

# Job Description: Project Coordinator

Redruth Former Library CIC, Redruth, Cornwall

Project Coordinator (Fixed-Term Consultancy Contract)

Contract £36,000. Deadline 15th April at 9am.

## 1. Introduction:

Redruth Former Library CIC seeks to appoint a part-time Project Coordinator to oversee the repair and conversion of the Former Library in Redruth. This role is funded by a Architectural Heritage Fund Project Development Grant and is open to freelance individuals or companies, on a consultancy basis. The project is expected to run for approximately one year as we begin capital works to the old Library building including renovation of the ground floor, first floor and works to the roof, funded by the Shared Prosperity Fund, the Community Ownership Fund and The National Lottery Heritage Fund. (The outcome of applications to COF and the Heritage Fund is awaited, and the scope of the Project Coordinator role is subject to change pending the confirmation of the capital budget.)





## 2. The Project Building:

The Passmore Edwards Free Library and former Redruth College, along with their boundary walls, are recognised as Grade II listed structures due to several key factors. Architecturally, they stand out as notable works of James Hicks, a prominent 19th-century architect in Redruth, featuring distinctive elements like the library's octagonal tower, which enhances the town's skyline. The blend of Baronial and Renaissance styles between the library and college, both constructed from local Carn Marth granite, creates a harmonious aesthetic. Historically, these buildings represent a period of post-mining redevelopment in Redruth, supported by private donors like John Passmore Edwards. They also symbolise Cornwall's commitment to social progress and education. Despite alterations in the late 1960s to accommodate evolving public needs, their significance remains intact. Additionally, their proximity to other listed structures, including the Church of St Andrew and the former Robert Hunt Memorial Museum, adds to their collective value within the Redruth Conservation Area.

In 2020 the Redruth Library was moved across the road to Alma Place leaving three old buildings surplus to Cornwall Council requirements. The community of Redruth saved it from being turned into flats and it was promised to the community. Opened in 1895, the building has always represented Passmore Edwards' commitment to create spaces for social mobility; and we take it's name from a quote from Edwards: "If I can fund the Ladder; the people will climb". We carry that mission forwards into the 21st Century.

Our community interest company 'Redruth Former Library CIC' was formed by a group of local arts, training and skills organisations to ensure the purchase, renovation and use of the space for future generations. Over the two years we have designed a business plan, secured anchor tenants for each space, a lease and sale agreement from Cornwall Council, secured investment, created an advisory group made up of key stakeholders, carried out extensive public consultation, survey work, a feasibility study and begun renovation work. We will fully resource each space to respond to these needs of the community including making the space fully accessible and carbon neutral repurposing the space to become a cultural hub, enhancing accessibility, repurposing the inside of the old library building to include a rehearsal, co-working and performance space and building a garden, resource library for the whole community.

## 3. Project Coordinator Role overview

A Project Coordinator is required to assist the Directors of the Redruth Former Library CIC from review of contractor tenders through the implementation stage of the project, generally assisting in all those activities that have to be undertaken to get the project on site. The Project Coordinator will then monitor the performance of the consultants and contractor to ensure the work progresses to budget, programme and the required quality standard. In parallel, the Project Coordinator will support the CIC Directors and Volunteer & Engagement Officer in the delivery of a Heritage Engagement Plan, by working with the contractor to coordinate site-based activities, supporting off-site heritage projects within the local community and providing

information for heritage interpretation. Crucially, the Project Coordinator will assist the CIC Directors in drawing down the grant funding, and manage stakeholder involvement as required, particularly the interface with the funders' monitors. Finally, the Project Coordinator will assist in post-completion activities including negotiation of the contractor's final account, submission of final grant claims and evaluation of the capital works phase of the project.

## 4. Project Coordinator role and responsibilities

The Project Coordinator's role and responsibilities will be carried out in conjunction with the Directors of the CIC and the appointed professional team. Project delivery will be carried out in accordance with the aims and objects of the CIC and in compliance with the criteria of the Shared Prosperity Fund, The National Lottery Heritage Fund and other funding bodies.

The Project Coordinator will act as the client's representative in managing the professional team (and thus the contractor) in undertaking the works on site. Particular responsibilities include:

- Assisting the CIC Directors in making applications to trusts and foundations, to complete the project funding package
- Ensuring all pre-construction consents are in place
- Cost and quality control
- Financial management, cash flow management and make grant payment requests / claims
- Maintaining the programme, ensuring that decisions are made quickly to avoid delays
- Enabling the CIC Directors to make informed and accountable decisions in response to changes and opportunities, and ensuring Director 'ownership' of the project
- Facilitating community engagement and learning opportunities on and off site during the contract period
- Risk management

## 5. Indicative duties

- 5.1. Develop an understanding of the project through site visits and reading all project documentation, particularly the listed building consent application, design team drawings and specifications, Heritage Engagement Plan and all other material that supported the funding applications to the Shared Prosperity Fund, Community ownership Fund and The National Lottery Heritage Fund.
- 5.2. Ensure that all documentation has been provided to facilitate securing 'Permission to Start' from the funders, and attend any funders' project start-up meetings.
- 5.3. Develop and maintain the relationship with the key players involved in the project, particularly the CIC Directors, the Quantity Surveyor/Project Manager and Architects.
- 5.4. Establish / confirm the project timetable, milestones and deliverables, communications protocol, risk management strategy, and decision-making procedures and incorporate these into a Project Execution Plan for approval by the CIC Directors.

