

Project Manager

(Self-Employed)



Touchstones Rochdale
Reopening Project



IN PARTNERSHIP WITH
ROCHDALE
BOROUGH COUNCIL

Registered in England, No: 6052980. Registered Charity: 1118610

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Contract Overview:

We are seeking an experienced and highly organised self-employed Project Manager to support the planning, coordination and delivery of activities required for the successful reopening of Touchstones Rochdale, a museum, gallery and arts centre located in a stunning Grade II building in Rochdale town centre.

Currently closed for redevelopment, the newly refurbished building will include a performance venue, creative studios, education rooms and meeting spaces, as well as an evolving museum collections display, a new dining area and refurbished galleries on the first floor.

The successful applicant will play a key role in coordinating and managing project activity across multiple workstreams, ensuring effective governance arrangements are in place, maintaining project documentation, tracking progress and supporting stakeholders to deliver agreed milestones within required timescales.

Contract Details:

- **Contract Type:** Self-Employed
- **Duration/hours:** Until at least the 31st of March 2027 with the possibility of an extension beyond this period. Hours of work to be negotiated, but at this stage we envisage 2 days a week
- **Fee:** To be negotiated
- **Location:** Hybrid, with attendance at meetings and site visits within commutable distance
- **Reporting to:** Mark Doyle
(Director of Arts, Heritage & Wellness)

Purpose of the Role:

The Project Manager will provide dedicated project management support to ensure that all activities associated with the reopening programme are effectively coordinated, monitored and reported.

The postholder will act as the central point of coordination across working groups, stakeholders, contractors and partners, ensuring that actions are progressed, risks are identified and managed, and the project remains on track to achieve a successful reopening.

Key Responsibilities

Project Management and Coordination

- Develop, maintain and monitor a comprehensive project plan covering all aspects of the reopening programme.
- Agree key milestones, dependencies and critical activities required to achieve reopening objectives.
- Coordinate activity across all project working groups, ensuring alignment and effective communication.
- Track progress against agreed actions and timescales, highlighting concerns and recommending solutions where necessary.
- Support the delivery of project outcomes within agreed timelines.

Governance and Reporting

- Establish and maintain robust project governance arrangements.
- Organise, facilitate and attend project meetings – monthly working groups, bi-monthly leads, and capital board.
- Prepare agendas, meeting papers, progress reports and presentations.
- Record and distribute meeting notes, actions and decisions.
- Maintain project documentation, ensuring records are accurate, accessible and up to date.

Stakeholder Engagement

- Build effective working relationships with internal and external stakeholders.
- Support collaboration between project leads, contractors, suppliers and partners.
- Ensure timely communication of project updates, risks and emerging issues.
- Provide challenge and support to stakeholders to maintain momentum and accountability.

Risk and Issue Management

- Establish and maintain project risk and issue registers.
- Identify, assess and monitor risks that could impact on delivery.
- Develop mitigation plans and escalate significant issues appropriately.
- Monitor project dependencies and potential barriers to progress.

Readiness and Reopening Planning

- Coordinate reopening readiness activities across all operational areas.
- Support the development and implementation of reopening plans and checklists.
- Ensure preparations for visitors, staff, exhibitions, collections and facilities are appropriately coordinated.
- Monitor operational readiness and ensure actions are completed ahead of reopening.

Food & Beverage Development and Readiness

- Coordinate activities associated with the introduction of the F&B operation.
- Work alongside relevant leads to ensure plans are aligned with reopening timelines.
- Ensure F&B-related activity is fully integrated into the wider project programme.

Expected Deliverables:

- A detailed project plan and programme tracker.
- Milestone and action tracking reports.
- Risk and issue registers.
- Governance and reporting documentation.
- Meeting agendas, notes and action logs.
- Regular progress reports for the stakeholders.
- Reopening readiness plans and monitoring reports.
- Project closure report, including lessons learned and recommendations.

Essential Skills and Experience:

- Proven experience in project management and delivery of complex projects involving multiple stakeholders.
- Strong organisational and planning skills with the ability to manage competing priorities.
- Experience of establishing and supporting effective governance arrangements.
- Demonstrable experience of monitoring project progress, managing risks and reporting outcomes.
- Excellent communication and stakeholder management skills.
- Ability to influence, coordinate and drive progress without direct line management responsibility.
- Strong written communication skills and experience of producing professional reports and documentation.

Desirable Skills and Experience:

- Experience working within the cultural sector.
- Experience supporting building reopening, refurbishment or capital projects.
- Experience of hospitality, catering or visitor attraction operations.
- Knowledge of local government or public sector environments.
- PRINCE2, APM, MSP or equivalent project management qualification/experience.

Success Measures:

- Ensure effective coordination of all project workstreams.
- Maintain accurate and timely project documentation.
- Deliver clear governance and reporting arrangements.
- Support project groups to achieve agreed milestones and actions.
- Effectively manage risks, issues and dependencies.
- Contribute to the successful reopening of Touchstones within agreed timescales.

Closing Statement:

This role will provide the coordination, oversight and project management expertise required to bring together multiple strands of work and ensure a successful reopening programme. The successful contractor will be instrumental in maintaining momentum, supporting stakeholders and ensuring that Touchstones is fully prepared for opening.

Application:

If you are interested in applying for this role, please submit a resume (no longer than 2 sides of A4 and highlighting your relevant skills and experience pertaining to the role outlined above) by **5pm on Friday the 25th of September** to Mark Doyle – mark.doyle@yourtrustrochdale.co.uk