



Job Pack
Project Manager
£50,000-£55,000 dependent on experience
Fixed term contract Sep 2021-April 2023

Cockpit Arts, London's leading studios for contemporary crafts, is looking for an experienced project manager to lead our Deptford site redevelopment. This new role will oversee the redevelopment of our studio spaces in Deptford with ambitions to transform from a relatively self-contained organisation to one engaged with its immediate community.

Our vision is to build and broaden both our educational activities and our public engagement at our Deptford site by making this key building more useful, inviting, and accessible to the local community.

About Cockpit Arts

Cockpit Arts is the UK's largest cluster of contemporary craftspeople and the only business incubator for makers. Home to over 150 independent creative businesses, we're recognised on the NatWest SE100 2020 as one of the UK's top 100 social enterprises. With an international reputation for excellence, we are proud to have launched the careers of many of the leading names in contemporary craft.

About the role

Cockpit Arts finds itself in this exciting phase of growth, having secured funding, to redevelop its entire site and capabilities in Deptford. Our plans are to expand our programming & improve the building through the provision of new and better public facilities – display spaces, education spaces and meeting areas, as well as extending and enhancing its current studio provision. Together, these would create a new 'Heart and Soul' for Cockpit Arts Deptford – spaces in which Cockpit's makers would interface with the local community in a genuine creative hub - facilitating a wide range of educational and cultural activities and events.

To achieve this, we are hiring an experienced Project Manager with a proven track record of leading and managing complex design and build projects, responsible for informing Cockpit Arts redevelopment delivery strategies as well as directly delivering results to time & budget. Highly organised, focussed & with a can-do approach, you'll be ambitious about the impact & possibilities of this project, Cockpit Arts and enthused about the prospect of transforming our Deptford site and its neighbouring community.

How to apply

To apply, send a CV with a covering letter of up to two pages to fabienne@cockpitarts.com. In your letter, please state how your experience equips you for the role, how you fulfil the person specification, and why you'd like to work at Cockpit Arts.

On submission of your application please also complete our equal opportunities monitoring questionnaire: <https://www.surveymonkey.co.uk/r/CockpitArtsEqualOps>

Deadline for applications: midnight Tuesday 7th September
Interviews: Interviews will be held in the week of 13th September



We will contact shortlisted applicants by Friday 10th September to invite you to interview. We are sorry that we are unable to contact every applicant or provide feedback. If you have not heard from us by that date, please assume that you have not been shortlisted for the role.

Diversity drives creativity

Creativity, innovation, and business success are fuelled by diversity. Cockpit Arts has an inclusive culture where all aspects of diversity are seen as fundamental to our success. We're committed to building a more diverse team and creating a culture where anyone, from any background, can do their best work.

Questions?

If you have any questions or would like an informal conversation on the role, please contact Fabienne O'Neill: fabienne@cockpitarts.com



PROJECT MANAGER

Contract: Fixed-term contract September 2021 to end of April 2023
Salary: £50,000-£55,000 dependent on experience
Hours: 37.5 hours per week
Location: Remote working initially, then from our central London studios
Reports to: Head of Operations
Works with: CEO, appointed professional team, and the full Cockpit team

Apply by : midnight Tuesday 7th September
Interviews: Week of 13th September by Zoom

ABOUT COCKPIT ARTS

Cockpit Arts is London's leading centre for contemporary craft. We empower makers to succeed creatively and commercially.

Established in 1986, we're the UK's largest, most diverse cluster of makers and the country's only craft business incubator, recognised on the NatWest SE100 index of top-performing social enterprises. Home to 150 makers, practicing in over 20 different disciplines – from ceramics to fine jewellery, handweaving to bespoke tailoring – we equip talented people with the tools to succeed: specialist studio space and equipment, in-house coaching, and public showcases.

Creativity, innovation, and business success are fuelled by diversity. At Cockpit we foster an inclusive, ambitious culture where all aspects of diversity are seen as fundamental to achievement. Recognising that talent is everywhere but opportunity is not, over three decades our mission has been to break down and overcome the barriers standing in the way of creative success.

Each year we support 30 emerging practitioners with awards and bursaries, providing free studio space for 12 months, professional development and training, and introductions to buyers and curators. These highly sought-after places provide a grounding for artistic success. Many of the artists and makers based at Cockpit enjoy a global reputation as leaders in their field.

