

# MARLOWE THEATRE

## Job Description

| POST DETAILS        |                           |
|---------------------|---------------------------|
| <b>Organisation</b> | The Marlowe Trust         |
| <b>Job title</b>    | Technical Project Manager |
| <b>Reports to</b>   | Executive Director        |
| <b>Grade</b>        | F                         |

## JOB PURPOSE

The Marlowe Trust is embarking on an ambitious capital project of a Grade I and II listed building in the heart of the city, having secured funding from the National Lottery Heritage Fund. We are looking for a Technical Project Manager to lead a range of services for the Heritage Fund Delivery Phase of the Poor Priests' Hospital project, spanning RIBA work stages 4-7.

The Technical Project Manager will focus on managing the capital elements of the project and become embedded within the Marlowe Trust. They will be responsible for developing, maintaining and taking overall management of a detailed programme for the capital works ensuring that the capital project is delivered on time and to budget.

The overall coordination of the Heritage Fund project (capital and activities) will be undertaken by the Marlowe Trust's Executive Director and external Project Coordinators Ingham Pinnock.

The successful bidder will report to the Executive Director and liaise with a Core Team comprising advisors, external consultants and staff from the Marlowe Trust.

## PRINCIPAL ACCOUNTABILITIES

### General

- Act as Technical Project Manager for the capital element of the project.
- Working positively and collaboratively with the Marlowe Trust team, an existing project coordinator, an architect-led multi-disciplinary design team, a quantity surveyor.

- Attendance at monthly Core Team Meetings (likely to be a mixture of virtual and in-person meetings)
- Scheduling and chairing monthly Planning and Design Sub-Group meetings (likely to be a mixture of virtual and in-person meetings)
- Attendance at regular meetings with the contractor and Design Team once works have begun
- Attendance at ad hoc meetings from time to time as required such as Trustee Meetings, senior management team meetings etc.
- Supporting and managing the Design Team including ensuring that their outputs are produced on time and that they reflect the Marlowe Trust's requirements
- Identifying and procuring, in collaboration with the Design Team, any specialist surveys or enabling packages and then managing those surveys or enabling works
- Supporting the QS with the procurement of the main contractor for the works in liaison with the wider team including the Project Coordinator and Design Team. This will include taking a lead on the production of tender documents and contributing to the tender evaluation process.
- Developing and managing a change control procedure
- Developing and maintaining a detailed risk register for the capital element of the project and taking a pro-active approach to identifying and mitigating risks
- Inputting to quarterly reports for the Heritage Fund that will be prepared by the Project Coordinator
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent The Marlowe Theatre's values.

A sample RICS project management services pro-forma is attached to this brief giving an indication of the scope of services required that should be read alongside the description of services noted above. The RICS pro-forma will be used as the basis for the contract. It should be noted that by submitting a tender, you confirm that you understand and can meet these requirements.

| REQUIRED ATTRIBUTES |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Required Qualities  | <p>We actively seek to represent the diversity of our society</p> <p><b>Our Values</b></p> <p><b>SUPPORTIVE &amp; COLLABORATIVE</b><br/>Working together with kindness, compassion and mutual understanding.</p> <p><b>AUTHENTIC &amp; INCLUSIVE</b><br/>Diversity is our strength and we thrive through truth and connection.</p> <p><b>CREATIVE &amp; AMBITIOUS</b><br/>We embrace opportunity with imagination and purpose</p> |

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|                       | <p>To live our values, our Technical Project Manager should be:</p> <p>A strong communicator, able to guide the organisation through a complex capital project.</p> <p>A keen problem solver with a solution focused approach.</p>                                                                                                                                                                                                                                                                             |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Excellent understanding of complex capital projects including the full life cycle through RIBA stages through to handover</li> <li>• Good knowledge of engineering and construction principles</li> <li>• Good understanding of Risk assessment, mitigation planning, governance frameworks</li> <li>• Good knowledge of Health &amp; safety and CDM regulations</li> <li>• Good knowledge of Tendering processes, vendor evaluation, contract negotiation</li> </ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• Excellent cost management and contract management</li> <li>• Excellent communication skills and stakeholder management expertise</li> <li>• Highly organized with an ability to plan ahead</li> <li>• Good problem solving skills</li> </ul>                                                                                                                                                                                                                          |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Strong experience of Technical project management of capital projects (circa £8m - £10m)</li> <li>• Strong experience of governance, risk management and developing change control processes</li> <li>• Strong experience of Health &amp; Safety and compliance</li> <li>• Strong experience of leading multidisciplinary teams (engineers, consultants, contractors)</li> </ul>                                                                                      |
| <b>Qualifications</b> | <p>Project management qualification eg PRINCE2 / PMP / APM certification</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| JOB DIMENSIONS                              |                                            |
|---------------------------------------------|--------------------------------------------|
| Annual budgetary amounts                    | Total project budget £8.5M                 |
| Number of staff reporting to the job holder | Direct Reports – 0<br>Indirect Reports – 0 |
| Any other relevant statistics/information   |                                            |

| WORKING ENVIRONMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>We see this role as embedded within the Marlowe Trust staff team including working from the Trust's offices for at least two days per week. The Marlowe Trust is a large and dynamic organization managing a busy theatre with a high turnover of events and a significant outreach programme. It is vital that the appointed technical project manager is embedded within this environment to ensure the Poor Priests Hospital project reflects the Trust's various ambitions and practical requirements.</p> <p>In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p> |

| ORGANISATION CHART |
|--------------------|
| See attached       |

**December 2025**