



Celebration Bournville: Project Manager Brief

Procurement and contract management document (to be read with the ITT and the Project Information for Tenderers).

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1. Purpose of this brief

This brief sets out the role, outputs and working arrangements for the Project Manager supporting the Celebration Bournville feasibility and programme-definition phase. It is designed to sit alongside the ITT during procurement and then act as the baseline delivery tool for managing performance once appointed. All project context, scope boundaries and background are provided in the separate Project Information for Tenderers document and are not repeated here.

The project is being developed and delivered in partnership between BVT (as accountable body) and Mondelez International as a principal stakeholder and owner of assets within scope. The Project Manager will support effective joint working, including the practical operation (and, where needed, proportionate formalisation) of partnership governance arrangements to enable shared decision-making.

2. Appointment summary

- Client: Bournville Village Trust (accountable body).
- Reporting line: Project Director (BVT); close interface with Mondelēz colleagues and the Project Board.
- Indicative start/duration: May 2026; around 12 months (subject to the ITT).
- Hybrid working: in-person attendance in Bournville for key workshops and governance meetings.

Budget and contracting details are set out in the ITT.

3. Role purpose and outcomes

The Project Manager provides day-to-day programme coordination, controls and synthesis so that partners can move from evidence and options to a prioritised, interrelated capital programme.

Success looks like:

- Programme controls are in place and consistently used.
- BVT and Mondelez are supported to take timely, well-documented decisions through the agreed joint governance arrangements, with clear actions and follow-up.
- Consultant procurement and mobilisation is efficient and auditable, with clear briefs, timetables and records.
- Governance is well supported with concise, decision-ready papers and prompt follow-up.
- Interfaces between work packages are actively managed so outputs are coherent and usable.
- Funder reporting and claims support is accurate, timely and evidence backed.

4. Scope of services (work packages)

The Project Manager will deliver the following work packages:

WP1 Mobilisation and controls

- Confirm delivery planning with the Project Director.
- Set up and maintain the integrated programme plan.

WP2 Procurement support and consultant coordination

- Support preparation of procurement packs for the bundled commission and any additional specialist inputs, including the separate evaluation appointment.
- Coordinate tender timelines and record-keeping; support mobilisation of appointed consultants (induction, access to baseline information, meeting set-up).

WP3 Integration and quality assurance

- Run regular integration sessions to manage overlaps, resolve contradictions and keep outputs aligned to agreed outcomes.
- Quality-check consultant outputs for completeness and decision readiness (clear options, assumptions, costs/ranges, risks, dependencies and recommendations).

WP4 Governance and stakeholder support

- Prepare Project Board and partnership governance packs (agenda, decision papers, highlights, etc.) and capture minutes/actions, ensuring decisions are clearly recorded for both BVT and Mondelez.
- Support coordination with the Community Stakeholder Group and wider stakeholders to ensure engagement outputs are available when needed for decisions.

WP5 Funder reporting and grant administration support

- Coordinate inputs to funder progress updates and maintain evidence folders for claims.
- Track spend against the agreed cost plan and maintain a forward look linked to the critical path.

5. Required outputs and acceptance criteria

The outputs below are minimum requirements (timings may be refined at mobilisation).

Output	Acceptance test (minimum)	Timing
Mobilisation pack	Controls set up; document register and templates agreed; first 8-week look-ahead issued.	By end of week 4
Programme controls suite	Live programme plan.	Ongoing
Procurement support file(s)	Auditable procurement documentation set including timetable, clarification log and evaluation record template.	As required

Governance packs and minutes	Decision-ready Board papers; minutes issued promptly with owners and dates.	As scheduled
Funder reporting support file	Draft narrative inputs; evidence folders maintained; spend evidence collated and claim readiness checked.	As scheduled
Close-out and handover pack	Indexed archive of key decisions, evidence and outputs; lessons learned note; recommended next steps and immediate actions.	End of commission

6. Working arrangements and performance expectations

The Project Manager is expected to:

- Work at pace and keep attention on decisions that unlock progress.
- Maintain a clear audit trail suitable for partner and funder scrutiny.
- Escalate emerging risks early with practical mitigation options.
- Write clearly for senior decision-makers, with explicit assumptions and recommendations.

Performance will be reviewed monthly against: on-time delivery of outputs; usability of decision papers; discipline of programme controls; and responsiveness to risks and stakeholder needs.

The Project Manager should also flag where partnership working would benefit from clearer protocols (for example, delegated authority, decision routes, or information-sharing arrangements) and support proportionate formalisation as the project moves towards a capital delivery phase.

7. Skills and experience

Essential:

- Experience supporting National Lottery Heritage Fund projects and reporting rhythms.
- Familiarity with heritage-led regeneration and planning/consents considerations (client-side).
- Proven coordination of complex projects with multiple workstreams and stakeholders.
- Strong programme controls, confident use of digital tools (including AI where appropriate).
- Excellent writing and synthesis skills (decision papers, concise reporting).

Desirable:

- Experience supporting procurement processes and maintaining an auditable record.