The Deptford Vision

With this being the largest single capital project that Cockpit Arts has ever had the privilege to undertake, our aspirations are to transform Deptford to optimise the existing space, create new facilities & studios as well delivering a contemporary and inviting space for the community.

The project is a full refurbishment of an existing 2,300 sqm space comprising of makers studios, workshops, education & community spaces, office, communal areas & a new café. The proposed scheme will see an extension into the front yard for a large education space, creating more space for studios at ground level. The presence of a new education structure at the front would play an important role to



make visible the new public accessibility of the building. At Level 01, the existing space is to be converted into additional studios.

MAIN PURPOSE OF THE JOB

This fixed-term role will lead the delivery of our ambitious Deptford site redevelopments. Specifically, the Project Manager will:

- Lead and project manage all aspects of the project including but not limited to design, planning, construction & delivery
- Manage all external partners & the professional team (architects, engineers, surveyors, planning consultants, funders etc) to ensure they deliver effectively to meet the ambitions of Cockpit for the development of Deptford, in line with and according to the agreed programme and budget
- Manage & mitigate all risks throughout the project lifecycle
- Provide clear and timely reporting to the Head of Operations, Financial Controller & CEO to ensure successful delivery of the project

MAIN DUTIES

Project Management

- As Project Manager you will show initiative and ambition to manage your own projects with support from the senior leadership team
- Lead on all areas of project delivery and management including scoping, planning, budgets, managing suppliers and partnerships, producing reports and risk management
- Produce and manage the delivery plan, defining timelines and dependencies, to ensure high-quality, on time delivery of all objectives and outputs
- Responsibility for all project financial management - manage budgets, ensuring value for money and that the project is delivered within budget
- Develop strong relationships with key stakeholders across the programme, positively engaging with the projects funders to influence and act as the key liaison between Cockpit Arts and funders to ensure the project meets all agreed deliverables & outcomes
- Source, contract and manage project delivery partners (where applicable), such as engineers and contractors
- Manage the design team, consultants, contractors & work closely with the Head of Operations to ensure buildability and value engineering opportunities are seized
- Responsible for managing all design and build risks & impacts. You will be expected to identify project risks and put forward solutions
- Responsible for reporting on progress and ensuring any issues or amendments are carried out to a high standard and within budget
- Responsible for organising all project meetings, monitoring, & reporting to Cockpit's Board of Trustees, funders, and project board
- Oversee the design & technical coordination on site to ensure a timely delivery to handover
- Work alongside the Head of Operations & project coordinator to support on community engagement and consultation



PERSON SPECIFICATION

Essential knowledge skills and experience

- Proven experience leading complex development and refurbishment projects delivering them on time, to budget and to a high quality
- Excellent project management skills including effective planning, prioritisation, risk management, and reporting
- Excellent financial management skills: budget setting and monitoring and resource management skills
- Experience working on large-scale construction projects
- Experience of contracting, negotiating with, and managing external suppliers (e.g. engineers & contractors) to ensure high quality delivery
- Ability to understand Cockpit's requirements and to translate effectively between design and build consultants and non-development stakeholders
- Knowledge of best practice in equality, diversity, and inclusivity
- Excellent people management & negotiation skills
- Strong written and verbal communication skills, with the ability to effectively communicate to a broad range of people across the organisation
- 5 years' experience in design & build projects
- MRICS, MCIQB or equivalent experience

Desirable knowledge, skills, and experience

- Experience of project management on cultural, heritage or creative sector projects
- Experience of interfacing with local authority & grant funders
- Experience of main contractor side delivery
- Knowledge or experience of community engagement & consultation

Essential qualities and attributes

- Enthusiasm for the potential of the redevelopment of Deptford to optimise existing space & create engaging and accessible spaces for the community
- First-class attention to detail and high standards of professional conduct
- Solutions focussed, empathic approach, able to communicate and build professional relationships with a wide variety of people and to adapt delivery style as appropriate
- Affinity with Cockpit Arts' mission and values as a leading UK social enterprise enabling creative people to succeed and engaging with our community
- Commitment to keeping abreast of design advances and willingness to share your knowledge with the wider staff team
- Self-starter with an ability to work positively as part of a small team