



# Discover Green Careers at Westonbirt

## Project Manager

## Job role

To plan, develop and project manage high profile, complex projects. This involves working collaboratively with a range of stakeholders and proactively managing contractors and design teams

## Key Work Areas

### 1. Co-ordinate and manage the work of all external partners and stakeholders to deliver a programme of work which meets the cost, quality and time objectives (50%)

- Achieve planning permission for buildings
- Achieve a high standard including an 'excellent' BREEAM rating (an assessment for sustainable buildings)
- Ensure the range of contractors meet their deadlines
- Line manage the Project Administrator

### 2. Procure and contract manage a wide range of external services for successful project delivery (20%)

- Contract manage the architectural services for each project
- Produce supporting documents and oversee the procurement of a main contractor for each project
- Effectively communicate with all parties, keeping them informed of developments as they arise

### 3. Manage the project finances (20%)

- Ensure accounts and financial database is accurate to allow the creation of financial reports for project expenditure
- Create and monitor expenditure forecasts for all work areas
- Ensure income is allocated correctly, in particular regarding funders and their restriction categories
- Prepare project progress report, Gantt charts, risk logs and updates for the Steering Group and fundraising team
- Prepare and submit grant claims accurately and to the deadlines set by HLF (Heritage Lottery Fund)

#### 4. Be an ambassador and public face for the projects (10%)

- Be one of the representatives for opening ceremonies of completed projects
- Keep staff informed and involved in the projects
- Provide support and guidance for other Forestry Commission national projects when required
- Produce fortnightly blogs about the development and progress of the projects