- 5.5. With the CIC Directors, establish and implement financial processes including invoice payment authorisations, confirmation of change control procedures, and preparation of grant claims to be signed by the CIC Directors.
- 5.6. Manage arrangements for the start of works on site, including receiving tender reports from the architect and QS and commenting on appointment recommendations, assisting the CIC Directors in prioritising works to maintain the project budget before works start on site should cost savings be required. Ensure that all pre-start conditions of the planning and Listed Building Consent applications have been discharged. Review contract documents for signature and ensure that appropriate insurance arrangements are in place.
- 5.7. Monitor progress on site, liaising with the architect during the construction period to represent the interests of the CIC, attending site meetings and making regular reports to the CIC Directors, especially with a view to facilitating responsible and effective decision making to keep the project within programme. Attend monthly meetings with the CIC Directors, which will involve a review of forthcoming decision requirements and of the risk management documentation.
- 5.8. Maintain and update the risk assessment and mitigation documentation.
- 5.9. Be the day-to-day contact for the contractor / design team / CIC Directors as matters arise on site, with potentially daily contact by phone and email at times, whilst always being mindful that only the contract administrator can issue instructions to the contractor.
- 5.10. Ensure that information required by the main contractor, for example regarding M&E supply point locations, is supplied in a timely fashion to maintain programme progress.
- 5.11. Assist the CIC Directors with applications for grant funds to bridge any funding gaps that may arise.
- 5.12. Liaise with the CIC Directors and Community Engagement Officer to coordinate site-based and off-site learning and participation activities and manage the interface with the architect and contractor during the capital works phase. Assist the CIC Directors with regard to interpretation proposals.
- 5.13. Maintain project management records and ensure that other records (such as time-lapse photography) are maintained by others.
- 5.14. With the architects, develop a Management and Maintenance Plan to meet the requirements of The National Lottery Heritage Fund, to enable the CIC Directors to budget for the proper management and maintenance of the Library for at least ten years after project completion.
- 5.15. Assist in the development of the workspace units for commercial lettings, advising on finishes, services provision, telecoms and utilities metering.

- 5.16. Assist the CIC Directors in the marketing of the commercial units, potentially including conducting site visits for potential tenants and responding to property-related queries.
- 5.17. Ensure a smooth handover of the project to the CIC, with the provision of manuals and appropriate training for the CIC Directors, staff and volunteers who are to be involved in on-going management and maintenance of the property, ensuring that The National Lottery Heritage Fund Management and Maintenance Plan is updated as required.
- 5.18. Support post-completion activities, particularly management of the rectification of defects and negotiation of the contractor's final account and funders' project completion processes.
- 5.19. Contribute to the CIC's project evaluation process.
- 5.20. Assist with promotion of the project, for example through press releases, applications for construction awards etc.

## 6. Timeframe and indicative budget

The budget for the Project Coordinator role is capped at £36,000, exclusive of VAT. This is expected to be a 12-month appointment from confirmation of funding (anticipated May 2024) until April 2025.

## 7. Person specification

- Experience as a Project Coordinator, with a proven track record of success relating to historic building projects
- Experience of working with voluntary sector clients.
- Highly developed interpersonal and communication skills and the ability to work in small teams in creative environments
- Knowledge of funding regimes and proven experience in managing funding for heritage projects, including grant-aided projects
- Experience of setting/meeting targets and financial management
- Sound knowledge of building contracts and experienced in reading contract documentation, including schedules of work, specifications, architectural drawings and certificates, and interpreting these for lay audiences
- Knowledge of building conservation practice



- Experience of projects involving heritage engagement, learning and community participation
- Demonstrable evidence of effective decision making and problem-solving
- Empathy with the aims and objectives of the Redruth Former Library CIC.

## 8. Invitation to Tender:

Tenderers should provide a project proposal in response to this brief, which should identify the key issues and include the following:

- a. Your project method statement, identifying key delivery stages, milestones and dates, as well as details of how you will interface with the project design team.
- b. Time proposed to be allocated to this work and payment schedule.
- c. A fixed fee along with a daily fee rate.
- d. Examples of relevant previous projects and CV.
- e. Extent of Professional Indemnity Insurance or Indemnity Cover.
- f. Contact details of two referees.

The proposal should identify any additional work required which is not included in the brief and any exclusions from the brief. The appointment will be on a freelance contract, so the appointee will be responsible for all tax, NI etc. The project will require you to work flexibly, with some areas requiring a greater commitment of hours and some fewer. We would ask the Project Coordinator to schedule their time accordingly.

## 9. Tender Assessment:

Tenders will be assessed according to quality and cost, as follows:

- Understanding of the brief and methodology: 40%
- Past experience / project examples: 30%
- Time resource: 15%
- Fee proposal: 15%

The highest scoring candidate(s) will be invited for an interview, provisionally scheduled for Friday 19th April 2024.

## 10. Timetable:

A detailed timetable will be established in coordination with the Project Coordinator to meet grant funding requirements.

## 11. Terms of Payment:

Payment will be provided based on a fixed fee proposal, inclusive of expenses, as agreed upon with the Redruth Former Library CIC.



For further inquiries, contact Felix Mortimer or at [felixmortimer@gmail.com](mailto:felixmortimer@gmail.com) or 07808400392

Submission Deadline 9am on Monday 15th April 2024