

Troubadour

THEATRES

We are looking for an experienced and motivated **Project Manager** who will work to oversee the development, design and build of all Troubadour venues. You'll be responsible for the end-to-end delivery of multiple construction-related projects. As well as planning and defining the work schedule for each project, and making sure all the right contracts and resources are in place, you will be expected to manage your project's budgets, identify, manage and mitigate potential risks and find solutions to any issues that may arise and deal effectively with project change.

Throughout all your work, whether you're assisting in creating budgets, negotiating and administering agreements with contractors, contributing to front-end design, meeting with stakeholders and chairing site meetings or helping deliver the final build, you will always be focused on increasing value for money and improving the quality of the products and services we deliver to our clients and audiences.

We welcome applications from candidates from a range of backgrounds as long as they can demonstrate wide ranging experience in buildings, infrastructure and excellent stakeholder management.

Responsibilities:

Project Management:

- Lead the production of feasibility studies
- Engage design teams and consultants to bring a design and tender process together to enable full financial analysis before procuring the works
- Manage the planning permission required to take the project forward
- Brief and instruct design teams and consultants ensuring that all relevant requirements of the relevant stakeholders are met
- Manage progress and ensure that the administration of projects is conducted effectively, receiving regular updates from consultants, contractors and other stakeholders and reporting these to the Directors as appropriate
- Undertake project viability and financial appraisals in accordance with Troubadour procedures and in line with business objectives
- Provide effective budget and cashflow management to ensure schemes are delivered on time and to budget
- Provide approval and update reports on all projects including planning, budgets, progress and legal which may affect delivery; work closely with the Directors to agree appropriate action where necessary to minimise any impact on the delivery timetable
- Manage and monitor project costs and to report the same at regular Director meetings
- Continually seek to introduce cost reduction initiatives which prove good value for money
- Work closely with colleagues to ensure effective handover of all projects and deal with all accounts, statutory agreements or other requirements



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Contractor Management:

- Ensure external contractors adhere to Troubadour Health and Safety policies, liaising with external contractor representatives and the Troubadour Operational team to promote safe working practices

Administration & Finance:

- Coordinate & manage build and/or project schedules
- Produce detailed & accurate projected budgets & cost trackers
- Manage construction budgets to ensure milestones are met on time and under budget along agreed stages

Health & Safety:

- Establish & manage build/project Risk Assessment registers
- Establish & foster a positive H&S culture throughout all activities & duties
- Ensure all duties on site are conducted in accordance with H&S policies & systems of working, responding to any breaches in liaison with the Operations Manager
- Ensure all liability insurance is up to date and documented on site

General:

- Undertake other duties as reasonably required

Responsible for:

- External contractors
- Troubadour Site Team during the build phase of the project.

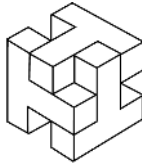
Responsible to:

- Troubadour Directors and COO

Person Specification:

Essential:

- An enthusiastic and results driven Project Manager
- Comfortable challenging conventional thinking and be proactive in championing bold ideas
- Experienced in providing effective Project Management, particularly in buildings and infrastructure projects
- Knowledge of both theoretical and practical aspects of project management techniques and tools



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- Demonstrable understanding of financial systems & accounts
- An organised, flexible approach to day-to-day responsibilities
- A creative and resourceful approach to problem solving
- A confident, friendly and professional manner
- Ability to prioritise effectively and remain calm under pressure.
- Exemplary communication skills

Desirable:

- IOSH or other Health & Safety qualification.
- CSCS Card Certification.
- Project Management Professional (PMP) certification.
- First Aid At Work qualification.
- CAD software knowledge.

Terms:

- Permanent, full time
- Monday to Friday with evening and weekend working as required
- Annual Leave: 28 days (including Bank Holidays)
- 6 weeks notice period
- Salary £45k to £55 per annum (based on experience)

Start date:

- As soon as possible

To apply please send your CV and a short cover letter including relevant experience, expected salary and start date to jobs@troubadourtheatres.com