



## WHY DON'T YOU WEMBLEY: PROJECT DELIVERY MANAGER BACKGROUND, JOB DESCRIPTION & APPLICATION PROCESS

### ABOUT MEANWHILE SPACE CIC

Meanwhile Space is a Community Interest Company specialising in 'Meanwhile use' - temporary use of vacant buildings or land for social gain until they can be brought back into commercial use again. Meanwhile Space makes practical use of the 'pauses' in property processes, combining knowledge and experience to:

- make the concept of meanwhile more mainstream
- support people to access space that is less exclusive
- advise the public and private sector to initiate schemes
- directly deliver space animation projects

The CIC partners with Locality to deliver the Meanwhile Project, which aims to boost community uses of empty properties and sites and was highlighted in The Portas High Street Review as a way communities can make creative use of empty shops and help make town centres more vibrant places. The Project has built a 'library' of ideas and information as a resource to make it easier for both the landlord and the project sides to realise Meanwhile opportunities, including the Meanwhile Manual, Lease and Insurance policies and a national network of 1200 members.

Since 2009, Meanwhile Space has seen the delivery of projects for Luton (winner of Luton Community Award 2010), Craigavon, East Sussex and Hastings Borough Councils, and a research project for the East of England Development Agency. The company also activated London shops as project incubation centres in Hoxton Street, Whitechapel, Exmouth Market and Finchley Road and the Seaside shop in Clerkenwell.

Currently, Meanwhile Space are partnering with Architecture Foundation and Blue Consulting to deliver the ambitious Outer London Fund project, New Windows on Willesden Green, on behalf of Brent Council and Design for London. This project is an exciting opportunity to revive and improve Willesden High Road bringing positive change to the area and runs from October 2011 to March 2012.

[www.meanwhilespace.com](http://www.meanwhilespace.com)

[www.meanwhile.org.uk](http://www.meanwhile.org.uk)

[www.meanwhilespace.ning.com](http://www.meanwhilespace.ning.com)

### WHY DON'T YOU WEMBLEY

Why Don't You Wembley is a new project, also in Brent, to deliver a Meanwhile Occupation and Action Plan in the Wembley Triangle area. This is a highly ambitious project that draws together an expert consortium of associates and organisations to create opportunities from the spaces between the existing and future large-scale infrastructure of Wembley.

Meanwhile Space CIC has a vacancy for an associate position of Project Delivery Manager to join us as soon as possible on a part time contract until June 2012. The important thing is that you have experience, qualifications where relevant and an understanding of how to apply your expertise to meanwhile uses of empty spaces.

If you feel you are suited to the role outlined in the Job Description below and wish to apply for this post, please email a cover letter and 2 page overview CV to Emily Berwyn, [work@meanwhilespace.com](mailto:work@meanwhilespace.com), **no later than midday Wednesday 1<sup>st</sup> February 2012**. Selected applicants will be invited to interview on **Friday 3<sup>rd</sup> February** and will be notified of the decision **Tuesday 7<sup>th</sup> February**. The successful applicant will be required to **commence immediately**.

### JOB DESCRIPTION

**Role:** Project Delivery Manager

**Responsible to:** Directors Emily Berwyn & Eddie Bridgeman

**Project:** Why Don't You Wembley Project

**Start date:** 8<sup>th</sup> February 2012

#### **Hours, duration and fees:**

3 Days/Week until 31<sup>st</sup> May 2012. Flexibility around days worked is essential as evening and weekend work is likely. £450 (gross) is budgeted per week to include all NI contributions if the associate is not self-employed.

#### **Purpose of role**

To oversee the rigorous planning, execution, evaluation and management of resources to deliver the goals outlined in the successful Why Don't You Wembley bid (this will be emailed to applicants invited to interview), within a strict budget.

#### **Qualifications**

Preferred applicants will hold a qualification in Project Management, such as Association of Project Managers, PRINCE2 or other similar accreditation.

#### **Key Responsibilities (to be agreed at inception meeting)**

1. Define the project's objectives and oversee quality control throughout its life cycle
2. Facilitate the directors of Meanwhile Space and its associates to deliver the project
3. Design and maintain project management reports, including budget and milestones, for presentation at fortnightly project meetings with the client (LB Brent)
4. Enable associates to work effectively and efficiently, and facilitate them to connect their work strands for the benefit of the project
5. Build and maintain relationships with existing local businesses and institutions
6. Oversee website build and ensure website and social media are updated as required

7. Be the point of contact for the project
8. Manage the opening times of the Why Don't You Wembley shop, including organising trainees and mentor space
9. Work with the shifting priorities, demands and timelines of the project through analytical and problem solving capabilities
10. React to project adjustments and alterations promptly and efficiently
11. To undertake any other duties as may be required by the project

**Date drafted: Tuesday 24<sup>th</sup> January 2012.**