



Exeter
Cathedral

Project Manager Application Pack



Job Description

Job Title:	Project Manager
Department:	Development
Reporting to:	Canon Treasurer
Hours of Work:	25 – 35 hours per week with occasional weekends; negotiated over 5 days a week
Salary:	£36,500 - £51,000 (FTE) depending on hours
Contract Type:	This post is 2 ½ years fixed term funded by the National Lottery Heritage Fund.

The Role:

We are looking for an experienced Project Manager to deliver Exeter Cathedral's *2020's Vision: Investing in our Welcome* project, maintaining the highest standards of conservation, liaising with stakeholders and ensuring maximum community benefit.

Purpose of the Role:

The post-holder will be responsible through the Canon Treasurer to the Dean and Chapter and will work closely with all members of the Project Board, its consultants and contractors and other members of the Cathedral staff. In addition, close liaison will be maintained with representatives of Cathedrals Fabric Commission, Historic England, and the local planning authorities.

The Project Manager will be responsible for the preparation of National Lottery Fund monitoring reports on both the capital works and the activity plan, enabling timely grant drawdown. The Project Manager will represent the project as required, internally and externally, including attending meetings of the Chapter and the Cathedral Community as needed.

Duties and Responsibilities:

- Assume executive responsibility for delivering the project to the time, quality and cost objectives set by the Project Board, working with the Programme Co-ordinator to manage the business of the Project Board.
- Set and constantly maintain a master programme approved by the Project Board, circulating to all concerned with the project. Also similar sub-programmes as necessary to cover detail or phases.
- With the Dean and Canon Treasurer, lead and inspire the project team of internal and external members to ensure successful outcomes are achieved.
- Ensure that robust and good relations with all stakeholders are established and maintained to facilitate the efficient and high quality delivery of the project.
- Procure and manage the services of consultants, contractors and suppliers, ensuring best value and expertise is achieved.
- In liaison with the Director of Development (fundraising) and CFO, prepare grant drawdowns and progress monitoring reports for NHLF.
- Ensure that all applicable rules, regulations, legislation and procedures are complied with and that the Project Board have all appropriate policies and monitoring procedures in place.
- Communicate, constantly and pro-actively throughout the project with all concerned to ensure that:
 - All know their roles and responsibilities and deliver on them
 - Potential clashes are anticipated and dealt with
 - Significant decisions have proper timely consultation
 - There is proper, timely integration of tasks
 - Planning is done sufficiently in advance
 - Budgets are adhered to, allocated and actively monitored and managed
 - Necessary consents, approvals and agreements are achieved in due time
 - Maintain, update and report on an effective risk register.

- With the Clerk of Works, ensure that all the cathedral's policies are implemented, the project is scheduled alongside other cathedral activities and disruption to the cathedral's daily life is minimised.
- Assume executive responsibility for appointing professional consultants to the scheme.
- Manage the budget and detailed allocation of costs.
- Actively advocate best conservation practice ensuring that the project is executed with this as a primary objective.
- Agree with all participants their time requirements and ensure they are met;
 - Dean and Chapter, Architect, Structural Engineer, M&E, Archaeologist, QS, Chief Operating Officer, Clerk of Works, Heritage and Engagement Manager, CFO, etc.
- Agree with the Heads of Department the structure for managing each element of the project, including which professionals are to be appointed and their roles, taking advice from the Clerk of Works on specialist terms and conditions (where appropriate)
- Identify and resolve conflicts, if necessary with the help of a Head of Department, to ensure the project stays on track.
- Resolve any disputes between the Cathedral, Contractor and Design Teams.
- Manage and maintain records of the project, ensuring that these are communicated at project completion to inform the future management of the site and form part of the post-project review.
- Manage a full post project review, consulting all the key personnel involved, producing a written report within three months with any learning points for him to disseminate for future.



- Ensure the following phases are properly planned and executed by those responsible:
 - The activity plan and interpretation plan, and all associated activities
 - Historical research and investigation
 - Scheme and costing, including options
 - Professional appointments and documentation
 - Consents
 - Grants - ensuring project elements are delivered within the agreed grant time-frame
 - Construction phase
 - Opportunities for green energy and sustainability
 - Design for economical operation
 - Procurement route
 - Training opportunities e.g. apprentices
 - Project programme and endorsement by HoDs
 - Furnishings
 - The run-in to opening, including the road test
 - Snagging

About the Project

Background:

Exeter Cathedral has been awarded a £4.3 million grant from The National Lottery Heritage Fund. The grant will support the Cathedral's 2020s Development Appeal, funding an ambitious project designed to bring significant improvements for visitors, engage a wider audience and help secure long-term sustainability.

