

## CAPITAL PROJECT MANAGER

**REPORTING TO:** Head of Strategic Operations

**SALARY:** £45-48,000

**HOURS:** 0.8 FTE (4 days per week)

**ANNUAL LEAVE:** 22.5 days (28 days pro rata) plus statutory holidays and complementary leave between the holiday season and New Year.

**TERM:** Fixed term until end of August 2025 (further extension subject to funding)

**PENSION:** 4% of salary contributed by employer if matched by employee

## ABOUT CREATE LONDON

Create London commissions socially engaged art, generous architecture and bold infrastructure that respond to civic needs and local contexts. We believe that transformative and radical ideas can derive from working long-term with local communities, providing inclusive moments for individuals to expand their imaginations, foster collective action and support thriving communities.

This is an exciting time to join Create London as we are about to embark on a new capital project, transforming an existing building to new cultural and creative uses following the success of A House for Artists - a project that recently won the Neave Brown Award for Social Housing, was shortlisted for the RIBA Stirling Prize and won the Housing Design Award 2023. Other recent Create London projects include the first public sculpture by Grayson Perry, the Turner Prize-winning Hackney Windrush sculpture by Veronica Ryan OBE (co-commissioned with Hackney Council) and artist playgrounds by Yinka Ilori and Eva Rothschild RA.

## THE ROLE

The role of Capital Project Manager is to be responsible for the briefing, procurement, design and delivery of an 1880s warehouse in the London Borough of Newham. Following an open tender process, Create London recently secured the lease of the building and Levelling Up funding. Our ambition is to unlock the potential of this iconic local landmark and transform the building into a thriving and dynamic hub for creative workspaces, culture and community wellbeing. Working closely with Newham Council and local stakeholders, the Capital Project Manager will lead the onsite day-to-day delivery of the project. You will be working closely with a wide team of consultants and specialists including architects, M&E, Structural & Civil Engineers, QS, Heritage & Conservation Consultant and engagement coordinators.

We are looking for a person with strong capital project management skills. The successful candidate will bring a positive can-do attitude and be able to manage multiple tasks and activities. As a keen problem-solver and an excellent communicator, the postholder needs to communicate with a wide variety of stakeholders to effectively meet overarching programme deadlines and navigate complexities across all phases of the capital project. The candidate will also monitor project budgets, oversee reporting to funders and chair project meetings.

Also essential is an appreciation of the fluid and responsive nature of a small arts organisation and willingness to contribute to an environment where creatives, audiences, staff and supporters feel valued and are encouraged to thrive.

## RESPONSIBILITIES

### Project Management

- Act as the main liaison between the Client Project Team and the external Project Team, specifically the Design Team, the Council and the Contractor.
- Deliver on client-side items of priority, managing the project workstreams using the RIBA Work Plan to ensure project objectives and milestones are met;
- Manage, update and report on the project risk register in close liaison with the Head of Strategic Operations and review mitigation strategies;
- Manage and monitor the programme of activities to ensure that key milestones are met.
- Work closely with the Create London Senior Curator and Engagement Coordinator to collate feedback from local stakeholders, ensuring these are reported back to the working group and are informing the project to deliver the required Social Value and Impact;
- Manage procurement of consultant services;
- Schedule, chair and manage fortnightly project team meetings with internal and external stakeholders;
- Schedule and minute Steering Group meetings;
- Manage change request processes on behalf of the Client Team and in close liaison with the external Project Manager.
- Input project updates into Progress and Monitoring planning document, providing progress briefings as necessary;
- Attend funder review meetings when required;
- Actively contribute to environmental sustainability, working to reduce the project's carbon footprint.
- Oversee, and when appropriate, draft project policies and plans, including but limited to the Health & Safety, Environmental Sustainability Strategy, Management and Maintenance, Heritage & Conservation Plan and Access Plan.

### Finance

- Manage and monitor the project budget with oversight from the Head of Strategic Operations;
- Monitor expenditure and project cash flow to ensure spending is in line with funding conditions;
- Lead value engineering exercises on behalf of the Client Team, in close liaison with the external Project Manager and QS;
- Work with the external Project Manager, Create London's Head of Development and QS to ensure invoices and cost estimates are included as part of funder claims.

