

Role Description

Role Title: Chard Heritage Action Zone Project Manager

Location: Chard / Agile

Grade: 6 - 7

Main purpose

The post holder will report to the Regeneration Programme Manager and will be responsible for developing and managing the successful delivery of the Chard HSHAZ over the four year delivery period, taking a lead role in coordinating and delivering various projects within it, in partnership with other stakeholders, organisations and businesses to support a longer-term legacy. The project will need to be delivered in accordance with the terms and conditions of the contract/funding agreement between Historic England and South Somerset District Council.

Key tasks

Project management

1. Lead on the development and delivery of the project's Programme Design in line with recognised project management methodologies. Ensure the Programme Design aligns with the overall direction, budget and integrity of the project's objectives of improving the physical condition of identified town centre buildings and delivering the planned public realm improvements.
2. Lead on the development of project business cases as required.
3. Work collaboratively with SSSC and Historic England specialist officers and community organisations on project workstreams to identify, plan for and deliver the required project outcomes.
4. Administer and monitor budget allocations and project spend across the Chard HSHAZ overall and on a project-by-project basis, preparing and presenting monthly updates on project spend to the Chard HSHAZ Project Board.
5. Ensure benefits are identified, tracked and delivered, that risks are monitored and interdependencies and major gateways are identified and managed effectively.
6. Support the Chard HSHAZ Project Board, through coordination of regular meetings, establishing effective structures and lines of communication that include the wider communities of interest, reporting on project progress, monitoring and updating the Delivery Plan.
7. Establish, maintain and strengthen active working relationships with other SSSC staff and project partners.

Project delivery

8. Ensure that the operation of the project is comprehensive and all plans are aligned to the HSHAZ objectives as set out in the Programme Design document and associated supporting plans and strategies.



South Somerset District Council

9. Assist property owners and/or tenants, in the preparation of funding applications to deliver Chard HSHAZ projects, liaising with potential public and private funders to maximise investment opportunities.
10. Within the HSHAZ area, act as a champion and advocate for heritage, providing information and advice to identified groups/businesses and members of the public as detailed within the HSHAZ Programme Design and ensure appropriate action is taken to deliver the project's commitment to community engagement. This will include organising and participating in public meetings, events and exhibitions, and the preparation of publicity and interpretative material as appropriate.
11. Act as a conduit to ensure businesses and the public know how to access information and advice about legislative requirements and standards for heritage conservation and the historic environment ensuring that projects are delivered to the highest conservation and design standards, in liaison with Historic England and SSDC planning and conservation staff.
12. Monitor the impact of the investment throughout the four years of the programme, carrying out surveys and consultation as required and be responsible for preparing a final Evaluation Report and Delivery Plan on the Chard HSHAZ project.

Personal Specification

Professional and educational qualifications

Essential	Desirable
Degree level qualification in relevant subject or equivalent experience	Prince 2 or APM qualified (or similar professionally recognised qualification relating to project management) or a proven track record of project management experience

Key Skills

Essential	Desirable
Ability to communicate, engage with, enthuse and influence others to achieve identified aims and outcomes	Competence in budget management
Ability to prioritise, meet deadlines and work effectively under pressure	Able to exploit the use of new technology
Good communication and negotiating skills, with experience in engaging communities and stakeholders	Able to organize and manage community based events, activities and training
Decision making and problem solving	Knowledge of and experience in using social media and digital tools to increase awareness, understanding and participation in heritage/culture
Team working	Experience and/or knowledge of building improvements and/or conservation
Proficient in relevant IT applications	
Proven ability to project manage complex projects. Familiarity with project management systems including: developing and programming individual projects, obtaining authority, risk management and mitigation of risk, progress monitoring and evaluation, record keeping, submitting grant claims, financial and budgetary control	

Knowledge

Essential	Desirable
High level and practical project management	
Communication and consultation techniques	