

Job Title: Facilities Project Manager
Accountable to: Director of Finance and Resources
Location: Albemarle St, London
Contract type: Fixed term (18 months), full time 35 hours per week
(or part-time options available)
Salary: £55,000 per annum

Context

The Royal Institution (Ri) is a charity with a mission to give everyone equitable access to engage with science. Our historic Grade I listed building is a hub for science programmes, lectures, and public talks. It also serves as a space for venue hire and hosts tenants who help us sustain our mission. We are now embarking on Project FootpRint, a transformative retrofitting initiative to reduce the building's carbon footprint while maintaining its unique heritage.

We are seeking an experienced and dedicated Facilities Project Manager to lead this exciting project and ensure it is delivered to the highest standards. The role will also involve managing smaller facilities projects, supporting our internal facilities team, and overseeing key internal governance processes.

Job Purpose

The Facilities Project Manager will lead the delivery of Project FootpRint, ensuring the successful retrofitting of our Grade I listed building to enhance energy efficiency and reduce its carbon footprint. This role is critical in coordinating the works with the ongoing activities at the Ri, including science programs, talks, venue hires, and tenant operations. Additionally, the Project Manager will manage internal governance processes, smaller facilities projects, and provide expert advice and support to the Ri's facilities management team.

Main responsibilities of the role

- **Project Leadership:** Lead and manage the retrofitting of the Ri's Grade I listed building as part of Project FootpRint, ensuring that all work aligns with sustainability goals while preserving the building's historical character.
- **Project Planning & Execution:** Working with the external project managers, develop detailed project plans, including timelines, budgets, and resource allocation. Ensure that all retrofitting activities are carried out in accordance with project objectives, timelines, and standards, while minimising disruptions to ongoing building operations.
- **Internal Stakeholder Coordination:** Work closely with Ri departments, including heritage, science programme, venue hire, and tenants, to ensure the works meets their needs, and to coordinate works around their schedules and minimise disruption. Ensure clear communication with internal stakeholders about the project timeline and impact.
- **Governance & Reporting:**
 - Coordinate and manage monthly Project Board meetings and quarterly Project Steering Group meetings to ensure effective governance and decision-making.

- Prepare and present detailed progress reports to Ri Trustees on a quarterly basis, ensuring they are informed of the project's status, risks, and milestones.
 - Oversee the internal sign-off processes to ensure that all approvals are obtained in a timely manner and that the project stays aligned with governance requirements.
- **Sustainability & Carbon Footprint Reduction:** Work with the project consultants and sustainability experts to integrate energy-efficient systems, materials, and technologies into the building's structure, ensuring measurable reductions in carbon emissions.
- **Stakeholder & GLA Management:**
 - Build and maintain strong relationships with key stakeholders, including architects, contractors, heritage bodies, regulatory authorities, sustainability consultants, and the Greater London Authority (GLA).
 - Provide regular updates to the GLA on project progress and key milestones. Prepare and submit detailed reports to the GLA, including evidence of work completed, to support grant drawdown requests.
- **Grant Management & Financial Reporting:**
 - Oversee the financial aspects of the project, ensuring that all expenditures are compliant with GLA funding requirements.
 - Prepare grant drawdown requests in accordance with GLA requirements, including detailed project documentation and cost breakdowns to release grant payments at key project stages.
- **Regulatory Compliance:** Ensure all work complies with building regulations, heritage preservation standards, and environmental guidelines. Facilitate necessary approvals from conservation authorities and other relevant bodies.
- **Risk Management:** Along with the project team, identify and mitigate potential risks associated with working on a listed building, including risks related to compliance, sustainability goals, financial management, and construction challenges. Ensure that risks related to disruption of daily building operations are minimised.
- **Budget & Resource Management:**
 - Manage project budgets and resources effectively, ensuring costs are controlled and appropriate contingencies are built in, while maintaining the quality of the retrofitting work.
 - Ensure financial reporting is accurate, timely, and meets GLA standards.
 - Work with the cost consultants to ensure that the ongoing operational costs as a result of the project are fully understood and built into the decision making.
- **Facilities Support:** Provide support and advice to the Ri's facilities management team, drawing on your expertise to assist with ongoing facilities operations and problem-solving. Help to ensure that best practices in facilities management are implemented across the organisation.
- **Additional Projects:** Take the lead on smaller facilities projects that may arise during the contract period, ensuring they are managed efficiently and in alignment with Ri's strategic priorities.

- **Completion & Handover:** Oversee the successful completion of the project by December 2025, ensuring a smooth handover of the retrofitted building.

General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and as a manager promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
Proven experience in managing complex construction or retrofit projects, ideally within listed or heritage buildings.	E
Experience working in environments with multiple internal stakeholders, including public programs, events, or tenant management.	E
Demonstrable understanding of sustainability and energy efficiency principles in building retrofits.	E
Familiarity with heritage preservation regulations and experience working with conservation bodies.	D
Prior experience managing government-funded projects, particularly with entities like the GLA, is highly desirable.	D
Experience coordinating governance processes, including managing board meetings, preparing reports for trustees, and navigating sign-off procedures.	D
Strong background in facilities management, with the ability to support and advise internal teams on best practices and operational challenges.	E
Strong project management skills, with the ability to deliver on time and within budget.	E
Excellent stakeholder management and communication skills, with experience managing internal and external stakeholders.	E
Analytical skills with the ability to assess project risks and problem-solve effectively.	E
Budgeting and financial acumen, with experience managing large-scale project budgets.	E
Hands-on facilities management experience with the ability to support day-to-day operations and smaller projects.	E
Organisational skills to manage meetings, reporting, and approvals efficiently.	E
Qualifications	
Degree in Facilities Management, Construction Management, Architecture, Engineering, or a related field.	D
Project Management qualifications (e.g., PRINCE2, PMP).	D

Personal Attributes	
Excellent interpersonal skills with proven ability to work collaboratively and an ability to communicate at all levels in a confident manner	E
Excellent communication skills both in person and in writing	E
Passionate about sustainability and heritage conservation.	E
Able to work collaboratively with internal teams to balance project needs with daily building operations.	E
Detail-oriented with a strong commitment to quality and precision.	E
Adaptable and resilient, with the ability to work under pressure and meet challenging deadlines.	E

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.