



Project Manager

'Arts and Crafts Hammersmith: developing the legacy of William Morris and Emery Walker'

Job Description for the Development Phase for the Emery Walker Trust and William Morris Society

Project summary

'Arts and Crafts Hammersmith: developing the legacy of William Morris and Emery Walker' will bring the lives and influences of Morris and Walker, their friendship, collaboration and joint endeavours in the areas of the Arts and Crafts movement and social and political campaigning to a wider audience, so that they are better understood, appreciated and valued. It is a partnership project between the Emery Walker Trust (EWT) and the William Morris Society (WMS) which will make the most of the synergies between the two organisations so that their skills, expertise, premises and resources can be focussed on: developing an expanded learning programme aimed at attracting more visitors as well as younger students and special interest groups; growing the volunteer base and support; and opening up access to collections and enabling researchers to explore their joint areas of interest.

The project includes essential repairs to 7 Hammersmith Terrace (EWT) and will result in some internal reconfiguration at Kelmscott House (WMS) so that the visitor experience can be improved. Both premises' collections will benefit from better environmental control, storage and a cataloguing and digitisation programme and enhanced web presence. The project will thus improve the long-term sustainability and capacity of both organisations to protect and offer access to their heritage.

HLF have awarded the Project a Development grant of £91,800 (63% of the total costs of £145,074). At this stage the estimated total costs of the Second Round are £913,500, the HLF grant element applied for will constitute an estimated total of £552,700 (61%).

Role summary

A Project Manager is required to support the Emery Walker Trust and the William Morris Society in the continued development and detailing of our Stage 2 application to the Heritage Lottery Fund. The contract is for 4 days per week for 6-7 months

Role and responsibilities

The Project Manager will:

- Coordinate the overall project and consultants/contractors on behalf of, and in the best interests of, EWT and WMS, reporting to the Curator and Project Steering Group;
- Manage, coordinate and monitor external contractors/consultants for the detailing of capital works (to RIBA D), business plan, digital access plans and partnership fundraising, and work with the Curator and Project Steering Group to coordinate the work of other consultants, specifically those developing the activity plans and plans for the collections and archives;
- Establish efficient communication and authorisation structures for the development and detailing of the stage 2 bid including both capital and activity works;
- Operate a risk management process based on a comprehensive risk register to identify, analyse and respond to project risks;
- Prepare agendas and reports for Project Steering Group meetings;
- Take lead responsibility for meeting HLF Monitoring requirements, including preparing monthly progress reports and grant drawdown applications;
- Support the Curator in undertaking the role of principal point of contact for HLF in project delivery matters and attend meetings with HLF Project Monitor or Case Officer as required;
- Monitor and manage project finances, reporting to the Finance lead for the Project Steering Group;
- Check invoices from consultants, contractors and suppliers and passing to Finance lead and Curator for sign off and payment;
- Co-ordinate the writing of the Stage 2 application to HLF by leading the development team and preparing an updated application form and a Project Execution Plan for the delivery phase of the project, setting out how the project will be managed, controlled and delivered including preparing a detailed project programme with timescales and key milestones;
- Any other duties as required.

Experience, skills and knowledge

- Project management in the heritage sector. Experience of listed buildings, collections and archives work would be desirable;
- Experience of working with range of specialist contractors, staff and volunteers;
- Knowledge and experience of HLF grants systems, monitoring and Heritage Grant applications;
- Experience of financial monitoring and control including HLF reporting and grant drawdown requirements;
- Experience of developing capital and activity plan budgets and cash flow forecasts;
- Experience of developing and producing Stage 2 HLF applications and supporting documents including briefs for contractors/consultants;
- Excellent communication and team working skills;
- Excellent organisational skills;
- Education to first degree level.

Reporting

You will report to the Curator/Custodian, and through her to the EWT/WMS Joint HLF Steering Group.