



JOB DESCRIPTION

Job Title: Project Manager
School: The GORSE Academies Trust
Pay Scale: PO2 SCP 31
Responsible to: Director of Estates Management

Job Purpose

The Project Manager is a key member of the estates team who is responsible for overseeing and managing various projects, ensuring that they are delivered on time, within budget and to the highest standards set by GORSE.

The Project Manager will work closely with the Director of Estates Management, the estates team, academy leaders, stakeholders, and external partners to drive forward key initiatives and improvements across the trust, ensuring effective project planning, execution and delivery.

You will play a pivotal role in shaping our educational spaces, ensuring compliance, and contributing to positive learning outcomes for students. This role requires a dynamic individual with strong leadership skills, exceptional project management capabilities, and a passion for improving educational outcomes.

Key Responsibilities

- Lead and manage a portfolio of projects within the trust, from inception to completion, ensuring alignment with strategic objectives and priorities (with oversight from the Director of Estates Management).
- Working with colleagues to identify the scope, objectives and deliverables of each project.
- Collaboration with the trust's buildings consultant to create and deliver project work plans, risk registers and project trackers and revise as appropriate to meet changing needs and requirements.
- Co-ordinate the activities of all disciplines and stakeholders to ensure the successful delivery of each project.
- Manage the day-to-day operational aspects of allocated projects, ensuring that project documentation is complete and accurate.
- Monitor project progress, identifying potential risk, and implement mitigation strategies to ensure successful outcomes.
- Build strong relationships with academy leaders, staff, students, and external partners to gather requirements, communicate progress, and obtain necessary support for projects.
- Work with the Estates team and other colleagues to co-ordinate resources effectively, to ensure projects are delivered efficiently and within allocated resources.
- Co-ordinate contractors, consultants and advisors to deliver a positive culture for health and safety on all projects.
- Identify and mitigate project risks, proactively addressing issues and challenges that may arise during project implementation.
- Maintain high standards of quality throughout all project phases, conducting regular reviews and evaluations to assess performance and outcomes.
- Work with the Lead Estates Officer to monitor project budgets, expenditure and cost control.
- Produce marketing plans, risk reports and consultation documentation as required.
- Ensure that communication is maintained between all stakeholders throughout the project lifecycle.
- Ensure that all legal documentation is produced as required.

GORSE

- Support the Director of Estates Management and other key stakeholders with the commissioning and subsequent follow up of condition surveys for each establishment.
- Prepare reports, presentations, and documentation to update stakeholders on project status, achievements, and challenges.
- Drive continuous improvement initiatives within the team, identifying opportunities to enhance processes, systems and practices related to project management.
- Work with the estates team to oversee maintenance, repairs and internal small works projects across academy sites.
- Contribute to the implementation of GORSE's Strategic Estates Management Plan.
- Lead post project evaluations and lessons learned sessions, capturing insights to inform future project planning and execution.
- To attend technical construction programme planning phases, engaging with agencies on design, technical and financial matters relating to the provision, improvement, carbon reduction and planned maintenance of school and college buildings.

Personal Responsibilities

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's vision, mission and values.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
A recognised PRINCE2 qualification.	E
Project Fundamentals Qualification (PFQ).	E
Driving licence free from significant endorsement.	E
Professional in Project Management (PPM)	E
Minimum L4 qualification	E
Evidence of continued professional development in Project Management training.	D
Knowledge and Skills	
Excellent knowledge of Project Management and Project related Health & Safety legislation.	E
Strong IT skills (Microsoft Office).	E
Strong interpersonal skills to establish, develop and maintain effective, positive working relationships with different audiences, internal and external to the group.	E
Good observational skills and the ability to quickly comprehend difficult and complex situations.	E
Good communication skills to exchange information with a range of audiences, where the information can sometimes be complicated or of a sensitive nature.	E
Skilled at identifying problems and developing solutions using own initiative and without close supervision.	E
Competent at dealing sensitively and appropriately with confidential workplace situations.	E
An understanding and commitment to diversity, equality, inclusion and safeguarding and health & safety.	E
Understanding of data protection and the need to keep information confidential.	E
Knowledge of safer recruitment and Keeping Children Safe in Education.	D
Experience	
Demonstrable experience in successfully managing complex projects, including planning, execution, and monitoring.	E
Working as a member of and leading a team.	E
Dealing with complex queries from a wide range of people.	E
Working in partnership with others to deliver work to set deadlines.	E
Providing customer focussed services.	E
Demonstrating and using own initiative.	E
Dealing with and implementing change.	E
Experience of working in and contributing to an effective team as well as working on own initiative.	E
Experience of working with confidential information.	E
Experience of working in a school or other educational setting as a Projects Manager.	D
Experience of developing strategies for improvement	D
Strong presentation skills.	D
Continuous Professional Development	
Actively participate in training and development activities to ensure up to date knowledge and skills.	E
Evidence of commitment to Continuing Professional Development	E
Other Conditions	
Enhanced DBS Clearance	E

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