

Bevis Marks HLF Round One – Development Phase Job Descriptions

New Posts

1. Project Manager

The job description is on the following pages.

Bevis Marks: Britain's most significant synagogue

Brief for Project Manager (HLF Development and Delivery Phase)

1. Project Background

Bevis Marks is the oldest synagogue still in use in the United Kingdom. Built in 1701, the Grade 1 Listed building is a significant part of the historic landscape of London. The community's collection, intangible Sephardi heritage and archive provide a unique continuous record of Jewish life in Britain.

The Synagogue is the focus of an HLF Project to bring about a step-change in its operation. Works to improve access, interpretation, collection displays and functionality, will ensure that Bevis Marks is fit for purpose as a historic attraction and cultural centre. New staff and a dynamic activity programme will see a step change in operation and heritage management, with heritage users increasing from c.10,000 to c.60,000/year. Crucially, the project will make the site more financially sustainable, building in income generating activities sympathetic to an active place of worship, safeguarding the heritage for future generations.

The objectives of the project are to:

- A. create equal access for all – physical, sensory, cognitive - to the site, its story and its collection
- B. ensure the functionality and operation is fit for purpose as a resilient heritage visitor attraction with a museum-standard catalogued collection and sympathetic commercial enterprise (namely weddings, events, heritage ticketing and retail)
- C. increase the number and diversity of people who visit/use Bevis Marks
- D. improve the quality of care, management and access to our collections and archive

2. Project Summary

Capital Works - Building

The proposals for capital works have been developed in response to a brief established through our initial thinking regarding resilience and engagement, supplemented with an externally commissioned Access Audit.

Our first priority is to undertake necessary repair and conservation works to our heritage assets. The appointed Design Team, as part of their Conservation Plan, will develop the full scope of works, but an initial assessment has been made for our Round One HLF submission (see Condition Survey/Conservation Report in Appendices). The bulk of these works will focus on the historic synagogue, but we will also re-level the historic courtyard surface, taking the opportunity to insert ramps to provide level access to the Synagogue and Annexe, and also insert services (power and lighting) to support outdoor events.

The rest of the capital building works concern retrofitting an inadequate existing modern structure adjoining the historic synagogue, the Annexe, which currently offers poor levels of physical access and houses a number of substandard spaces with limited use for learning and engagement, and no potential for income generating activity. The appointed Design Team, as part of their Design Specification, will develop the full scope of works, but initial thoughts can be found in the Feasibility Study created for our Round One HLF submission (see Appendices).

In addition, there will need to be a general uplift to the entire site in order to support the increased activity. For instance, M&E to include provision of effective broadband and Wi-Fi, security systems (as required in a prominent Jewish public site) and the installation of AV Equipment to equip the site for events and lectures in the synagogue, the Annexe ground floor and the basement community hall. This would ideally include functionality to live stream and record sound/video, so that more people can engage with the heritage programming.

Capital Works - Interpretation

We will also undertake capital works to provide much needed interpretation of the heritage. Our appointed Cultural Planning Team will produce the Interpretive Strategy and Exhibition Design Specification, but we expect them to work very closely with the appointed Design Team in order to ensure a seamless approach.

Our initial ideas include:

- Signage on street, making the synagogue easier to find and more welcoming to visitors.
- Digital interpretation inside the historic synagogue, so as not to disturb the highly significant intact historic interior. This will make use of oral testimony and intangible heritage recordings made by volunteers involved in our activity programme to bring the synagogue to life.
- Printed interpretive materials inside synagogue, to ensure equal access and also serve those that prefer non-digital interpretation.
- Collections display of books, ritual silver and textiles, torah scrolls, prints and paintings.
- Exhibits (including interactivity) to communicate the story of the synagogue and its community
- Interactive stations offering access to our Digital Archive (see below).

Complementing the interpretation within the synagogue will be an online Digital Archive. This will allow details of the Community's heritage assets to be brought together into a single online resource, available to the public for the first time. It will also link to relevant resources held by other institutions, such as the London Metropolitan Archive, who holds the S&P Sephardi Community archive prior to 1900. By the end of the HLF project we will have established a core system that can grow and be added to, as more items are digitised/recorded/researched.

