



Heritage Building Project Manager

Full time, permanent



ABOUT ALEXANDRA PARK AND PALACE

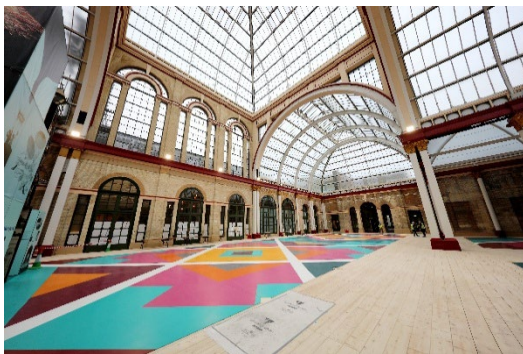
As a charity and the most prominent cultural destination and park in North London, Alexandra Palace or Ally Pally as we're affectionately known, is 150 years old.

With environmental sustainability underpinning our future, the next few years will see some incredibly exciting projects delivered across the site.



In return for your hard work we offer:

- Generous annual leave allowance – **28 days plus bank holidays** (inclusive of 4 Christmas closure days)
- Opportunity to enter a ballot for **free event tickets**
- Summer and Winter social parties
- Discounts across our on-site catering units + more



East Court Regeneration, 2018



Wire in the Sky, ongoing

ROLE DESCRIPTION

The **Heritage Building Project Manager** will support the Head of Property and Facilities in delivering heritage repair, restoration, and regeneration projects at Alexandra Palace. The role includes managing contractors, overseeing budgets, ensuring compliance with regulations, and coordinating stakeholders.

The ideal candidate will have:

- Experience managing heritage building refurbishment, restoration and/or development projects
- Strong project management, contractor management and stakeholder relationship management skills
- Construction, engineering, building and/or heritage related qualifications

HOW TO APPLY

All applications and enquiries should be emailed to dan@venue recruit.co.uk.

The closing date for applications is Friday 21st November 2025.

Venue Recruitment Solutions Ltd have been exclusively retained to manage the search and recruitment process for the position of **Heritage Building Project Manager**, and we are

therefore unable to accept CVs from any third-party agencies.

All CVs and expressions of interest received directly by Alexandra Palace will be forwarded to Venue Recruitment Solutions for consideration.

Due to the volume of applications, we are unable to offer feedback to those not shortlisted for interview.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity and encourage job applications from people of all backgrounds. We strive to build a diverse and inclusive workforce that is representative of our community and helps us to deliver more for our visitors. We particularly encourage applications from candidates from ethnic minority backgrounds and candidates with disabilities.

Job Title	Heritage Building Project Manager
Department	Property and Facilities
Reports to	Head of Property and Facilities
Overall job purpose	To support the successful delivery of maintenance and regeneration projects and programmes at Alexandra Palace through a range of work streams and projects. This role manages concurrent complex projects including subcontractor management relating to the repair, restoration and creative re-use of the assets all with multiple internal and external stakeholders. The postholder will be responsible for driving positive and significant change and adding value across high priority and high-profile areas across the estate and promote improvement and cost- effective working.
Key duties and responsibilities	1. Working closely with Property and Facilities, AP wider teams and professional external advisors to develop, coordinate and manage a range of capital and revenue projects and work streams, including building restoration, repair and renewal. Supporting other staff including Head and Deputy Head of Property on planned and cyclical maintenance programmes. 2. To support the achievement of AP strategic objectives by acting as an ambassador to ensure that the property and regeneration programme at AP is communicated to and embedded fully within all internal and external stakeholders. Management of any changes to scope and schedule, ensuring effective communication with stakeholders and handling project risks and issues. This includes weekly operational department meetings for updates and Estate scheduling meetings for any alterations to works and their delivery. 3. Liaison with colleagues, working closely with Building Surveyor Trainee, to ensure, where applicable, that all building services are included in the Planned Maintenance regime, and arrange for the smooth execution of the works, supervise works in progress to minimise nuisance, around any upcoming events and achieve a high work standard and timely completion, and where applicable, to meet all agreed Service Level Agreements, and agreed programmes. 4. Review of diagnostic and periodic inspections and surveys and preparing specifications for repairs/renovations/renewals throughout the estate and building and surround structures across Alexandra Palace.

