

**United Synagogue
Willesden Jewish Cemetery “House of Life”**



**Staff Recruitment for HLF-funded Heritage Project at Willesden
Cemetery 2018-21
Capital Works Manager, “House of Life”**

Background

The United Synagogue (US), the UK’s largest synagogue body, is embarking on a three-year conservation and community engagement project at its Victorian cemetery in the London Borough of Brent, supported by a grant from National Lottery players via the Heritage Lottery Fund.

The Project

Willesden Jewish Cemetery is London’s pre-eminent Victorian Jewish cemetery, the only Jewish cemetery in England to be Registered as a Park or Garden of Special Historic Interest. It is an active burial ground, but largely unknown outside the Jewish community.

The US wants to open Willesden Cemetery as a heritage site to the public, for people of all backgrounds to visit, learn, contribute and value it as an important part of shared British and Jewish heritage. It has hundreds of memorials to some of the most notable individuals from the community’s history as well as thousands of ordinary people.

A three-year project will make the 150-year history of the cemetery accessible to the public for the first time and develop audiences. It will create opportunities for people to engage with Willesden’s heritage, benefit from volunteering and training opportunities, and take part in outreach, guided walks, exhibitions, events and open days.

The project will refurbish and re-purpose historic buildings for heritage visiting; green the landscape, improve bio-diversity and conserve monuments. New interpretation of the cemetery’s stories will be introduced. A multi-faceted Activities programme will be delivered and evaluated.

The “House of Life” project has four strands:

1. To repair and upgrade the fabric of historic buildings, green the landscape and conserve graves, making the site safe and accessible to the public for years to come.
2. To refurbish and adapt The Lodge, Prayer Hall, Portico and former Mortuary into multi-purpose visitor welcome, interpretation and learning spaces. Interpretive media will explain the heritage of the site, histories of the British Jewish community, the lives of people buried there and Jewish burial custom.
3. Enable greater public access, engage with and inspire a wide range of people, including existing and new visitors, Jewish and non-Jewish, through guided tours, self-guided trails, exhibitions, formal and informal learning, events, volunteering and outreach.
4. Secure a sustainable future for the cemetery as a visitor destination as well as permanent Jewish burial ground, with a shift to significant volunteer involvement and partnership working.

Requirements of all roles

A successful candidate will:

- Be committed to the aims of the United Synagogue and act as an ambassador for it.
- Comply with policies, procedures of the United Synagogue.
- Maintain high levels of discretion and confidentiality at all times.

- Hold a valid and current enhanced Disclosure and Barring Service (DBS) certificate that is satisfactory to the United Synagogue. Applicants should ensure they complete Part 2 of the Application Form appropriately.

This role description is not prescriptive; it outlines key tasks and responsibilities which are subject to change. Any changes will be made in consultation with the post holder.

Role: Capital Works Manager, “House of Life”, Willesden Cemetery

CONTRACT LENGTH: 2 years, 2018-2020

WORKING HOURS: Two days a week for first two years of project

LOCATION: Willesden Cemetery, London NW10

SALARY: £20,000 a year. This post is funded by a grant from the Heritage Lottery Fund.

BENEFITS: 20 days’ holiday a year, pro rata, plus statutory Bank Holidays & Jewish festivals when they fall on a normal working day.
Childcare Vouchers, Auto-enrolment Pension.

1 MAIN PURPOSE OF JOB

The Capital Works Manager will ensure the capital works are delivered to scope, on time and budget, with minimum disruption to cemetery operations.

2 POSITION IN ORGANISATION

Reports to the Project Leader, “House of Life”, and liaises closely with the Programme Manager, “House of Life”, the US Cemeteries Manager and Director of Property Services.

3 SCOPE OF JOB

The Capital Works Manager will manage delivery of the capital programme of the HLF Round 2 Delivery Phase and associated enabling works at Willesden Cemetery.

4 DUTIES & RESPONSIBILITIES

- Project manage the pre-construction and construction and post construction phases of the project
- Coordinate and monitor the delivery of capital works to buildings, monuments, landscape and access.
- Advise on procurement processes to tender for contractor(s) as appropriate, prepare documentation and manage tender processes in accordance with all relevant legislation and HLF requirements for the engagement of consultants, contractors, third-party suppliers, and any other services as necessary. Manage the appointment and contracting of professional team.
- Act as day-to-day client for the delivery of the capital works by the professional team and monitor their performance according to the terms of their appointments/contracts.
- Collaborate with the project team and US departments on all aspects of the capital works that affect the development and implementation of the Activity, Interpretation and Management and Maintenance Plans, and vice versa. Modify own work accordingly and direct any changes to suppliers’ work as required.
- Develop and maintain project timetables and monthly reports on progress, budget, risks and forward planning. Regularly report to the Project Leader including on any deviation from the programme or additional works that may be required.
- Develop a meetings schedule for the capital works professional team and hold and chair regular progress meetings with them.
- Take responsibility for content of meeting agendas and minutes.
- Attend regular meetings with the US Project team as required.
- Manage the delivery budget and cost reporting for the capital works programme to the Project Leader and US Directors of Property and Finance.

- Revise and update the Willesden Cemetery 10-year Management and Maintenance Plan (MMP) as required during the project, working with US Burial.
- Produce an evaluation strategy, working with an Evaluation Consultant, and contribute to the monitoring process throughout the project.
- Work with the Project Leader, US Burial and other departments to plan the future sustainability of Willesden Cemetery and the continuation of heritage activities beyond the end of the three-year HLF project.
- Ensure accurate, timely and complete record-keeping and version control of documents, designs, images, progress reports and all other material generated in the development of the capital works.
- Contribute updates to the project's Risk Register and Lessons Learned Log.
- Support the Cemeteries Manager at the end of capital works in the recruitment of a Conservation Stonemason to augment the cemetery's conservation and training resources and to carry out the specialist tasks outlined for the role in the MMP.
- Hand all documents over to the United Synagogue at the end of the project.
- Be responsible for health and safety of contractors, site staff, cemetery users and visitors (appropriate training provided.)
- Any other duties commensurate with the role and the successful project delivery.

PERSON SPECIFICATION

1 QUALIFICATIONS

- Degree-level education is desirable, or with appropriate work experience

2 EXPERIENCE

- Proven experience delivering medium-scale capital works projects on time and to budget.
- Experience in capital project management and leadership of professional teams.
- Experience of being part of team, being able to undertake tasks on all levels.
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Experience of delivering monitoring and evaluation of capital projects.
- Experience of developing productive partnerships is desirable.

3 SKILLS

- Proven experience of working in public/private projects involving diverse community groups.
- Organised and able to multi-task, managing several workstreams at a time.
- Excellent written and verbal presentation and communication skills.
- Experience of line management and working with volunteers.
- A good understanding of issues relating to diversity, social inclusion and access.
- Creative thinker, able to inspire confidence and creativity in others.
- Expected to understand the project by drawing on existing work, reports, plans and other research.

4 QUALITY AND OPERATIONAL STANDARDS

- Ensure that work produced is of a high standard and meets key performance indicators.
- Build the credibility of United Synagogue to empower staff and managers to fulfil their roles effectively.
- Share with others and within US and communicate success stories.
- Personally demonstrate the organisation's values building trust with United Synagogue staff and members, the professional team, wider community and volunteers, and proactively contributing to the organisation's success.

END