Activity

In terms of activity, our initial analysis of the target audiences and input from representatives of various organisations, has helped us to identify a number of activities aimed at increasing the number of people who engage with our heritage. These include:

- Extended opening hours and improved visitor experience.
- Schools workshops at Bevis Marks, operated by The Jewish Museum

- Special events at Bevis Marks – to encourage regular and repeat use by local residents and employees, as well as attract heritage visitors. Central to this is a desire to activate the courtyard, increasing visibility and drawing in passers-by.
- Organised group visits. This is an area where we have identified a great potential to expand, due to our track record with such groups and the breadth of appeal of our built heritage and collections to specialist interest areas.
- Organised groups using Bevis Marks as an event venue. This will also support resilience.
- Guided walking tours featuring Bevis Marks, with associated training.
- Volunteering Opportunities with associated training at Bevis Marks.

Our activity planning also concerns Improving the quality of care, management and access to our heritage assets. Currently the care of our assets is poor. We plan a range of skills training, capacity-building and volunteer network widening activities will form part of the solution, including

- Apprenticeships in heritage management
- More collections care volunteering opportunities and training, including: Digitisation and documentation of collections; Intergenerational activities to encourage sharing of knowledge; Creation of community collections policies; Oral testimony and intangible heritage recording (this will also feature in our interpretation at Bevis Marks)
- Skills training for Board members

We have identified a number of partners who will collaborate with us in order to achieve the above. The criteria for selection is as follows: a) they have a direct connection to the story of Bevis Marks, b) they are operating in the vicinity of Bevis Marks, or c) they have an existing relationship that has potential to be strengthened. Some partners will deliver aspects of our HLF project, some will work with us to deliver aspects of the HLF project, others have committed to making use of the outputs of the HLF project.

More detail on our ideas for activities, along with a list of all project partners, can be in our Outline Activity Plan in the supporting documents.

Business Planning

Key to our plans is to make Bevis Marks resilient and safeguard the future of our heritage assets. Identified sympathetic income generating activities for a living synagogue include: weddings, heritage ticketing & retail, room hire.

The HLF Project Business Plan will also consider long-term governance of the collections, creating appropriate mechanisms to protect them from sale in the future, and will also make recommendations for governance of the operation at Bevis Marks, any potential trading subsidiary and with a view to VAT reclaim.

More information on the scope of the project can be found in the Appendices, namely our HLF Round One Application form and related supporting documents.

3. Context

A visioning exercise was completed in June 2016, including a Feasibility Study with plans for architectural works up to RIBA work stage 1, an Access Audit, a Condition Survey/Conservation Report, a report on Collections Management by The Collections Trust, an outline Activity Plan and an Outline Project Business Plan.

Having achieved a Round One pass from the Heritage Lottery Fund for the first phase of work, development studies now to be carried out include:

Architectural Planning

- Conservation Plan
- Design Specification, up to and including RIBA work stage 3 (or old RIBA work stage D)
- Management & Maintenance Plan to cover the building, the collection, the exhibition and the digital outputs
- A Carbon Footprint Assessment

Cultural Planning

- Collections Management Plan
- Activity Plan, including an Interpretation Strategy
- Project Business Plan
- Exhibition Design Specification up to and including RIBA work stage 3 (or old RIBA work stage D)

QS

- Cost breakdown
- Delivery Phase Programme

The plan is to submit our Round 2 Application to the HLF in June 2018. Assuming we get a Round Two pass, the intention is to retain the same team for the Delivery Phase.

4. Requirements of the Submission

An experienced Project Manager is required to recruit consultants and manage the project during the Development Phase. They will coordinate the Project Team comprising of S&P Sephardi Community board representative and staff members, the Design Team, the Cultural Planning Team, and the QS. External guidance will also be available from the Jewish Museum Curatorial Advisor and other key stakeholders and partners.

