



## **The Silk Heritage Trust, Macclesfield**

### **Fixed Term Contract Project Manager (Facilities) Old Sunday School, (Heritage Centre), Macclesfield**

#### **Purpose**

The Old Sunday School (OSS) is a Grade II\* listed building in the centre of Macclesfield. It is developing as a creative cultural hub for the town: with a cinema, meeting rooms and creative spaces as well as a developing catering offer. Over the last 18 months, The Trust has been committed to an ambitious Transformation Programme to strengthen its sustainability by making the most of the OSS for commercial and public benefit. The OSS can help the revitalisation of Macclesfield Town Centre: making it creative, connected and social; improving the experience for visitors and residents by providing spaces for interaction, cultural activities and enjoyment.

The Trust needs a Project Manager (Facilities) to start as soon as possible, to help us manage the next stage of developing OSS. Funded through New Homes Bonus and Architectural Heritage grants, the role is advertised on a fixed-term contract – to 31<sup>st</sup> March 2021 – and it is hoped that it may be able to extend beyond that if funding permits.

This contract will work with Macclesfield Museums' Director, Trustee Property Group and staff, to manage the development project in the OSS – managing a major maintenance programme that will support the business model. You will play a crucial role in working with new partners delivering events and programmes. You will have a good, practical building management skills and experience combined with excellent people skills and fantastic customer service. It is expected that regular/frequent weekend and or evening working will be required

**Responsible to:** Business Development Manager

**Contract fee:** £5000

**Timeframe:** to 31st March 2021, working an estimated 15 hours per week over 6-7 months

**LOCATION:** based in the OSS, in the centre of Macclesfield

#### **Role**

You will have demonstrable experience at a management and operational level taking responsibility for the maintenance of complex heritage buildings to meet the needs of a wide range of uses

You will be a pro-active, creative and enthusiastic team-player with keen attention to detail.

You will be able to manage multiple priorities and manage projects on a tight deadline to budget and build strong working relationships with a variety of individuals.

You will be a solution focussed person who is self-motivated and able to drive projects forward

You will have excellent communication skills, able to work with colleagues and partners, taking decisions on the spot as well as working together to find solutions

Performing all tasks in line with the museum's Equal Opportunities, Environmental and Health and Safety policies

### **Key Areas of Responsibility**

- To manage any major work on site (a programme to repair the windows is planned), and arrange for building improvements including monitoring building maintenance budgets
- To facilitate a range of events and activities delivered by partners on the Ground Floor to help us understand the potential of how these spaces can be developed
- To support the work of a range of partners in workshop and activity spaces on the First Floor
- To support the use of the Auditorium that is used predominantly by Cinemac, with Silk Screen and the Northern Chamber Orchestra
- To facilitate in User Group meetings with partners and help ensure that the Covid-19 Risk Assessment for OSS is up to date
- To ensure all health and safety audits carried out in accordance with the planned programme and all follow up actions carried out within due timetable.
- Maintaining a safe environment, overseeing security, fire prevention, and other safety systems
- Supporting the implementation of any new administrative and management processes
- Keeping abreast of new technology in particular computerised systems and be prepared to undertake agreed training
- Undertaking other duties as required and as commensurate with the level of responsibility.

### **Skills Required:**

- Excellent practical understanding and experience of heritage building management to meet the needs of a wide range of users and uses
- Excellent planning and prioritisation skills
- Excellent communication and negotiating skills who can develop a wide range of partnerships
- Confident thinker who can translate plans into actions
- Ability to motivate staff and volunteers, and to lead by example
- Excellent interpersonal skills and experience of working as a team member.
- Ability to plan and control budgets in a cost-effective manner
- Good written and oral communication skills
- Excellent customer service, interpersonal and communication skills
- A good awareness of Health and Safety legislation and knowledge of environmental protection requirements
- IT literate
- Ability to work on own initiative and within a pressurised environment with excellent organisational and management skills.

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

### **Experience**

Managing heritage buildings

Managing and delivering maintenance programmes

Managing team of volunteers and casual staff

### **Background**

The Macclesfield Silk Heritage Trust is a company limited by guarantee (2182687) and a registered charity (519521). It is dedicated to preserving and curating the cultural and industrial history of Macclesfield in the Northwest of England.

The Trust is the custodian of buildings and historic collections of local, national and international significance, and is responsible for ensuring the public have the best possible access and engagement opportunities with these treasured assets. The Trust is governed by an active group of Trustees who work closely with a dedicated team of staff and volunteers.

### **How to Apply**

Please email your up to date CV with two recent references, plus a covering letter setting out why you are interested in the contract and your relevant experience.

To: Emma Anderson, Director, Macclesfield Museums  
[director@silkmacclesfield.org.uk](mailto:director@silkmacclesfield.org.uk)

If you have any queries about the contract please contact Emma Anderson on 0750 481 3966

### **Deadline for applications – 12 noon Monday 21<sup>st</sup> September 2020**

We intend to hold 'in person' or Zoom interviews on **Thursday 24<sup>th</sup> September 2020**, and hope to make an appointment quickly so that the contract can begin by early October.