	5. Ensuring that works are procured in line with APPCT's Policy, deliver the best possible design quality and value-for-money, and compliance with all relevant legislation. Where required, supporting the achievement of essential consents such as Planning, Listed Building, Conservation Area, Building Control, etc. Preparation of specifications for and the procurement of external professional contractors/advisors, including obtaining and interrogating cost estimates and programmes for works and services. Reviewing and approving works certificates, invoices, retention payments, etc. 6. Essential effective project management and monitoring performance of external contractors/advisors in line with agreed budgets and programmes, including and carrying out post-inspections of works. 7. Supporting the fundraising applications and dialogue with key stakeholders such as Historic England and National Lottery Heritage Fund, Heritage England, Buildings Preservation Trust as required. 8. Supporting the development of a comprehensive system of essential building records and data for AP, and the completion of archiving of historic plans, drawings, etc. Lead on the creation or commissioning of additional data, plans, drawing, etc., to cover gaps in these records and data. 9. To promote and implement all of APPCT/APTL's policies in all areas of work. To undertake any other duties which are consistent with the basic objectives and/or duties of the post.
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Person Specification	<u>Essential</u>	<u>Desirable</u>
	Education Relevant BTEC, HND, undergraduate (BSc, BEng) or postgraduate (MSc, MEng) qualification Experience Proven experience in a similar role preferably in a heritage setting. Proven experience administering standard construction contracts such as JCT, NEC, or equivalent, including drafting, managing variations, resolving disputes, and ensuring compliance with contractual obligations Demonstrable experience of developing and influencing relationships with key stakeholders Hands-on experience in developing and managing complex projects or programmes in the built environment to predefined budgets and timescales	Experience in undertaking feasibility studies, business plans, appraisals etc. in the built environment Knowledge of restoration techniques Experience on similar-sized restoration/heritage sites A genuine interest in heritage and culture and the events industry Skills/ experience in using MS Project; Skills/ experience in using AutoCAD, GIS; PRINCE II/ RICS Project Management.

	In-depth understanding of procurement regulations, competitive tendering, contractor selection, and value-for-money assessment processes within public sector and charitable trust frameworks Delivery of capital projects using external grant funding (eg. HLF, English Heritage, etc) A good understanding of UK historical building vernacular and building and restoration techniques A good working knowledge of relevant UK and EU policy and legislation in the built environment eg. planning, CDM, building control, conservation, etc Skills and Knowledge Ability to think strategically and act pragmatically Strong written and verbal communication skills Proactive in the management of time, workload and priorities to meet deadlines Strong influencing and negotiating skills, coupled with a strong sense of curiosity Ability to gather, analyse and present complex information Highly analytical with excellent attention to detail Customer focussed Team player Ability to work accurately to deadlines	
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Financial responsibilities

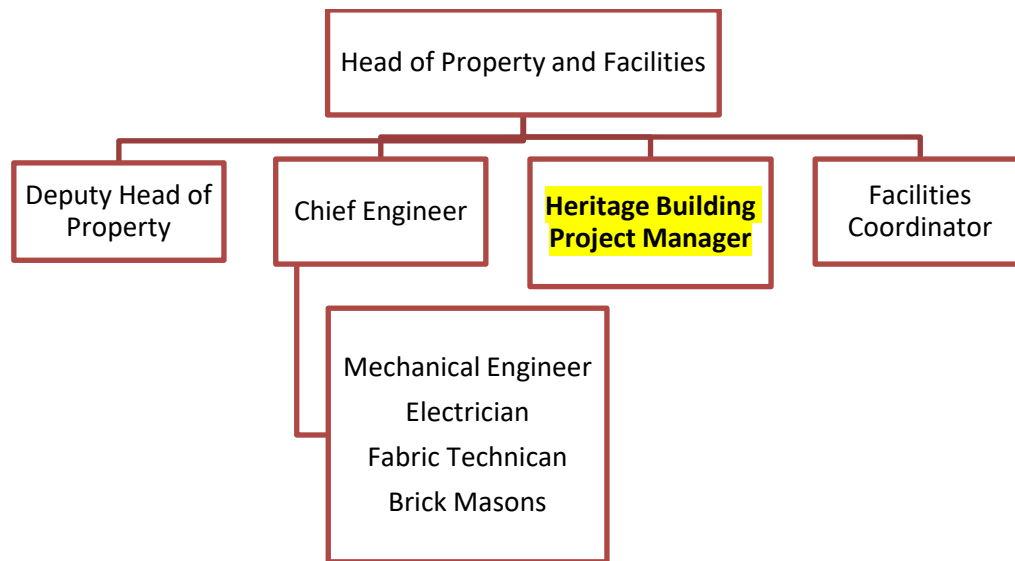
The post holder is responsible for monitoring financial performance of contracts, tracking variations, approving interim payments, and ensuring final accounts are settled in line with contractual terms. This includes collaborating on budget development and prioritisation of works packages/deferred items, monitoring and authorising budgetary expenditure, and preparing business plans and reports for the Executive and Board meeting and papers.