## Legal

- Ensure that all areas of the capital project meet current legal requirements and that required insurances and other legal frameworks are in place at all times;
- Broker agreements with project partners and ensure all contracts and agreements are in place;
- Ensure that all funding agreements and deliverables are agreed with external partners in advance, understood internally and kept on track throughout the lifespan of the projects.

## Other

- Work closely with the Communications Manager and external project partners to ensure the capital project is visible and promoted effectively, in line with the corporate communications strategy;
- Support project advocacy with invested and interested parties including but not limited to the Local Authority, funders, local community groups and wider staff;
- Work closely with the Head of Development to develop and sustain effective relationships with Create London's major funders and supporters, and to ensure the project meets obligations to funders;
- Contribute to fundraising reporting and evaluation as necessary;
- Report to Create London's Board of Trustees as required;
- Protect and enhance the reputation of Create, presenting the organisation in an appropriate and professional manner to stakeholders.

## PERSON SPECIFICATION

### Essential

- At least 5 years' experience in capital project delivery work, and/or Buildings & Facilities Management;
- Experience of managing consultants, construction contracts and expert advisors;
- Knowledge of health & safety, CDM regulations and planning procedures;
- Experience of managing consultant and, acting as or on behalf of the client
- Knowledge and the ability to use project management techniques, tools and documentation, such as Gantt charts and change control procedures;
- Sound working knowledge of IT systems and networks;
- Experience of scheduling, attending and chairing formal and informal meetings;
- Understanding of the legal requirements for capital projects;

### Desirable

- Experience of managing people, with a strong ability to build team-spirit in the workplace;
- Experience of working in arts organisation or charity, including the legal

- requirements of a public building;
- Experience of working across and beyond the arts and cultural sector, including local authorities.
- Experience of managing a budget over £1mill.

#### Competencies

- Excellent administrative and communications skills, both written and verbal;
- Excellent ability to multitask, delegate and prioritise within a busy working environment;
- Strong cultural diplomacy and interpersonal skills to manage a range of external stakeholders;
- Ability to work at both an operational and strategic level;
- Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.
- Interest in architecture and visual arts, and working with architects, artists and communities.

#### LOCATION

The role is based at the Create London office in Barbican, London EC2, and on-site at E13 in Newham.

Office hours at Create are 9:30am to 5:30pm, Monday to Friday; this may vary and the post-holder will be required to work some evenings and weekends as the programme requires.

#### SAFER RECRUITMENT

Create London is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 2 years of your employment or education
- A satisfactory DBS check
- Proof that you are legally entitled to work in the UK

Please send a CV and cover letter to [info@createlondon.org](mailto:info@createlondon.org) with the subject "Capital Project Manager". Your letter should be no more than 2 sides of A4 and address how your skills, experience and competencies match the job description and person specification.

Please also complete our equality and diversity monitoring form by clicking [this link](#).

The information you provide is anonymous and used solely for monitoring and evaluation purposes. It does not form part of the shortlisting process.

**APPLICATION DEADLINE: Friday 24 November, 12noon**

**INTERVIEWS: w/c 27 November**

Interview questions will be shared with candidates in advance of the interviews. Create is committed to providing an open and accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form or access needs for interviews please contact [info@createlondon.org](mailto:info@createlondon.org)

Create is committed to equality of opportunity and supporting diversity and inclusion across all aspects of its work. Our staff team brings a range of perspectives to our organisation and we welcome applications from individuals who are under-represented in the visual arts sector including those of Black, Asian or global majority heritage, those who have faced socio-economic barriers, those who identify as LGBTQ+, those with disabilities, and neurodivergent people. All applications for this position will be treated equally and confidentially.

Create  
Barbican Centre, Silk Street, London EC2Y 8DS  
Tel: 020 7382 7284  
Email: [info@createlondon.org](mailto:info@createlondon.org)