**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



**Senior Project Manager**

We are looking for a dynamic and experience individual looking for a new challenge.

Our ideal candidate will have several years’ experience working as a project manager on capital projects, preferably within the arts and heritage industry. They will be self-motivated and able to lead a portfolio of prestigious projects with minimal supervision. As well as technical knowledge, they will have excellent people skills and be used to working with design teams, construction teams, client bodies and funding bodies.

As well as managing projects, the project manager will be expected to contribute to the growth of the company, through exploring new revenue streams, pitching for new work, or implementing improvements to the general running of the company.

The senior project manager could be based at our offices in Bolney, or at one of our satellite offices. Either way we deliver projects all over the UK and travel will be necessary.

Duties will include, but not be limited to

* Overall oversight of projects
* Client liaison
* Leading and facilitating the work of design teams
* Consultant procurement
* Working with contractors
* Cost control
* Programme control
* Coordination of HLF and Arts Council grant applications and subsequent reporting

Skills and experience

* Significant experience working as a project manager on capital projects, ideally in a related sector
* Thorough knowledge of design and construction industry regulations and processes
* Excellent communication and team leading skills
* Ability to lead projects independently, while reporting to the Director
* Excellent report writing skills
* Strong financial skills and excellent excel skills
* Ability and willingness to share knowledge with colleagues
* Understanding of the arts and heritage and museum sectors will be an advantage
* Experience of working with HLF and Arts Council projects will be an advantage

**Salary and Benefits**

Salary Level: £30,000-£40,000

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 **21/03/16.**

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