



## **Redevelopment Project Director Job Description**

### **Organisation Details**

Kilmarin Museum inspires and educates people by interpreting, explaining and conserving the internationally important archaeological landscape, artefacts and natural heritage of Kilmarin Glen.

Kilmarin Museum is run by Kilmarin Museum Company Ltd, a charitable company limited by guarantee (SC502086) and a registered Scottish Charity (SC022744).

Kilmarin Museum is undergoing an ambitious £6.8m Redevelopment Project and has achieved a Round 2 National Lottery Heritage Fund (NLHF) grant, as well as attained the the match funding target required to allow the project to progress. The Museum now requires an experienced Project Director to manage the delivery phase. More details on the project are given below.

### **Location**

Kilmarin Museum (KM) is located in Mid Argyll, Scotland. The Project Director will be based at the Museum and a nearby off-site location during building works. Travel to meetings in Edinburgh and other locations will also be required.

### **Role**

This post has been created to project manage all aspects of the delivery phase of a £6.8m NLHF funded major redevelopment of an archaeological museum and visitor attraction that involves significant construction elements. The post holder will ensure the project is completed on time and within budget.

The post holder will report to the Board of Trustees.

### **Scope of Work**

Work will include, but is not limited to:

- 1. Project Management**

- Ensuring the successful overall completion of the delivery stage of the Redevelopment Project
- Management and Execution of the Delivery Phase including:
  - reappointment of the Architectural Design Team and Exhibition Design Team,
  - client input to reviewing RIBA Stage 3 design and reconciling with available funding
  - client input to RIBA Stage 4 design development of the building and overflow car park
  - co-ordination of the building design, exhibition design and interpretive material
  - procurement of main building contractor and other contractors in accordance with recommended procedures and procurement regulations
  - mobilisation, decant, construction, reoccupation of the new facility,
  - facility use and project close
- Overall project team management of the following:
  - Design Team
  - Quantity Surveyor
  - Interpretation Team
  - Exhibition Design Team
  - Kilmartin Museum staff involved in the project
- Work closely with other KM staff to ensure successful delivery of the Project Activity Plan
- Ensuring the project takes cognisance of the curatorial needs of the collection
- Working with the entire Project Team to develop the visitor experience to the highest level and so that it meets the cultural, heritage and business objectives set by the Museum Trustees and agreed by all the major funders
- Project planning review, timetable review, programming and monitoring
- Procurement, tendering and letting contracts
- Maintenance of the Risk Register, dynamic risk assessment and mitigation
- Work with Museum staff and contractors to plan and implement a Decant and Continued Operation Plan
- Plan and execute a project evaluation strategy and action plan including final report to funders specifications
- Project Health and Safety.

## **2. Reporting and Liaison**

- At least monthly reporting to Trustees (via Redevelopment Sub-Group), or more frequently as necessary
- Quarterly reporting to full board of Trustees
- Principle of contact for the entire project, including
  - for funders 'Benefits Realisation Group' including attending meetings and preparing progress reports

- for all other funders and external parties
- responsible for the liaison with and between the design team and interpretation and exhibition design team
- for all contractors, including QS, architects and exhibition designers as well as other consultants – ensuring good liaison between all parties.
- Continue to develop relationships with funders, external stakeholders and the local community during the project Delivery Phase.

### **3. Grants and Cash Flow Management**

- Oversee the financial management of the project, ensuring that it is completed within the current budget
- Oversee the management of grants and reporting in close liaison with the Finance Manager
- Oversee the management of cash flow and cost control in close liaison with the Finance Manager
- Budgeting, resources management and procurement.

## **Person Specification**

### **Essential Requirements**

- Demonstrable experience in a similar role
- Proven experience of working with external partners at all levels
- Track record of delivering multi-agency funded projects on time and within budget
- Track record of successfully delivering projects with similarly scaled capital build and interpretive elements
- Track record of financial planning and management
- Track record of project planning
- Track record of delivering evaluation
- Sound knowledge of public procurement processes
- High level of confidentiality and discretion
- Excellent interpersonal skills, both verbal and written
- Ability to take initiative
- Ability to solve problems and effect solutions
- Ability to work under pressure and to deadlines
- Familiarity with HLF, HIE and other major funders' grant processes
- A sound understanding of the vision of Kilmartin Museum, the Redevelopment Project and our aspirations for the future, and how these can be delivered and developed in challenging economic circumstances.

### **Desirable Requirements**

- Experience of delivering projects funded by the National Lottery Heritage Fund

- Experience of the museum and cultural sector
- Understanding and experience of working in a small, rural community

## **Salary**

The salary range is £45,000 to £50,000 per annum dependent on skills and experience.

Some weekend and evening work may be necessary. Annual leave entitlement is 30 days per annum pro rata.

The post may also be offered on a freelance or contract basis.

## **Term**

The post is a full time temporary position and will run to the end of the NLHF project term, currently autumn 2021. The hours will reduce to part time in the last 3-6 months of the contract, which will be negotiated on appointment. There will be a three month probationary period. Break clauses may be recommended by major funders, which may need to be reflected when the employment contract is issued.

## **Selection Process**

The closing date for applications is 15<sup>th</sup> July 2019.

Following an initial sift, candidates chosen for interview will be expected to attend a 2 day selection process. The date of this has yet to be confirmed but is likely to be the week beginning 22<sup>nd</sup> July 2019.

Day 1 will consist of:

- orientation tour around the site
- lunch with Trustees, staff and possibly representatives of funding bodies
- receipt of documentation including
  - Redevelopment Project Business Plan
  - RIBA Stage 3 Architectural Design Report
  - Exhibition Design.

The afternoon will then be free for candidates to read documentation in preparation for interviews the following day.

Day 2 will consist of:

- formal interview
- presentation.

Interview timing will be selected by ballot.

Kilmartin Museum Company LTD is not able to refund interview expenses.