**Cragg Management Services**

CMS is a project management company specialising in arts and heritage projects. We work with museums, theatres, cathedrals, ecclesiastical buildings, both in the public and private sector.

We offer traditional project management services typically overseeing capital projects and developments within the arts and heritage sector. We also deliver business plans, activity plans, conservation plans, feasibility studies and interpretation plans.

Our clients include museums and galleries (Whitworth Art Gallery, Charleston House, Turner Contemporary and The Photographers’ Gallery), ecclesiastical sites (Quarr Abbey, Lincoln Cathedral, and St. Albans Cathedral) and theatres and concert halls (Tara Arts Theatre, St Georges Hall Bradford). Our projects are nationwide.

CMS are expanding, and we are looking for dynamic, creative and ambitious individuals to join our team. We have vacancies for an assistant project manager and senior project manager. The assistant project manager will be based at our offices in Bolney. The senior project manager could either be based at Bolney or in one of our satellite offices in the North. Both positions will involve a certain level of travel, and flexibility is required in order to support our expanding portfolio of projects.

CMS is a small company with a team of professionals from a variety of backgrounds – from construction industry experts to museum professionals. We are a close-knit and friendly team, and while we all work independently, we benefit from sharing expertise and supporting our colleagues.

#### Organisational Structure of Cragg Management Services



**Assistant Project Manager**

We are looking for an enthusiastic and ambitious individual who is looking to build their project management skills and learn more about working (i) in the construction industry (ii) in the arts and heritage industry.

Our ideal candidate will be a recent graduate with some work experience, or a professional wanting a career change who wants to build their skills and experiences in either the construction, design or arts and heritage sector. Experience of working in a related field would be advantageous.

Our ideal assistant will be a self-starter who is willing to turn their hand to anything, and to learn from all new experiences. They will have initiative, and a certain level of confidence, and will be able to work unsupervised.

As an assistant project manager, you will learn about a range of disciplines and will build your knowledge in a range of areas, such as

* Design
	+ Working with design teams, including architects, engineers and cost consultants
	+ Coordination of design work with other workstreams
	+ Planning and statutory consents
* Construction
	+ Procurement and contracts
	+ Site management and construction methodology
	+ H+S and CDM regulations
* Arts/Heritage/Museums
	+ Conservation standards and statutory regulation
	+ Education, audience development and interpretation
	+ Organisational and financial sustainability
	+ Heritage Lottery Fund and Arts Council processes

Typical duties will include, but are not limited to:

* Assisting the project managers with general project admin including:
	+ Organising, attending and minuting meetings
	+ Report writing
	+ Creating and updating budget spreadsheets
	+ Updating action plans and ensuring tasks are followed
	+ Researching into all areas relating to the project
* Assisting the Director and Office Administrator with
	+ Researching new clients and projects
	+ Writing pitches for new projects
	+ General administration

**Skills and experience**

Essential

* Some experience of working in an office environment, ideally in a related sector, either voluntary or paid
* Good IT skills, including excel and word
* Excellent communication skills, both written and oral
* Flexible and reliable, and self-motivated
* Full driving license and access to car (the office in Bolney is not accessible by public transport)

**Training**

We will assist with training including fees and time management to support ongoing professional development.

**Salary and Benefits**

Salary Level: £20,000-£32,000

Benefits: Private Healthcare

 Pension Contribution

**Equal Opportunity Policy**

1. Statement of Intent

The Directors and Managers of Cragg Management Services are committed to the principles of equal opportunities and eliminating discrimination in every aspect of the work of the Company. We will strive to ensure that no individual or group is treated more or less favourably than others on grounds of ethnic origin, nationality, age, disability, gender, sexual orientation, race or religion.

It is our express intention to comply completely with all legislation related to equal opportunities both to protect the Company and to ensure that the culture, philosophy and processes within the organisation are free from bias.

1. Main Principles

We will endeavour to manage all Company activities in a way that is free from bias. Those who make decisions regarding appointments to committees, the management and staff will be required to be aware of this policy and its practical implications for selection and appointments. Data about appointment processes will be gathered to assist and help improve those processes.

We will ensure that Directors, Managers and members of staff are aware of this policy and their responsibility to abide by it.

We will not tolerate acts of unlawful discrimination and all complaints or incidents of such alleged behaviour that are within our remit will be treated with necessary confidentiality and investigated, and appropriate action taken.

1. Review

We will review aspects of this policy as necessary and the whole policy will be reviewed annually. If you have any concerns about this policy, please contact the Directors of Cragg Management Services.

Detailed below are examples where a grievance would not be applicable or appropriate, but is treated as having been complied with:

* Where one party behaves in a violent and unreasonable manner and as such would prevent reasonable dialogue and procedure from taking place
* The employee has left the employment prior to commencement of the grievance procedure and it would therefore not be practical for the employee to complete a Written Statement of Grievance
* The employee has reasonable grounds to believe that a threat to the employee, or his/her property or a similar threat to a third party would exist should a written grievance be submitted
* Where a ‘collective’ grievance is raised by a recognised trade union or a workplace representative on behalf of two or more people and as such would not require procedures to be completed
* If the employer is a sole trader and long term illness prevents him/her from effectively dealing with grievance proceedings within a reasonable time scale
* If one of the parties leaves the country or becomes seriously ill and circumstances dictate that it would not be possible for the procedures to be completed.

**Contact**

Please send a copy of your CV’s and a covering letter which gives concrete examples of your experience to date in relation to the job description. Closing date for applications **21/03/15**.

CVs can be sent by email to mail@craggmanagement.com or by post to:

Cragg Management Services Ltd

Bolney Place

Cowfold Road

Bolney

West Sussex

RH17 5QT