Rotherham Rise

Heritage Buildings Project Manager

Brief

1. Project Manager

Rotherham Rise is recruiting a freelance Heritage Buildings Project Manager with strong construction sector experience to support the charity in developing and managing a repair and renovation programme to our property, Rise House 15 Vicars Lane/ 18 High St in the centre of Rotherham.

Rise House is a Grade II listed building and we are looking to appoint a Project Manager with experience of working on heritage buildings.

The position is offered as a freelance contract to support Rotherham Rise deliver all aspects of Phase 1 of a 3 phased programme of work. The role will provide technical advice to support the charity’s further fundraising for further phases of work on the building.

We expect the initial work to cover a period of 9-12 months and is offered as a fee of £20,000 exclusive of VAT.

1. About Rotherham Rise

Rotherham Rise is a Charity registered in England & Wales: no. 1141699. We provide help and support for survivors of domestic abuse and sexual exploitation.

Established in 1976, our experience and expertise are key to providing the best possible support to Adults, Young People and Children affected by [Domestic Abuse](https://rotherhamrise.org.uk/what-is-abuse-exploitation/) and [Child Sexual Exploitation](https://rotherhamrise.org.uk/what-is-child-sexual-exploitation/).

Rotherham Rise provides:

* Domestic Abuse and Child Sexual Exploitation Support Services
* Refuge Accommodation
* Specialist BAME support
* Bespoke Children, Young People and family support
* Counselling
* Group Work and activities

1. Rise House

Rotherham Rise purchased 15 Vicarage Lane/18 High St (now Rise House) in 2019 The building is occupied by Rotherham Rise as well accommodating a number of tenants. However, the buildings have suffered from neglect over a significant period of time prior to coming into Rotherham Rise ownership. Priority is to ensure the building is fully wind and weather tight, and to improve efficiency.

15 Vicarage Lane is a Grade II listed building built on site of the old vicarage immediately adjacent to Rotherham Minster within a Conservation Area.

An illustration of the buildings and a statement of the building’s heritage significance are attached to this brief.

1. Repair and renovation needs

Since purchasing the property, Rotherham Rise has identified a range of repairs that are required. The charity also has ambitions to renovate and undertake conservation work on the property and aims to capitalise on funding and support opportunities to conserve a significant heritage building within a town centre conservation area and on the high street.

A conservative estimate has identified £500,000 worth of repairs, renovations and improvements to bring the building up to standard and to provide improved access and circulation space within the building.

1. The Scheme

Our plans for the building are to be able to offer:

* A Community Café offer which will have a ‘destination’ feel and complement existing offers in the town.
* A general space for the community.
* Repurpose of space to include further café or retail unit/s
* A hub that supports the long term aims of the charity creating an affordable base for local agencies and charities.
* Improvements to the heating, ventilation and thermal efficiency of the building
* Improvements to and conservation of the heritage fabric of the building

The project is phased, and some elements are dependent on attracting further funding.

The charity already operates a café - Hygge Café - from the building.

1. Phase 1

The charity has been successful in raising an initial £150,000 towards our current target and aims to undertake essential repairs and upgrades in the Phase 1 work: improving accessibility, safety and security, essential works and building efficiency. This phase will enable the long-term sustainability of the building and the overall project. Funding is time limited and the charity needs to defray this funding by August 2022.

An initial piece of work that the Project Manager will take on will be to review the identified repair and efficiency improvement and requirements for the building, to ensure that these have been properly specified and that Phase 1 addresses the immediate priorities.

The consultant will specify the detailed work that needs to be undertaken within our initial budget, develop detailed specifications for this work, seek any relevant approvals on behalf of the charity, advise the charity on the best procurement route for this work and undertake a formal procurement exercise on behalf of the charity.

Working with our officers, the Project Manager will manage the procurement process, review tenders submitted and seek additional information from prospective contractors where required. They will advise the charity on the appointment of contractor/s to carry out the work and undertake all work required to complete the appointment of contractors. Once commissioned, the Project Manager will lead on managing the work from start-on site to completion.

