Heritage Project Manager

17–21 Chapel Street, Bradford

Arts, Culture, Enterprise & Creative Industries Building

RIBA Stage 3+ to Stage 5

1. Project Vision

The project aims to secure the long-term future of the building at 17-21 Chapel Street in the heart of Little Germany Conservation Area. Through a community-led Heritage Enterprise approach, People's Property Portfolio (PPP) will repair and preserve the building's historic fabric whilst also conserving its rich intangible heritage as a former Quaker school and important community space. It will be transformed into a thriving, enterprising, multi-tenanted cultural centre that is financially sustainable and rooted in Bradford's diverse communities. The project aligns with regional heritage, cultural, and regeneration strategies and is part of the legacy of UK City of Culture 2025.

2. Project and Role Overview

With the Grade II listed Peoples Property Portfolio (PPP) project at 17-21 Chapel Street already at **RIBA Stage 3**, with **planning permission and listed building consent secured**, and with confirmed funding support from the National Lottery Heritage Fund (HF) via a Heritage Enterprise Grant (HEG) and the Architectural Heritage Fund (AHF), the **Heritage Project Manager (HPM)** acts as PPP's representative throughout the refurbishment project, ensuring that PPP's values, the broad project vision, and specific objectives are consistently protected and represented. The role ensures that the project does not lose sight of PPP's status as a Community Benefit Society. The HPM will co-ordinate and manage other temporary roles required on the client side during both the development and delivery phases of the project. It is a wide-ranging role incorporating stakeholder management, fundraising, recruitment, and reporting, and it sits closely alongside the role of **Capital Project Manager (CPM)**, with some necessary overlap.

The **primary purpose** of the role in the development phase is to support and work alongside the freelance Capital Project Manager (CPM) to prepare all documentation required for a Heritage Fund Delivery Phase application.

2.1 Role Funding

In the initial period, the role will be funded via the Heritage Fund (HF) Development Grant, with some match from AHF and PPP's own funds.

2.2 Contract Duration and Phasing

The role will be delivered in three phases, plus an interim phase.

The start date will be January 2027. **Phase 1** will run until submission of the Heritage Fund delivery grant application, expected in August 2027. An **Interim phase** follows - a five-month gap (Sept 27 to Jan 28) is possible as HF funding does not currently cover this period – during which time PPP will seek to fund a reduced-scope HPM role from other sources.

If the Heritage Fund delivery phase application is successful in December 2027, and assuming the HPM performs well, the post would be reappointed to start for **Phase 2** from around from Jan/Feb 2028 and run until the later months of 2029. This would be a few months after the building was ready for tenants and a key part of the role in the final months would be funder reporting.

The total scope of the role is therefore around 3 years and is worth approximately £100k.

Phase	**Period**	**Budget**	**Source of funding**
1	Development. Jan 27 to Aug 27	£24,000	HF Development and AHF PDG#2
Interim	Interim. Sept 27 to Jan 28	likely between £1500 and £2,500 a month.	In this period there may be applications for partner funding and additional work on organisational development. There is likely to be some ongoing work for the HPM on reporting. Fees yet to be determined according to need and budget available
2	Delivery. Feb 28 to Oct 29 - 20 months	£55,000	Indicative as per the original appln. The scope of HPM role for Delivery phase will be reviewed during Dev phase appln.
3	Post Delivery. 12 months approx. during 2030	Tbc	The scope of the HPM role for the post-delivery phase will be reviewed during the Dev phase appln.

2.3 Type of Contract, Number of days per month

This will be a freelance time-limited contract. **The contract issued to the successful applicant will only be guaranteed for Phase 1.** It will reflect the three Phases, plus interim phase, and will have relevant break clauses for both parties. PPP's calculations are based on eight to ten days per calendar month – around 0.4 to 0.5 FTE.

2.4 Management and Reporting

The Heritage Project Manager will work freelance, contracted by PPP as per the phases described. The role is managed by the Chair of the Chapel Street Working Group.

2.5 Place of work

The working time will be split between remote working, the Chapel Street building, the site office (when we start on site) and possibly a shared or rented office in Bradford.

2.6 Key Requirements

- To support and work alongside the freelance Capital Project Manager (CPM) to prepare all documentation required for a Heritage Fund Delivery Phase application.
- To support and work alongside the freelance Capital Project Manager (CPM), ensuring that other freelancers' work is aligned with the project plan.
- To work with the PPP Board to recruit freelancers required to deliver all aspects of the project.
- To work alongside the PPP Board to co-ordinate workplans for freelance or time-limited roles.
- To work to deliver PPP's EDI policy across all aspects of line management and recruitment
- To act as the primary PPP point of contact with relevant local authority contacts including but not limited to those in Place and Regeneration.
- To act as a point of contact for other stakeholders and to represent PPP as required at networking events in Bradford and beyond as required by the board.
- To represent the views and interests of the Board of Directors at all capital project meetings.
- To work alongside the freelance fundraiser, the CPM and others on other funding opportunities.

The list of key responsibilities below is likely to be further refined following appointment, and to suit the specific skill set. There will be some necessary crossover between the Capital Project Manager (CPM) and the Heritage Project Manager (HPM) roles.