Highlights for the project include:

- A new Cloister Gallery to connect the Cathedral with the Chapter House and Pearson Building.
- A new Treasures Exhibition, displaying currently inaccessible collections from the Cathedral's Library & Archive.
- An interpretation of 50 medieval misericords (or 'mercy seats'), one of only two complete sets surviving in England from before 1290.
- Relocation of the Cathedral Shop.
- A new heating zoning system to improve energy efficiency and sustainability.
- Improved accessibility for all visitors, including new toilets and lifts.
- A new calendar of activities, including a Domesday project and 'Riddler' residencies, drawing on the Cathedral's 10th century Exeter Book for inspiration (an anthology of poetry and riddles, the Exeter Book has been granted UNESCO status as one of the world's principal cultural artefacts).

At present, the Cathedral is in the early stages of the delivery phase of the project. The phase one capital works began on 18th November 2022 and the activity programme is beginning. The new Project Manager will be coming into a project that is already up and running and will need to get to grips quickly with a complex and changing situation.



Image: Acanthus Clews Architects/Marvin Chic

Cloister Gallery:

Capital Works begin in the Cathedral's Cloister Garden, where a specialist building team will be recreating a new Cloister Gallery. The new construction replaces original medieval cloisters, which were demolished in 1657, and recreates a covered walkway to connect the cathedral with its 13th century Chapter House and Pearson Building. It will be the first major construction to be added to the Cathedral since the Pearson building was completed in the late 19th century. The most recent additions prior to the Pearson building are the Cathedral's Speke and Oldham chapels, built 500 years ago.

The Gallery will provide better access through the Cathedral and connect disparate areas, providing an opportunity for interpretation to help draw visitors from the Cathedral to the Treasures exhibition. The new Cloister Link will feature interpretation covering "Building the Cathedral" and the content will be displayed along the perimeter wall in a chronological layout charting three key stages in the Cathedral's development to present day.

Pearson Gallery “Treasures” Exhibition:

A new exhibition space will give the Cathedral a new opportunity to explore the whole story of the Cathedral by publicly displaying collections from the Cathedral’s Library and Archives. The space will encourage multi-generational visits and will embed interactivity and opportunities for participation.

It is important that the Treasures Gallery speaks to all visitors, young and old, family groups and individuals. Hands-on activity and interaction throughout the gallery will engage visitors allowing them to explore themes and storylines in greater details. Film, through live footage and animation, accompanied with sound and music will help to bring life to the gallery providing for a richer experience.



Image: Studio MB

East End Improvements:

Alongside the proposed development work to improve access for all and provide new facilities for visitors is a major programme of work to enhance the existing spaces in the Cathedral.

This stage of work will include the installation of the new lighting scheme to ensure that spaces will be better illuminated to support worship and other activities and improve the visitor experience. New audio-visual and data systems will also be installed to improve technical provision for events, exhibitions and the day-to-day operation of the Cathedral.

The existing heating and electrical infrastructure is inefficient and is causing accelerated decay and deterioration to the built fabric. We intend to install new electrical and heating systems at the east end, to create a more comfortable and stable environment for worshippers and visitors.



Image: Light Perceptions

Candidate Profile

Essential:

- Degree or post-graduate qualification in a building or construction discipline.
- Proven track record of planning and delivering heritage sector project work using a structured project management methodology.
- Experience of delivering projects requiring management of multiple stakeholders and funders.
- A good understanding of current building conservation principles and techniques.
- Experience of managing planned maintenance and repair projects across a wide range of historic buildings.
- Financial management and understanding of budgets and procurement in a construction context.
- Understanding of current H&S regulations (including CDM) and DDA requirements.
- Familiarity with current building regulations and statutory requirements in the context of the historic building environment.
- Experience of the National Lottery Heritage Fund, and its reporting requirements.
- A competent computer user and literate with MS Office suite.
- Ability to work on own initiative.
- Ability to communicate complex information in an effective and timely manner and write clear and effective reports.
- Problem solver and resource investigator.
- Ability to manage a multi-disciplined team.
- A self-starter with the ability and initiative to make things happen.
- Respect and value the role of colleagues and external partners.
- Ability to work under pressure.
- An enthusiastic ambassador for the work of the Cathedral.



Photo by Sebastian Christopher

Working for us

Annual Holidays

The holiday entitlement is 30 days per year (FTE), including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Pension Scheme

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

Discounts

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts.



Photo by Emma Solley

About Exeter Cathedral

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer – as well as stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures; telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

Our Values

At Exeter Cathedral, we are committed to and will courageously pursue being:

- Welcoming to all
- The best we can
- Open and listening
- Fair and respectful

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. In your covering letter, you are asked to specifically answer how your experience fits the duties and responsibilities of the role and how you meet the requirements of the candidate profile. You may also include your *curriculum vitae*, if you wish.

Applications should be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Tel: 01392 255573, Email: vacancies@exeter-cathedral.org.uk

We will acknowledge receipt of all applications.

The closing date for applications is 09:00 on Monday, 9th January 2023.

Interviews will be held on Thursday, 19th January 2023.