

wasps_



Project Manager (Capital & Business) Post

Information Pack – September 2020

wasps_

Background

Wasps has been supporting the arts community in Scotland for 43 years. We have grown to become one of the UK's largest studio providers and home to Scotland's largest cultural community. We currently house 900 visual artists, 35 arts charities and 33 creative businesses at 20 locations from the Scottish Borders to the Shetland Islands. Their work in turn touches the lives of thousands of people across Scotland and beyond.

In addition, our activities support the regeneration of many deprived communities across Scotland. We redevelop redundant, historic buildings into beautiful facilities for artists and creative industries, improving the physical appearance and economy of the communities in which they are located.

Wasps also delivers a range of arts enterprise activity including exhibition, workshop and residencies opportunities, along with professional development support for our creative tenants, delivered across our nine galleries and four residency spaces.

Our plans for the future are exciting! We recently completed our first creative hub outside of Glasgow - Perth Creative Exchange, which opened in November 2019. Our next exciting development - Inverness Creative Academy Phase 2 is currently onsite and due to open in summer 2021, with Phase 1 completed in December 2018 and now a fully occupied, vibrant facility in the heart of the Highlands. These projects between them represent an investment of over £10m, and will deliver over 60 new studios for artists and space for 30 creative businesses in these locations. We also have a programme of property upgrades and energy efficiency initiatives planned as part of our five year Business Plan (2018-23).



Project Manager (Capital & Business) Role

A vacancy has recently become available in our team for a Project Manager with experience of delivering large capital projects.

Reporting to the Head of Projects, the role is a vital part of our small Projects Team, which provides an in-house project management service to the organisation. The team delivers a range of strategic projects to support the delivery of Wasps' Five-Year Business Plan.

The Project Manager role involves the full management of both major capital and business projects, including the preparation of briefs, business cases and fundraising plans, through to coordination of delivery – and so we are looking for a practical, adaptable and hands-on individual, with experience of managing large capital projects, to help us deliver our objectives.

Development Plan Objectives

The purpose of Wasps Development Plan is to consolidate and build upon Wasps market position to build up company reserves by developing the estate and efficiently managing its operational delivery. The Development Plan is focussed on major new developments in Inverness, Perth and Scotland's Central Belt over the next five years. It seeks to investigate and develop new ways of operating over the Business Plan period (2018-2023) in line with market demand.

The Development Plan is focused on five core objectives:

- A. Targeted estates growth**– Any future development programme will be aimed at expanding our property portfolio into areas of defined need.
- B. Establish a sinking fund for the existing estate and build a management and maintenance fund within Business Plans for all new projects** to set out targets and minimum development thresholds.
- C. Develop and test new Operational Models** to meet defined need and support delivery of the Development Plan
- D. Consultancy** – Deliver targeted consultancy where it is of benefit to Wasps property portfolio, knowledge base or where robust income generation exists
- E. Market Insight** – Undertake a programme of research to ensure Wasps offer remains vibrant, relevant to artist's needs and benchmarked against other studio provision.

Job Description

Contract: Permanent
Hours: Full time (35 hours per week)
Salary: Up to £30,000 pa

The duties of the role include:

1. To manage delivery of projects from concept to completion, working to the Head of Projects. This will involve both large scale capital developments, smaller building improvement packages, and other organisational projects for the Property, Finance and Marketing teams as required. Lead the day to day delivery of these projects in association with consultant teams, ensuring these meet the project's business case and business plan objectives.
2. To appraise new projects and to assist in the preparation of business cases, options appraisals, development briefs, environmental sustainability plans and feasibility studies for each capital project, based on demand assessments, local research, market analysis and property surveys, as required, making recommendations to the Head of Projects.
3. To assist in identification of funding opportunities and preparation of funding applications in conjunction with our Funding & Partnerships Manager.
4. To co-ordinate the design development briefing process based on business plans prepared for each capital project, guiding the procurement process based on Wasps operational and financial requirements for each capital project and providing ongoing client representation with external consultants and contractors.
5. To manage capital project expenditure, and report on spend as required, to ensure monitoring compliance in line with funding conditions and legal contracts.
6. To ensure compliance of all projects with Statutory Authority requirements including planning, building warrant and listed building consents, relevant environmental legislation, construction legislation, fire, health & safety, legal, insurance and best practice.
7. To prepare and record key project information including project programmes, risk registers and provide regular update reports as required by Wasps Board, Projects & Property Sub- Committee and project partners.
8. To manage the full completion and operational handover processes of capital developments nearing contract completion, in close partnership with Wasps Property Team, including post completion reviews and project documentation audits.
9. To manage new and existing partnerships with organisations including local authorities, funders, other arts & social enterprise organisations, local communities and other relevant bodies as required to support development projects.
10. Working with the Head of Projects to develop and test new operational business models which enable Wasps to provide affordable studio accommodation and programmes to creative people

11. To develop links with artists and the wider community in relation to each studio project, identifying the most appropriate partners to work with and ensuring each project best meets Wasps' objectives and the needs of artists and creative partners in each location
12. To manage engagement with local communities to ensure that the cultural, social and community impact of each capital project is fully maximised and supports their needs
13. To enable Wasps to support its creative community, including providing support to the Arts Enterprise Officer and other Wasps teams where required.
14. Any other duties as required by the Head of Projects and Chief Executive Officer to enable Wasps to support its creative community.

Person Specification - Essential Skills and Attributes

1. Highly organised and hands-on approach.
2. Educated to degree level or equivalent.
3. Previous experience of delivering capital building projects including management of budgets and resources.
4. An understanding of how properties are managed and maintained, and how this affects their design and development.
5. An understanding of the creative and cultural agenda in Scotland.
6. Ability to collaborate well with internal and external stakeholders
7. Ability to efficiently manage your workload and prioritise as appropriate
8. Excellent communication skills (both oral and written), with the ability to communicate complex information with a wide and diverse range of stakeholders in a format appropriate to each.
9. Excellent administrative skills with the ability to develop systems and procedures.
10. Excellent computer skills, including Excel, Word and Microsoft Project.
11. Willing to travel to project sites and other Wasps buildings across Scotland.
12. Driving licence

Desirable

- Professional project management qualification
- Experience of delivering or contributing to non-property related projects
- Own car

Further details about Wasps Studios can be found at www.waspsstudios.org.uk

Place of Work

The post will be based at Wasps' Head Office at The Briggait, 141 Bridgegate, Glasgow, G1 5HZ, though some travel to other buildings will be required.

wasps_

As a result of the COVID-19 pandemic the post holder may be required to work remotely, in line with Scottish Government guidance. The post holder will therefore require to be flexible in line with current circumstances.

Hours of Work

35 hours per week. Monday to Friday. 9.30-5.30pm.

Submissions

To apply please send a copy of your CV along with a covering letter outlining why you consider yourself suitable for this position. Please include contact names, phone numbers and email addresses for 2 referees, one of whom should be your current or most recent employer.

Applications should be submitted by no later than 5pm on Friday 23rd October 2020, by email to: Stuart McCue-Dick (Executive Director – Corporate Services) – stuart@waspsstudios.org.uk

Submissions should be titled:

Private and Confidential - Job Application – Project Manager (Capital & Business)

Interviews will be held w/c 2nd November 2020.

Enquiries

For an initial discussion regarding the role please arrange a suitable time by emailing Chris Cowie, Head of Projects, in the first instance – chris.cowie@waspsstudios.org.uk.

PLEASE NOTE – no agencies.