3. Key Responsibilities

3.1. Co-ordination of Other Freelance or PAYE Roles

Other freelance or time-limited PAYE roles that the HPM will line manage and co-ordinate on behalf of the PPP Board may include the following:

- Project Fundraiser (some fundraising already rests with this Heritage Project Manager role)
- Heritage Activity and Interpretation Coordinator
- Evaluator
- Volunteer Co-ordinator

3.2. Project Planning, Governance & Heritage Fund Compliance

- Ensure all activities support the project's *approved purposes*, and funding conditions.
- Prepare progress updates for the PPP Board of Directors and Heritage Fund monitoring officers.
- Prepare Requests for Payment to the Heritage Fund with the CPM.

- Support PPP's governance processes, ensuring transparency, accountability, and good decision-making.
- Work with the CPM to input into the project plan, programme, and risk register in line with NLHF expectations for robust project management.

3.3. Stakeholder & Community Engagement

- Act as the central point of co-ordination between the PPP Board, Little Germany Steering Group, Bradford Council, neighbouring organisations and community partners where appropriate.
- Ensure community engagement commitments are embedded in project delivery, including consultation, participation, and inclusive practice.
- Organise project meetings, record decisions, and track actions to ensure accountability.

3.4. Procurement

- Support the CPM as required with procurement of consultants, contractors, surveys, and specialist heritage services in line with HF procurement guidance and sector best practice.
- Represent the PPP Board as required in evaluating tenders and ensuring fair, transparent processes.

3.5. Recruitment

- Lead on the recruitment of freelance and salaried roles as required by PPP Directors
- Assist the PPP Board in recruitment activity where the Directors have decided to lead.
- Represent the PPP Board as required in evaluating role submissions and ensuring fair, transparent processes.

3.6. Design, Heritage & Technical Coordination

- Support the CPM to ensure that PPP, as client, has sufficient input into technical design at RIBA Stage 4, ensuring that intangible heritage values, accessibility, sustainability, and community needs are reflected.

3.7. Project Risk

- Represent the PPP Board at project risk register meetings, taking responsibility that risks to built heritage, community outcomes, and PPP's values and mission are actively managed.
- Assist PPP directors with project-level risk identification, assessment, and mitigation.

3.8. Documentation, Reporting & NLHF Monitoring

- Prepare clear, accessible reports for PPP Directors and HF monitoring officers.
- Maintain PPP project records, including decisions, approvals, contracts, and correspondence.
- Support preparation of evaluation evidence and post-completion reporting required by NLHF.
- **Fundraising Support:** Playing an active role in capital fundraising efforts, including working on all aspects of applications (written narratives, financials, and timelines) in collaborative partnership with the directors, CPM and Project Fundraiser, and proactively horizon-scanning for new opportunities.
- **Stakeholder Engagement:** Effectively managing communication with all stakeholders via email, WhatsApp, and in-person meetings as required.

4. Skills & Experience Required

Essential

- Strong experience in bid writing and a successful track record in securing grants
- Experience of managing a new project team, threading disparate workstreams into a cohesive plan, and executing and delivering against that plan.
- Experience working on heritage, arts, and capital projects
- Understanding of and experience of working with the VCSE sector - specifically Cooperatives and Community Benefit Societies
- Ability to manage multiple funding opportunities and other project deadlines
- Strong communication and relationship management skills
- Competence, confidence and knowledge to represent PPP and the project at strategy level meetings with organisations such as WYCA, Bradford Council, and Heritage Network
- Ability to work collaboratively
- Understanding of Bradford and/or West Yorkshire's cultural and community contexts

Desirable

Experience of working with or applying to:

- National Lottery Heritage Fund
- Trusts and Foundations
- Local Authority / Mayoral cultural funds
- Creative workspace or cultural infrastructure projects
- Interest in community wealth building

Has undertaken training in EDI, Equal Ops and Unconscious Bias awareness.

Application Process

Please submit by email to procurement@peoplespropertyportfolio.co.uk

- A short proposal (max. 2 pages) outlining your approach, experience and how you meet the essential and desirable criteria.
- Up to 3 examples of previous relevant work/projects (weblinks or project summaries)
- A proposed breakdown of the total fee clearly showing your day rate and the number of days you propose working each month for the available fixed fee over the period from January 2027 to the HF development stage submission deadline of 5th August 2027.
- Please indicate when you are available to start work and if you have any prior commitments in the early project start-up stage in January and February 2027.
- Fill in the EDI form here - this is totally anonymised. There is no collection of data with this form that would enable PPP to connect the form fields with any individual.
  The following **assessment criteria & weightings** will be used to assess all submissions

Criteria	**Weighting**
Experience of managing a new project team in a fast-paced project environment with multiple workstreams. Developing a cohesive plan, and executing and delivering against that plan	20%
Knowledge, understanding and experience of fundraising in the heritage / culture sector with specific reference to Heritage Fund projects.	20%
Knowledge, understanding and lived experience of the Bradford and wider West Yorkshire and Yorkshire cultural sector and the confidence and competence to represent PPP at strategy level.	20%
Project management – Appropriate project management systems demonstrating the ability to meet deadlines and your approach to risk mitigation.	10%
Cost / Value for Money	10%
Interview	20%

Deadline: 12 noon Mon 7th December
Please submit by email to procurement@peoplespropertyportfolio.co.uk

Interviews: W/C 14th December

Start Date: January 2027 – exact date to be agreed