People management responsibilities

The post holder is responsible for coordinating with key internal staff and managing external

contractors and professional consultants involved in the delivery of specific projects and maintenance activities. This includes oversight of consultant performance, ensuring effective collaboration, and maintaining delivery standards across all works

DEPARTMENT STRUCTURE



GENERAL OBLIGATIONS

i. Health and Safety

All employees have a legal duty to ensure the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

ii. Equality and Diversity

Alexandra Palace is committed to the fair treatment of all our staff. We are committed to giving equal access to recruitment and selection, promotion and career development, training, pay and benefits.

We will provide reasonable support to disabled applicants throughout the recruitment process. If you feel that you need any additional support or reasonable adjustments to take part in the interview process, please contact the HR team

iii. Safeguarding

Demonstrate commitment to safeguarding of children, young people, and adults at risk.

iv. GDPR

To handle personal data in accordance with the organisation's data protection policy and to record all processing activities in the organisation's data register where appropriate.

v. Sustainability

We are committed to a Sustainability strategy and policy, working towards finding new, innovative, and economical ways to stay green

VALUES AND BEHAVIOURS

1. We are Collaborative
2. We are Bold
3. We are Open and Genuine
4. We are Resourceful

The Core Competency Framework

Each competency has an overall description. It is then broken down by level into “We will” and “We won’t” indicators. This role is a level 3 (of 4) and therefore should be demonstrating behaviours from level 1 to 4.

1. We are COLLABORATIVE

“We work as one team, sharing ideas, knowledge and insight to achieve our common purpose”

	We Will	We Won't
Level 3	• Work closely as an SMT even when under pressure • Actively share information and knowledge across our teams • Seek the opinions of other teams at the start of projects and where work crosses over • Arrive at meetings prepared and ready to actively input • Pro-actively support others – don't wait to be asked • Get out of the office and talk to people more • Communicate more often using a range of channels	• Withhold information • Cut others out of important discussions • Think our work is more important than that of other teams • Be afraid to ask for help from other teams

2. We are BOLD

“We are bold and we embrace change – we constantly look for new opportunities and innovative ways of doing things”

	We Will	We Won't
Level 3	• Continually evaluate processes, systems and other ways of working • Actively research, benchmark and network more often – keeping up to speed with new trends • Act as pioneers - pushing the boundaries in innovative entertainment and experiences • Encourage and enable the ideas of others by demonstrating interest and excitement • Actively support others through change	• Be afraid to try new ideas, push boundaries, take risks and try new ways of working • Take the safe short-term work arounds • Be intimidated by a difficult and challenging change • Ignore or dismiss other people's ideas without exploring • Assume the way it is done now is the right way • Create a culture where blame is tolerated

3. We are OPEN AND GENUINE

“We are inclusive and diverse - welcoming all through our doors. We are genuine - we do what we say we will and do it in a way that is in line with our values.”

	We Will	We Won't
Level 3	• Act as a role model for others - treating everyone with respect and valuing their contributions • Encourage the heart by knowing our people and acting with kindness, empathy and positive intent • Do what I say I will – on time and to quality • Act transparently • Challenge and address behaviours when they are out of line with our values	• Tolerate any exclusion or discrimination at an individual or team level • Forget to involve those I find it “harder” to work with • Act defensively • Talk down to people

4. We are PASSIONATE & FUN

“Our job is to put smiles on people’s faces, by being engaged and passionate about all that we do. We deliver our purpose with fun and enjoyment”

	We Will	We Won't
Level 3	• Demonstrate visible energy and enthusiasm • Talk about and expect quality • Bring more fun to our meetings and internal events • Focus on the positives and achievements more often • Encourage, inspire, develop and build individuals and teams • Address negativity through encouragement, development, feedback and coaching	• Lose heart when things go wrong • Allow negative behaviours to go unaddressed

5. We are RESOURCEFUL

“We use what we have creatively to get the best results possible, solving problems and overcoming difficulties”

	We Will	We Won't
Level 3	• Engage with new stakeholders, experts, partners and audiences • Focus on reducing costs and waste, improving use of all resources • Look for economies of scale across the organisation • Ensure value for money in everything we do • Create time and opportunities for problems to be solved • Encourage and coach my team to come up with solutions	• Ignore waste and poor use of resources across the organisation • Solve problems that our team could solve themselves