



Project Co-ordinator Brief

Project summary

What's in Store? will deliver two key developments – an accessible community space within a state-of-the-art storage facility for Newton Abbot Museum's collection.

Newton Abbot Museum is an accredited, community museum that relocated in 2020 with the support of the National Lottery Heritage Fund and community. *What's in Store?* will build on this previous project to build and fit-out an environmentally sustainable museum store and community space to bring the collection together into an accessible facility and enable community collections-based projects.

Purpose of the role

A Project Co-ordinator is required to support Newton Abbot Town Council and Newton Abbot Museum with the development and delivery of a new museum store extension.

Funding is secured from the National Lottery Heritage Fund (NLHF) to develop this project for one year. The role will start in September 2024 for 2 days a week over 7 months to co-ordinate plans for the store, to liaise with the project team and to support the delivery phase application.

If the application for funding the delivery phase is successful, the role will continue until the new store is constructed and open.

Development phase: role and responsibilities

The Project Co-ordinator will undertake the following:

Induction

- Familiarisation with the project and funding requirements
- Meet the team

Preparatory work

- General preparation work for the delivery phase of the project
- Preparation work for tendering the build (the tender process will be in the delivery phase)
- Preparation for the store fit-out tendering process



Policies and Procedures

- To comply with Newton Abbot Town Council policies and procedures throughout the project

Team Management

- Manage communication with the Architect and Quantity Surveyor about the store plans
- Work with the Museum Curator to coordinate the work of other consultants and staff

Reporting

- Attend monthly working group meetings
- Report to quarterly Project Board meetings
- Regularly report to the Curator on progress
- Support the Curator with NLHF progress reports

Evaluation

- Consolidate gathered material from community consultations to feed into the delivery phase application

Develop the NLHF Delivery phase bid

- Lead on the Delivery phase application to NLHF with support from the Curator. Create a Project Plan setting out how the project will be managed, controlled and delivered including preparing a detailed project programme with timescales and key milestones.

Delivery phase: role and responsibilities

The Project Co-ordinator will undertake the following:

Team Management

- Coordinate the overall project and consultants/contractors on behalf of, and in the best interests of Newton Abbot Town Council and Newton Abbot Museum
- Work with the Museum Curator to coordinate the work of other consultants and staff
- Establish efficient communication and authorisation structures for the capital and activity plans

Financial management

- Monitor and manage project finances, reporting to the Project Board and Curator



- Check invoices from consultants, contractors and suppliers and pass to Finance lead and Curator and /or Town Clerk for sign off and payment
- Ensure Funder monitoring requirements are being met

Reporting

- Prepare agendas and progress reports for Project Board meetings;
- Support the Curator in undertaking the role of principal point of contact for NLHF in project delivery matters and attend meetings with NLHF Case Officer as required

External Communications

- Work closely with Marketing consultant and staff team to co-ordinate publicity programme
- To monitor consistent branding, messages and appropriate funder recognition

Tenders and Procurement

- Produce tender documents in line with tender procedures of Newton Abbot Town Council and any national or European Regulations that need to be adhered to
- Complete tendering process for the build
- Complete tendering process for the stores fit-out with the Curator

Risk Management

- Operate a risk management process based on a comprehensive risk register to identify, analyse and respond to project risks

Policies and Procedures

- To comply with Newton Abbot Town Council policies and procedures throughout the project.

Experience, skills and knowledge

In order to fulfil this role, the following experience, skills and knowledge are expected.

- Project build co-ordination with grant funding, ideally NLHF
- Experience of working with a range of specialist contractors and staff
- Experience of financial monitoring and control including grant management and reporting
- Experience of developing capital and activity plan budgets and cash flow forecasts
- Excellent communication and team working skills
- Excellent organisational skills



Submission of Expression of Interest

It is anticipated that this role will be fulfilled by a freelancer on an average of 2 days per week but fluctuating during the project lifetime. Please submit your expression of interest, along with CV and relevant experience, day rates or project fee to perform the above duties to: museum@newtonabbot-tc.gov.uk