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**Heritage
Fund**

Job Description

Heritage Project Manager

Full Time (Fixed Term to Dec 2023)

**BORDE
HILL
GARDEN**

About Borde Hill

Set within the rolling hills of the Sussex High Weald, Borde Hill is one of Britain's truly great heritage Gardens. The vision of Colonel Stephenson Robert Clarke, who from 1893 dedicated fifty years to creating a magnificent collection of rare trees and flowering shrubs from around the world, the plantings are a supreme example of the best in British gardening. The botanical collection includes many plant species found nowhere else in Britain, and one of the country's largest privately owned collections of champion trees.

Borde Hill Garden has received initial support from The National Lottery Heritage Fund for 'Reinventing Borde Hill,' a project which aims to connect communities with the restorative power of nature, help local people feel mentally and physically replenished, and inspire future generations through outdoor learning. It will also 'reinvent' Borde Hill as a thriving destination for the 21st Century while honouring and celebrating its rich and important botanical history

This will be achieved through a broader appreciation of the Garden's heritage via learning, engagement and wellbeing activities, and the provision of new facilities in the South Park, which will offer a series of educational and community programmes to engage a new and diverse local audience.

Key components of the project include a cycle / pedestrian route creating car-free access to Borde Hill from Haywards Heath, an Eco Lodge on the edge of tranquil Robertsmere Lake serving as a visitor and community hub, plus an extensive focus on outdoor learning across Dinosaur Wood to the west of the lake.

A Growers Community Garden and Propagation Project will highlight the importance of biodynamic, locally grown produce and good horticultural practice, enabling community groups and individuals to connect with nature. Important interpretation exploring the significance of Borde Hill's botanical history, and an established learning and volunteers programme will see initiatives across propagation, growing, outdoor learning and environmental sustainability.

The Role

Borde Hill Garden is appointing a Full Time Heritage Project Manager to manage and administer the Development Phase of the National Lottery Heritage Fund (NLHF) funded 'Reinventing Borde Hill' project. A key aspect of the role will be ensuring a joined up and fully integrated approach between the capital and activity elements of the project.

The successful candidate will provide inspired leadership for this exciting project, reporting to the Project Board, to ensure that this phase of the project is fully delivered to time and budget. The successful candidate will have proven experience of leading on multi-faceted heritage projects, will act as the key point of contact for the NLHF ensuring adherence to all NLHF frameworks and requirements and ensuring that all documentation is managed accordingly.

The role will involve working closely with garden staff and volunteers (including leading on the recruitment of volunteers) as well as the externally appointed Design Team, QS, the Activity Planner, Business Planner and other consultants.

The successful candidate will maintain a close overview of the project plan, the programme, the risk register and the budget, as well as planning issues, acting as a point of contact, organising, attending and participating in project and stakeholder meetings; and compiling the information required for the NLHF Development Phase final report and Round 2 funding application.

Salary:

£32,000 per annum
subject to skills &
experience.

Hours:

35hrs p/w Fixed Term
to December 2023

Holiday entitlement:

28 days inclusive of
Bank Holidays (pro-
rata)

Closing date:

8 August 2022

To apply:

Please email your
covering letter and
curriculum vitae to
manager@bordehill.co.uk

If you are short listed
you will be contacted
shortly after the
closing date and
invited to interview.

Our location:

Borde Hill Lane
Haywards Heath
West Sussex
RH16 1XP

01444 450326

www.bordehill.co.uk

Registered Charity No:
246589

Role Profile
Heritage Project Manager
Full Time (Fixed Term to Dec 2023)



Key Responsibilities

- To become acquainted fully with all previous project documentation relating to the NLHF bid and acquire a good knowledge of the detailed objectives of the project.
- To be a key point of contact for NLHF ensuring that all necessary NLHF financial requirements and conditions are processed and/or met, including compiling grant drawdowns, reporting and assisting with the preparation of the NLHF R2 application within the agreed programme.
- To lead on the procurement of the Design Team and consultants for the Activity Plan, the Interpretation Plan, the Business Plan, the Conservation Plan update, the Digital App, the Management and Maintenance Plan and including preparation of briefs, enquiries, advertisements, evaluation and associated paperwork ensuring that their work is procured on time and within budget.
- To act as the client representative to the consultant team.
- To oversee the work of the Design Team and other consultants ensuring that their deliverables are on time and coordinated with the other aspects of the project
- To assist with the setting up of the Project Board meeting structure, laying down procedures for convening, chairing, attendance, function and frequency, and to take full meeting minutes and actions and to support all necessary consultant and contractor appointments, and in managing contracts.
- To maintain effective communication, feedback and collaborative working practices between all parties ensuring that they adhere to quality standards, including the Project Steering Group, external contractors and consultants, and staff and volunteers involved in delivery of the work streams, acting as point of contact for the project. A key aspect of the role will be to ensure a joined up and fully integrated approach between the capital and activity elements of the project.
- To receive Monthly progress reports from the Design Team, Quantity Surveyor, Activity and Business Planner to ensure their work is on time and to set up systems of approving consultant fee accounts throughout the Development Phase.
- To set up and produce monthly project progress reports and cashflow to the Trustees, including updates on progress against NLHF deliverables, programme, budget, and the risk register.
- To oversee where required the development of the project Activity Plan, including planning and supporting community engagement and consultation, providing information about the site and activities, and advocating for participation.
- To support fundraising activity and carry out some targeted fund-raising with Trustee and consultancy support.
- Producing reports, composing correspondence, and drafting new contracts as well as creating presentations and other management-level reports.
- To create mechanisms for internal and external evaluation of engagement initiatives to feed into the work of the evaluation consultant further down the line.

Knowledge, skills and experience required

(Please provide evidence in your Covering Letter and CV)

1. Good project management experience, with experience of medium-sized (over £2m) capital projects, NLHF projects.
2. Proven experience of working with listed buildings and designed landscapes and if possible some knowledge of the engineering sector.
3. A good knowledge of budget management, monitoring and reporting
4. Experience of working with architects, landscape architects, construction contractors, and consultants
5. Experience of managing and working with multidisciplinary stakeholders and teams
6. Experience and understanding of community engagement, evaluation and partnership working
7. Experience of managing change within a small organisation
8. Excellent planning skills and a flexible approach to work, with the ability to prioritise and manage multiple tasks, including tasks undertaken by others, whilst ensuring deadlines are met
9. A great team-worker, with a confident, diplomatic approach, able to negotiate and build effective relationships with a wide range of stakeholders and team members at all levels, and find appropriate solutions to conflicting priorities
10. Excellent attention to detail, with good logical, analytical and problem-solving skills
11. A concise and effective communicator, with excellent written and verbal communication skills
12. Ability to work independently, and to manage multi-disciplinary teams to achieve common goals

Qualifications

1. Degree in relevant discipline or with demonstrably equivalent work experience
2. Project management qualification or equivalent practical experience
3. Excellent skills in MS Office, including Word, Excel, Outlook and PowerPoint

Equal opportunities

Borde Hill Garden wants the best candidate for the job, and fully complies with the Equality Act 2010 in terms of not discriminating on the basis of protected characteristics, including race, colour, gender, age, nationality, sexual orientation, religion or belief or disabilities.