1. Further phases

Phase 2 and 3 of work will include improving the external appearance and functions, and expansion into the church quarter. This is subject to raising funds from a number of sources to undertake this work. The charity has an allocated consultant who undertakes some fundraising but we do not have the requisite buildings and construction sector skills in-house.

The Project Manager will provide advice on phasing of further work and provide technical construction and conservation advice to our Chief Executive and our fundraising consultant.

1. Project Manager’s Role
2. Review the proposed phasing of construction work and advise the charity on essential work to be undertaken in Phase 1.
3. Prepare a scope of works for Phase 1, identifying priorities and requirements, producing a written report and recommendations.
4. Procurement of any specialist reports including investigation of the historic fabric of the building to inform the development of tender documents for Phase 1.
5. Produce plans, obtain consents and prepare tender documentation for Phase 1 works. Provide CDM cover if required for work to be tendered.
6. Advise the charity on best procurement routes for the proposed work, manage the procurement process and complete the selection process of suitably experienced contractors.
7. Prepare contracts and advise the CEO/Steering Group on signing contracts with selected contractors.
8. Project manage the construction contract period from start-on site to contract completion undertaking regular site visits and inspections of work at agreed points in the contract and with any other specialists employed by the charity (architect, QS, structural engineers, for example).
9. Review contractors claims for payment to an agreed schedule and advice the charity on payment of claims.
10. Review contractor’s claims for any changes to the contract for any identified reason and complete variation documentation for any claim brought forward by the contractor.
11. Review any claims for variation to the contract by the contractor with the CEO/Steering Group and negotiate and variations to the contract and contract cost with the contractor.
12. Review the quality of work, identify snagging and any defects with the contractor and oversee the snagging and defects management process. Advice the CEO/Steering Group on sign-off of the work on completion.
13. Prepare a regular report (timing to be agreed with the CEO) to the CEO/Steering Group on the progress of the project. Provide input into reports to funders that are required of the charity.
14. Provide technical, construction and heritage conservation input into bids being prepared by the charity to funders for subsequent phases of the project.
15. Experience and skills

The Project Manager role may be delivered by either an individual or company but must demonstrate the following:

* Experience of construction project management and procurement within a heritage context
* A demonstrable knowledge of heritage-led regeneration and experience of working with heritage-focused stakeholders
* Excellent interpersonal and communication skills
* A high level of advocacy and negotiating skills
* Demonstrable ability to work collaboratively and forge effective working relationships
* Ability to identify where appropriate technical or specialist advice is required
* Demonstrable ability to solve problems
* Good time-management skills
* Experience of project budgets and budget management
* Excellent IT skills including use of IT software for project management.
* Ability to produce regular, clear reports to the client and to funding agencies
* Ability to support the preparation of funding applications for further capital development work

1. Fee and employment status

The role is offered as a freelance consultancy contract on a fixed fee basis to a maximum of £20,000 excluding VAT.

The successful tenderer will be expected to hold appropriate levels of public liability and professional indemnity insurance and will be responsible for their own tax and national insurance

Working hours are not prescribed but should be sufficient to achieve the scope of work.

The Project Manager will report to the charity’s CEO, Sue Wynne.

The post holder will be required to work collaboratively with Rotherham Rise, all project partners and stakeholders to develop the project and manage the delivery of work to a high standard.

This contract is funded by the Architectural Heritage Fund under their Transforming Places Through Heritage programme.

There is the potential for the post to be extended, subject to any further successful funding applications. However, the contract is offered on the basis of the Phase 1 work only.

1. **Procurement Timetable**

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| --- | --- |
| Project Manager Role advertised | 29th April 2022 |
| Deadline for submission of applications | 19th May 2022 |
| Interviews held | W/C 23rd May 2022 |
| Appointment of Project Manager confirmed | 30th May 2022 |
| Project Manager contract start | 13th June 2022 |

1. **Application Process**

All applications should be submitted by 12 noon on 19th May 2022 by email to [enquiries@rotherhamrise.org.uk](mailto:enquiries@rotherhamrise.org.uk)

Please supply the following information:

1. Your proposed fee for the project and an estimate of the number of days consultant input that this will cover over a 12-month period.
2. Details of previous experience and a CV. If you are applying as an organisation, please supply the CV of the nominated lead consultant along with details of the experience of your organisation in providing the type of service set out in the tender document. Please highlight your experience of projects at their development stage and of working with heritage buildings.
3. A summary of your understanding of the brief.
4. A minimum of 2 references.
5. **Assessment of Applications**

Tenders will be assessed on the basis of 75% quality, 25% cost.

