



## JOB DESCRIPTION

<b>Job Title</b>	Project Manager – (IWM Duxford Master Plan)
<b>Department</b>	Special and Creative Projects
<b>Directorate</b>	Content & Programmes
<b>Location</b>	IWM Duxford
<b>Reports to</b>	Head of Masterplan - Duxford
<b>Salary</b>	£37,326 per annum
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hours net per week
<b>Contract</b>	IWM Trading Company

We are one of the world's leading authorities on conflict and its impact on people's lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people's lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

### Purpose of the job

IWM Duxford has completed a public offer and visitor experience driven, costed and sustainable Master Plan. This role is a key function within the masterplan team to facilitate transformation projects that combined will enable IWM Duxford to reach its potential as a nationally and internationally significant museum.

Working closely with the Head of Masterplan, the Project Manager will provide project management of a range of different projects within the masterplan programme and support the wider research, partnership and stakeholder activities of the masterplan office.

### Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

You will be expected to comply with corporate standards, and use corporate systems, processes and procedures– and undertake any necessary training as directed.

**In addition**, your duties will include:

- Project Manage multiple projects within the masterplan programme as directed by the Head of Masterplan, managing the process from inception to PID through to Handover and Evaluation.
- Support the Head of Masterplan in developing creative solutions to achieving the principles of the masterplan on a dynamic live site, undertaking research and developing a broad understanding of the site's operational and airfield challenges.
- Work with the Head of Masterplan to create contract briefs and tender specifications; assist with the appointment of consultants and contractors; act as the main point of contact for contractors where you are the project lead and oversee their work on site; monitor their delivery against project objectives, schedule and budget.
- Create and monitor schedules and project plans for individual projects, and support the Head of Masterplan in populating the overarching programme.
- Manage project budgets in line with IWM financial processes, maintaining accurate records and providing forecasts, working with colleagues across departments and external specialists to identify best value options or savings where required. Comply with IWM procurement policies
- Produce risk registers, issue logs, and project status reports for projects on which you are the lead, assisting the Head of Masterplan in preparing information for Masterplanning Board.
- Build and lead cross-department project teams, allocating tasks to meet project programmes and deliver project objectives on time and within budget
- Support the Head of Masterplan in developing and maintaining relationships, and coordinating communication with internal and external stakeholders with a particular emphasis on the local planning authority and Historic England.
- Work with external consultants to prepare and submit applications for planning and listed building consent.
- Deputise for the Head of Masterplan at internal and external meetings and events as required.
- Create and circulate agendas and take minutes and develop action registers at project meetings
- Provide timely, accurate and relevant information for both internal and external communication of projects.
- Co-ordinate the day-to-day work of volunteers or interns supporting masterplan.
- Ensure the efficient and comprehensive handover of projects to operational teams on completion.
- Devise, plan and implement evaluation of masterplan projects.

## Continuous Development

You will be expected to stay informed and knowledgeable of latest practices in financial control management tools and procedures. You are responsible for setting out your learning and development needs and discussing what support IWM needs to provide you.

Our four values guide us in our day-to-day work but they also set principles for how we expect all of us to behave:



This job description is not all encompassing. The emphasis of the job may change without changing the general character of the job.

Your duties may be reviewed and revised in consultation with you to reflect appropriate changes.

## Person Specification

	Essential criteria	How this will be assessed
1	Relevant professional or vocational qualification of degree standard or equivalent experience	Application form
2	Sound understanding of needs of audiences and good quality visitor experience	Application form and interview
3	Robust appreciation of the aims and brand of IWM	Application form and interview
4	Experience of managing projects, budgets and delivering to financial targets and project outputs	Application form and interview
5	Ability to apply office software and technology effectively	Application form
	<b>Key competencies</b>	
6	<b>Proactive Change (C)</b>	
	Takes an active role in encouraging and implementing new ideas. Demonstrates a creative and flexible approach to problem solving. Uses delegation and coaching to help others to develop new skills	Application form and Interview
7	<b>Planning &amp; Results Drive (C)</b>	
	Identifies priorities and consistently achieves key targets. Take practical steps to overcome obstacles to personal and team goals. Tackles tasks in a systematic, efficient and logical manner. Demonstrates a persistent and determined attitude in the face of difficulties.	Application form and Interview
8	<b>Encouraging Collaboration (C)</b>	
	Develops positive and productive relationships with colleagues at IWM and other organisations. Encourages the team to consult with and listen to others. Uses collaboration to deliver more effective solutions.	Application form and Interview
9	<b>Meeting Audience Needs (C)</b>	
	Applies excellent two-way communication skills in order to fully understand operational requirements, commercial priorities, audience needs and expectations. Values all types of customers and is genuinely committed to providing them with a positive experience of the organisation.	Application form and Interview
10	<b>Promoting Diversity (C)</b>	
	Takes an active interest in making IWM a rewarding place to visit or work for people from all backgrounds. Builds understanding and empathy with all people and challenges bias of all types.	Interview
11	<b>Financial Management (C)</b>	
	Manages budgets effectively. Demonstrates a responsible attitude to available resources and uses them efficiently and effectively	Application and Interview
12	<b>Managing Digital Developments (C)</b>	
	Complements their technical and professional expertise with digital skills.	Application form and Interview
	<b>Desirable</b>	
13	Experience of working in an interpretation or visitor-facing role in a museum or heritage organisation.	Application form and Interview

## **Additional Information**

### **Benefits**

The benefits listed below are discretionary and IWM reserves the right, with due notice, to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- Our generous full-time equivalent annual leave allowance is 25 days per annum plus public holidays rising to 30 days after 5 years
- Access to our Pension Scheme arrangements including employer contributions.
- 20% discount in all IWM's on-site shops.
- A 25% discount in IWM's cafes.
- Free entry to a large number of other museums & galleries and their exhibitions which we have reciprocal arrangements with.
- Enhanced maternity and paternity benefits dependent on length of service.
- Access to our in-house training programmes and development
- Access to an interest free season ticket loan scheme after three months service.
- Access to a Ride 2 Work Scheme
- Access to our Employee Assistance Programme, and Career Development Advice.
- IWM staff also have access to The Charity for Civil Servants services and support.
- Eligibility to join the Civil Service Sports Club, securing additional discounts and benefits.
- Access to social events run by groups with IWM.

### **Selection**

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted.

### **To Apply**

Apply online via our website [www.iwm.org.uk/corporate/jobs](http://www.iwm.org.uk/corporate/jobs)

Please note we do not accept only CV's, you will be required to fill in an online application form.

If you have any queries please contact us at [careers@iwm.org.uk](mailto:careers@iwm.org.uk)

**The closing date for receipt of applications is 9 am, Monday 8 August 2022.**

**Interviews will be held on Monday 5 September 2022 at IWM Duxford.** Please note that the interview date has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.

We regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.

***IWM is committed to a policy of Equal Opportunities.***

*We miss out when people feel IWM isn't for them, and are committed to removing and reducing barriers to make IWM open to everyone.*

*Our Access and Inclusion strategy has been developed to promote openness, equal opportunities to access, inclusivity and encourage diversity in everything that we do, from employment practices, the services we provide to our visitors to the facilities we make available to public.*

*At IWM we seek to address the need for greater diversity within our workforce as well as the wider museum and heritage sector. In all our practices we embrace diversity and promote equality of opportunity and we welcome applications from suitable candidates of all backgrounds.*

***IWM is committed to safe recruitment and all necessary disclosure and barring checks are mandatory, with higher level checks including Barred Lists for all sensitive roles.***