



Building Project Coordinator

The Mill is seeking a **Building Project Coordinator** to lead the development of a project plan for substantial refurbishment of the building in which The Mill operates, and the continuing functioning of The Mill as a busy community hub during the building's refurbishment. This planning work is initially supported by the Tudor Trust.

The contract will be for an average of 1 day/week for the duration of the Build The Mill project. We expect the project to be completed by the end of 2024.

The rate of pay offered is £23/hr on a self-employed basis.

The Mill

The Mill is a vibrant and welcoming community hub, created by local residents in 2011, based in a former library building at the heart of Walthamstow. Downstairs we host a wide range of services, events and activities, and operate drop in spaces for local people to meet and contribute to community life. Upstairs we lease out office and studio spaces for local community businesses and artists.

The Project: Build The Mill

Our building is a much-loved, well-used, affordable and accessible space, but it was not originally designed for the purpose for which it is now being used. Through this project we aim to make the best possible use of our resources to improve this community asset for the benefit of our users. The project will involve an extensive refurbishment of the building and remodelling of interiors. We will do this in a way which involves local people through participatory practices and maintains the community's sense of ownership of The Mill – so we can continue to help people make things happen here for many years to come.

Rationale for building work:

1. Increase accommodation flexibility and accessibility – benefitting a wider range of people

2. Increase income from room hire and office rent – supporting financial sustainability
3. Improve facilities – more flexible and refurbished spaces accommodating a wider range of uses
4. Improve environmental impact, reduce energy use and reduce bills
5. Incorporate existing needs for repair and maintenance of building

Having signed a 25-year lease with the London Borough of Waltham Forest (LBWF), our local authority landlord, in 2017, we now have the opportunity to plan for the longer term and ensure our space is used to the very best of its potential. To date, we have conducted community and stakeholder consultations, appointed local architects BAT and quantity surveyors Fraser Randall to work on the project and have commissioned an initial feasibility study, rough order of magnitude, fundraising feasibility report, environmental audit and access audit.

We are now seeking a self-managing individual who is willing to build on the work carried out so far to work with us and our community on a self-employed basis over the next 2 years or so to ensure the building project is delivered to a high quality and within the agreed timeframe and budget, with minimal disruption of existing services and tenants.

Summary of Responsibilities

You will have the following responsibilities:

- Overall responsibility for planning and delivery of the Build The Mill project, reporting to the Build The Mill Steering Group.
- Work closely with the Chair of Trustees, the Lead Trustee for Build the Mill and with the Centre Manager to ensure operational, health and safety and budgeting requirements are considered.
- Represent The Mill as part of the design team with Waltham Forest Council planners and officers, architects, quantity surveyors, consultants, engineers, contractors and suppliers.
- Manage the project budget for the construction/refurbishment and professional fees.
- Provide support, documentation and information required for funding applications, working closely with the Fundraising and Development Associate.
- Work with staff, volunteers, users and stakeholders to ensure community participation in the process.

The Detail

You will need to:

- Create and implement a robust programme for delivery of the Build The Mill building

project, including time schedules, budgets and resource management, in line with The Mill's needs and expectations

- Join up and work closely with all relevant stakeholders including internal and external parties
- Be responsible for, and manage relationships with architect and design team, and procurement of construction companies and workers, suppliers etc.
- Become familiar with and involve relevant stakeholders, inc. local authority, local residents, tenants, volunteers, businesses etc
- Work with skilled volunteers on the Build The Mill steering group and to provide pro bono services to the project
- Organise the Build The Mill steering group's regular meetings, provide detailed report updates and take accurate notes. Report to the Board of Trustees as required
- Work closely with the Build The Mill steering group to ensure the redevelopment work is designed to meet the requirements of people using the building as well as technical and architectural requirements
- Ensure the project is fully costed and all aspects are budgeted for, including loss of income and other related costs
- Ensure the eco-audit and access audit recommendations are at the forefront of the design process
- Hold and manage the technical knowledge and information required to contribute to funding applications, including updates, technical information, costs and specifics of the stages of the project
- Monitor and track the RIBA stages and any quality management systems that are in place
- Keep detailed records, monitor timescales and provide narrative and reports as applicable during the life of the project in liaison with the project team. These are to be reportable to funders, the Build The Mill steering group, the Board of Trustees

The Person We Need

We need someone willing and able to work on their own initiative while working closely with colleagues at The Mill and being fully accountable to the Board of Trustees. They must have an excellent understanding of the professional and practical requirements for developing a detailed building refurbishment plan, including sufficient working knowledge of architecture, construction, planning and refurbishment to be able to communicate well with professionals and to be able to communicate professional detail well to non-professionals (including previous understanding of RIBA stages and the planning application process). They must have the interpersonal, listening and communication skills and the experience of participatory processes, to ensure that the process involves The Mill's user groups and volunteers, from across our diverse community.

They must be able to manage budgets effectively, write detailed reports, and present

sometimes complicated information in a clear and engaging way. It would be helpful to have previous experience of working with public and/or voluntary sector organisations, particularly small community organisations.

They will be willing to work occasional weekends and evenings, and to travel to a variety of locations in the local area. They will be committed to concepts of inclusion and diversity, and able to handle confidential and sensitive information about individuals and The Mill's business activities in line with The Mill's policies and procedures.

Timings

We anticipate this being a part-time engagement from March 2023; we estimate an average of 1 day per week will be required but there will be peaks and troughs in workload during this time depending on the requirements of the project workflow.

Call for tender issued	9/1/23
Deadline for receipt of tenders	30/1/23
Short-listed candidate interviews and appointments	w/c 6/2/23
Work to commence	By 1/3/23

Your Application

To apply for this role, please submit an application with the title 'Building Project Coordinator application' to helen@themille17.org by **5pm on 30th January 2023**.

Your application should include:

- A covering letter explaining why you are interested and consider yourself suitable for the contract
- A short CV, highlighting similar and related work undertaken
- An outline plan describing how you would carry out the work, with milestones, key activities and deliverables, based on the limited information in this document

For any queries or questions please contact Helen Hunte, Fundraising and Development Associate at helen@themille17.org.