Quality will be assessed on the following criteria:

* Resources
* Experience
* Key Personnel

Interviews will be held following the shortlisting process and all applicants will be

informed of the outcome following confirmation with the successful candidate.

If you have any queries or require clarification please contact Sue Wynne initially

by email.

1. Contact details

Sue Wynne, CEO, Rotherham Rise

18 High Street, Rotherham, S60 1PP

Email: [enquiries@rotherhamrise.org.uk](mailto:enquiries@rotherhamrise.org.uk)

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<https://ahfund.org.uk/>

Appendix A

15 Vicarage Lane: Historic Significance

15 Vicarage Lane (Rise House) is a Grade II listed building within a Conservation Area. Built on site of the old vicarage immediately adjacent to the Minster. Rotherham Minster, formerly All Saints Church, has historically formed the centrepiece of the Town Centre. It continues to be the town’s key landmark. There are 18 Grade II, one Grade II and one Grade I listed buildings within the Town Centre boundary. The Rotherham Town Centre Conservation Area includes a large part of the Town Centre, including the Minster and surrounding gardens.

The Vicarage lane section of the building is early-mid C19. Red brick in Flemish bond, Welsh slate roof. 3 storeys; 3 x 3 bays; occupying a corner site in the grounds of the minster. Main front: Shop windows are the full width of ground floor, with a corner entrance to left. Chamfered ashlar quoins to upper storeys, projection also quoined.

1st floor: sill band with moulded soffit. Sashes with glazing bars in architraves with moulded sills on shaped brackets.2nd floor: shorter unequally-hung 9-pane sashes with less ornate bracketed sills. Shaped brackets on table beneath boxed oversailing eaves. Left end of roof hipped.

Many local residents hold fond memories of the building being a department store. The former Speeds Department Store occupied four buildings which were knocked together to form one store but were subsequently divided again to form retail units fronting both Vicarage Lane and High Street.  
  
The building was again redeveloped around ten years ago when plans were approved for the ground floor of the former Rumbelows building to be converted and occupied by Phoenix Enterprises who provided delivery of a variety of programmes and initiatives to help disadvantaged groups back into employment.

Rotherham is located to the north-east of the M1 motorway which provides strategic links nationally. The Town Centre has been affected by out-of-centre retail, including Meadowhall and Parkgate Shopping Park, and it is therefore important to diversify and build upon the town’s strengths. A large area of the Town Centre is located within Rotherham Town Centre Conservation Area. Benefiting from number of streets around the Minster, and across to Effingham Square being pedestrianised or are pedestrian priority streets with limited access to traffic. The High Street benefited from £4.7 million joint investment, and was Great British High Street Winner 2015

The building came into Rotherham Rise ownership following a successful social enterprise funding. At this a large part of the building was not occupied, and some areas had already been empty for a long period of time.

The interior of the building has been altered and changed significantly and there is very little original historic detailing left. Having being altered and knocked into one building there is now retail space on the ground floor facing onto the High Street, as well as a number of office spaces with a separate entrance on vicarage lane.

The building’s importance is due to its prominent position in the grounds of the Minster, and on the High St, but it also has a community presence. Its significance is based on its impact on the community and the historic environment of the town. From an economic point of view, it is felt that with the building being neglected and vacant, it is driving retailers away from the Market Place and affecting what should be a bustling part of the town.

Appendix B

Images of 15 Vicarage Lane, RotherhamA picture containing building, sky, outdoor, apartment building

Description automatically generatedA picture containing building, brick, tower, apartment building

Description automatically generatedA picture containing building, outdoor, sky, brick

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