The appointed Project Manager will cover the following areas:

- Act as the interface between consultants and the Client, including liaising over site access, setting up meetings, and communicating information to staff as required
- Ensure all consultants have the appropriate information and understanding to effectively execute the project

- Provide Assistance in managing all other key actions required to deliver the project, from advising on forms of contract, procurement options, managing risk, monitoring and reporting on progress.
- Support with match funding applications
- Liaise with key stakeholders and project partners, including the Jewish Museum who will operate schools learning at Bevis Marks
- Report directly to the S&P Sephardi Community Executive Director and occasionally to the S&P Sephardi Community Board, providing regular progress reports to ensure all project outcomes are delivered on time and in budget.
- Work with the Project Team to compile the HLF Round 2 application

Should we be successful in securing a pass at Round Two, the Project Manager will oversee the implementation of the Delivery Phase capital works and staff appointments.

5. Selection and Appointment

Given the importance and breadth of the project, S&P Sephardi Community is especially looking to appoint Project Manager with the following attributes:

Experience

- Minimum 5 years' experience project managing mid to large-scale capital projects, preferably in museums, historic properties or places of worship
- Experience managing restoration project in listed buildings
- Experience working with the Jewish community and cultural sensitivities would be an added advantage.

Knowledge

- Demonstrable expertise of tender and procurement management for capital and restoration projects
- Sound knowledge of the construction industry, including laws, contracts, policies and procedures relating to listed buildings
- Prior experience of and knowledge of HLF submission management and coordination, preferably with museums/ /historic buildings/places of worship
- Sound understanding of HLF funding application process requirements
- Professional qualifications in project management preferred

Skills

- Robust project management skills, including project mapping, cost control and budget management
- Preparation of complex funding applications
- Effective management of third parties
- Highly articulate with first class drafting skills, methodical with excellent attention to detail
- Excellent organisational skills, self-sufficient in administrative terms - efficient record management and maintenance of monitoring systems
- Highly computer literate (MS Project and MS Office applications, especially spreadsheets and master cost plans)
- Strong negotiator and effective presenter to all levels

- Strong commercial acumen and negotiation skills to ensure best rates with a range of contractors
- Able to manage budgets and work with complex spreadsheets
- Excellent time management skills, able to prioritise and multi-task in order to meet deadlines
- Ability to prioritise and show initiative
- Good logical, analytical and problem solving skills
- Self-reliance and ability to think creatively

Personal Qualities

- Effective facilitator to professionally chair meetings
- Effective communicator to develop strong working relationships with staff, trustees, volunteers and external parties
- Assertive and proactive approach to work
- Strong commercial acumen
- Highly organised with ability to work under own initiative to achieve results
- Outgoing, confident and friendly personality and a good networker - broad background of working with people from all walks of life
- Strong team player
- Demonstrable interest in arts, heritage and culture and a commitment to the aims and objectives of Bevis Marks

The Project Manager will be appointed in August 2017 and will work on a part-time freelance contract until June 2020. The contract will be for two phases of work:

- 1) Development Phase (August 2017 - August 2018)
- 2) Delivery Phase (Jan 2019 - Sept 2020)

A break clause will be included in the contract, whereby the contract will terminate in December 2018, if Bevis Marks is unsuccessful with its HLF Round 2 application.

6. Application process

If you would like to be considered for this work please supply the following information:

- Copy of your CV
- Proposal that explains a thorough understanding of the challenges of this project, how your skills, knowledge and experience meet the selection criteria and why you would like to undertake the project (max 1,500 words)
- Case study explaining the successful management of a comparable project (max 1,000 words)

Send your response to alison@sephardi.org.uk by 5pm on Friday 28th July 2017.

You will be assessed on your previous relevant experience, skills and knowledge. Costs and your methodology are also weighted, but in second rank.

Interviews will be held during week beginning 7 August 2017. If you have access requirements for the interview please state these in your response.

7. Additional documentation

- HLF Round One Application Form
- Outline Activity Plan, written to support the HLF Round One application
- Outline Project Business Plan, written to support the HLF Round One application
- Architectural Feasibility Study and initial architectural proposals, written to support the HLF Round One application
- Building Condition Survey / Conservation Report
- Conservation Structural Report
- Statement of Significance