DDCA
Dufftown and District Community Association

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Clock Tower Project

Contractor Project Manager Job Brief

Taing dhan | Made possible with
A' Mhaoin-Dualchais Heritage Fund

Contractor Project Manager – Job Brief

Clock Tower Project, Dufftown

Client-Dufftown and District Community Association

1. Introduction

DDCA is seeking to appoint an experienced Project Manager to lead the coordination, programme management, and delivery oversight of the Clock Tower restoration project. The Project Manager will play a central role in ensuring successful delivery from RIBA Stage 3 through to completion and post-project evaluation, working closely with the Trustees, Community Development Officer, Design Team, contractors, funders, and community stakeholders.

The role will ensure the project is delivered in line with funder requirements, conservation standards, and stakeholder expectations, with a strong focus on maintaining programme timescales, budget control, risk management, and overall project quality

2. Project Overview

DDCA owns the historic Clock Tower building and is leading a heritage regeneration project to restore, conserve and bring the building back into active community use. The project aims to safeguard an important local heritage asset while creating a sustainable and welcoming destination that supports community activity, local pride, learning, tourism, inclusive heritage engagement and economic resilience.

The restored Clock Tower will provide:

- Visitor accommodation
- Flexible community and meeting space
- Heritage learning and engagement opportunities
- Improved public realm and outdoor gathering space

The project is currently in the development phase with a Delivery Application to the National Lottery Heritage Fund planned for submission in May 2027.

3. Role Purpose

The Project Manager will be responsible for the overall coordination and management of the project, ensuring successful delivery across design, statutory approvals, procurement, construction, and completion stages. The role will act along side the Community Development Officer, as the key point of

contact between DDCA, consultants, contractors, funders, and stakeholders, ensuring clear communication and robust decision-making throughout.

4. Key Responsibilities

The Project Manager will be responsible for:

- Overall project coordination and programme management from RIBA Stage 3 onwards
- Establishing, maintaining, and monitoring the master project programme
- Managing project risks, issues, and change control processes
- Coordinating communication between the client, Design Team, contractors, and stakeholders
- Ensuring compliance with funding requirements, reporting, and milestone delivery
- Supporting procurement processes for consultants and contractors
- Overseeing cost control in collaboration with the Quantity Surveyor
- Monitoring progress against budget, programme, and agreed outputs
- Ensuring statutory compliance, including Building Warrant and Completion Certificate processes
- Chairing or coordinating project meetings and ensuring clear action tracking
- Supporting stakeholder engagement and community communication where required
- Preparing or coordinating project reporting for funders, including National Lottery Heritage Fund, Historic Environment Scotland and other partners

5. Key Skills and Experience

The successful candidate will demonstrate:

- Proven experience in delivering heritage-led capital projects .
- Strong track record of project management through RIBA Stages 3–7 .
- Experience working on projects funded by NLHF, HES, or similar public funders.
- Understanding of Scottish Building Standards processes, including Building Warrant and Completion Certificate procedures

- Experience managing multi-disciplinary design and construction teams
- Strong knowledge of procurement processes and contract administration
- Experience working with third sector or community-led organisations
- Excellent communication, coordination, and stakeholder management skills
- Ability to manage multiple priorities and maintain programme and budget control

6. Desirable Experience

- Experience delivering listed building or complex conservation projects
- Familiarity with interpretation, engagement, or heritage learning components
- Experience in post-project evaluation and impact reporting
- Knowledge of public procurement frameworks and funding compliance requirements

7. Reporting and Governance

The Project Manager will report directly to DDCA board of Trustees and will work closely with the appointed Design Team, Community Development Officer and wider project stakeholders. They will be responsible for ensuring clear governance structures are maintained, including accurate reporting to funders and the client board.

8. Contract and Duration

The appointment will cover the full delivery period of the Clock Tower project from RIBA Stage 3 through to completion and post-completion evaluation. The exact duration will be confirmed in line with the approved project timeline but is expected to be approximately 18 months, starting December 2026, with some down time as we move from the Development to Delivery stage, we expect this to be May-October 2027. The total fee is capped at no more than £35,000 (£10,000 for development phase and £25,000 for delivery phase). Any expenses will be agreed in advance and must be clearly itemised and approved prior to being incurred.

- Strong understanding of funding requirements, particularly from the National Lottery Heritage Fund and/or Historic Environment Scotland, including reporting against milestones, outcomes, and compliance frameworks

- Excellent organisational and coordination skills across design, procurement, statutory approvals, and construction stages
- Strong communication and relationship-building skills with professional teams, community stakeholders, and funders
- Experience of working within the Scottish Building Standards system, including Building Warrant and Completion Certificate processes (desirable)
- A solutions-focused approach with the ability to maintain clarity, accountability, and momentum on complex projects

How to Apply

Applicants are invited to submit a tender response demonstrating their suitability for the role. Submissions should be emailed to aileen@dufftowncommunity.co.uk and include:

- A covering statement outlining relevant experience and understanding of the project
- Examples of similar projects delivered, particularly within heritage, conservation, or third sector contexts
- A description of your proposed approach to delivering the commission, including programme and risk management
- Confirmation that the Project Manager will have dedicated capacity to support the project throughout its full duration, with regular availability for meetings, site visits, and day-to-day project coordination.
- A fee proposal for the delivery of services, including assumptions and exclusions.
- Application deadline- Monday 30th November at 12 noon.

DDCA reserves the right to:

- Request clarification on any aspect of the submission
- Invite shortlisted candidates to interview or presentation
- Seek additional information prior to appointment