

CLIVEDEN

CONSERVATION

JOB TITLE:	Project Manager
REPORTS TO:	Section Head
KEY RELATIONSHIPS:	Section Head, Conservators and wider Cliveden Team
JOB PROFILE:	<p>39 hrs a week. Mon - Fri. 8 – 5pm</p> <p>Flexible working by agreement</p> <p>6 month probation period</p> <p>Hybrid working: Office, Site, Home.</p> <p>Project Management of a portfolio of conservation projects ranging in value from £25,000 - £1m</p> <p>Provide feedback, guidance and support to project teams.</p> <p>Liaison with client and site managers to ensure clarity of work and good commercial communication</p> <p>Oversight and contribution to reports and surveys</p> <p>Maximise company profile and ensure high QA standards</p>
LOCATION:	Taplow, Somerset or East Anglia.

Job Summary:

Cliveden Conservation is a growing conservation company specialising in the conservation and restoration of buildings and objects. There are three workshop centres, in Somerset, Norfolk and Buckinghamshire. All three collaborate. This project manager role is for either the Architectural Projects Team based at Taplow, Bucks, the Somerset workshop in the West, or for the East Anglian team. Works range from the restoration of listed buildings, historic churches and castles as well as the conservation of objects, large scale public sculpture and architectural structures.

Cliveden Conservation specialise in Stone Masonry, Plaster Work and the Decorative Arts. This role involves the management of a portfolio of projects, supporting our estimating teams and finalising projects with treatment reports and reviews. As a Project Manager, you will oversee practical conservation to the highest standards and ensure works are delivered on time and to budget, ensuring excellent customer service. You will maintain good

communication with client as to the progress of each project. The role is both proactive and reactive, problem solving and prioritising the needs of your team and the wider business throughout the working week.

A good grasp of the commercial management, quantity surveying, pricing and estimating is preferred for these roles. You will ensure project teams carry out all instructed works in line with given deadlines and budget, and manage variations of contracts to maximise the profitability and minimise risk of each project.

Programming, procurement and quality control are all key elements of this role. You will be able to call upon the expertise and experience of the entire Cliveden team in order to provide advice and consultancy. You will be responsible for the Health and Safety of all teams on site through appropriate processes.

Continuous Professional Development

CPD is paramount to the progression of all employees and the business and is to be kept up to date yearly. Cliveden Conservation provides an annual budget for CPD, and we actively encourage all members of staff to attend conferences and training courses. We implement quarterly reviews for employees to ensure their own personal development is on track. Cliveden Conservation values the promotion of conservation and the reputation of our business through presentations and courses to diverse audiences.

Additional Details

Employees are expected to travel to UK sites & locations as directed.

Full UK driving licence preferred, or demonstration of active efforts to qualify.

Salary & benefits

Competitive salary commensurate with experience.

Private Medical Insurance, including eye care and dental cover.

4% employer pension contribution

21 days holiday, rising to max 26 days with an extra day per year worked, plus bank holidays.

Travel and mileage expenses.

£500 training budget for personal career development (in addition to any H&S training etc that the company will provide)

Annual £80 boot allowance and £100 tool allowance.