the Heritage Centre project, ensuring the project outcomes as agreed with the NLHF are achieved as planned and within budget, making decisions in consultation with the FJH Steering Committee and Chief Executive, and informing them of any deviations from the plan and corrective actions as appropriate.
2. Supervise and collaborate with the project staff (Engagement Officer, Evaluation Consultant, Business Planner, Conservation Architect, Fundraising Consultant) including managing and monitoring their work programmes against targets agreed by the Steering Committee and Chief Executive.
3. Oversee and manage contract briefs, procurement, engagement, and payment of contractors and sub-contractors, working in close liaison with the Steering Committee, Chief Executive and FJH's legal advisers to ensure appropriate processes are followed.
4. Develop administrative systems to facilitate the sharing of information across the project team, including the management of filing, and storing of project documentation.
5. Ensure the Steering Committee and Chief Executive are fully and regularly informed of progress and the key decisions that they need to make. Provide regular reports on the delivery of activity, including the financials e.g. cash flow updates and forecasts, that can serve the Steering Committee, the project team, key funders and key stakeholders.
6. Ensure that all contractual obligations and conditions of external funding bodies are met, including reporting requirements.
7. Working with the Community Engagement Officer and Chief Executive, arrange and co-ordinate meetings involving the Steering Committee, the project team, key funders and key stakeholders as required, including agendas and minutes.
8. Oversee the Community Engagement Officer developing a volunteer policy and ensuring volunteers receive appropriate training and are managed in order that they work effectively.
9. Working with the Community Engagement Officer and Chief Executive -
  - develop and maintain excellent relationships with partners and stakeholders in the local Merthyr community and across Wales.

- develop and oversee effective communications with key funders and key stakeholders, potential user groups and the general public through website, newsletters, site meetings and email groups.
  - oversee the promotion of the Heritage Centre project and ensure it has a positive profile in the media.
10. Advise on possible new actions as ideas and issues emerge through implementing the project.
  11. Explore opportunities to develop new partnerships, and new funding opportunities, that can further the projects ambitions, working with and through appropriate team members
  12. Ensure evaluation processes are in place and appropriate supporting data is collected.
  13. Ensure the project is compliant with Health & Safety and any other legal requirements.
  14. Ensure the grade II listed building is protected.
  15. Prepare the Delivery Phase NLHF submission and other Delivery Phase grant applications working with appropriate team members.
  16. Undertake any other duties that may be reasonably required.

### **Person specification - skills and experience**

#### **Essential**

- Appropriate qualifications relating to project management.
- Understanding and experience with managing large-scale development projects.
- Experience of working with NLHF projects.
- High degree of interpersonal, communication and numeracy skills, written and verbal, able to digest and synthesise complex information.
- Experienced in business and financial planning, including cash flow and work progress reporting.
- Experience in managing staff and volunteers.
- Experience of procurement process and managing work of consultants/contractors.
- Leadership and negotiating skills.
- Ability to work collaboratively and facilitate partnerships.
- Able to work on own initiative, self-motivated, with strong time management skills.
- Proficiency in working with standard office IT applications.
- Empathy with the project's objectives.

#### **Desirable**

- Experience of working in the cultural heritage sector.
- Knowledge of the Jewish community.
- Experience of fundraising and grant applications.
- Understanding of social media and websites.
- Welsh language skills.

### **Relationships - Nature of Contacts**

The Project Manager will be liaising with the FJH leadership, NLHF Monitor and Case Officer, the project team and contractors, project partners, a wide range of key stakeholders, and community groups within Merthyr and across Wales. The contact is largely operational in nature and will require frequent contact through all available communication channels.

### **Working Environment**

The role will require the candidate to be able to work primarily from her/his own office.

Generally, the role will be normal office hours with the occasional need for evenings and weekends for specific meetings.

### **For further information**

For further information please contact FJH Chief Executive Michael Mail, details below.

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