

**Lead Projects Coordinator
(Estates)**
RECRUITMENT PACK

Contents

1. Key Job Information	3
2. About the Role	3
3. Duties and Responsibilities	3 - 6
4. Employee Benefits	7
5. How to Apply	7
6. Get to Know Us	8
7. Our Mission, Vision and Aims	9

Lead Projects Coordinator (Estates)

Directorate	Operations
Department	Estates Management
Reporting To	Head of Estates
Salary	£43,497 per annum
Contract	Fixed term for up to 18 months
Working Hours	37 hours per week
Probation Duration	6 months
DBS Check Required	Basic
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Hybrid)
Closing Date & Time	Thursday 28 th May 2026 at 12:00 noon
Interviews	Week commencing 15 th June 2026

About the Role

Reporting to the Head of Estates and working within the Estates Management team, you will play a key role in shaping and delivering the Estates Capital Programme. You will manage the capital pipeline and associated resources within the department, overseeing the planning, coordination and delivery of capital projects across the organisation.

You will be responsible for developing and maintaining the capital pipeline through condition surveys, life-cycle costing and decarbonisation planning, helping to ensure our estate is sustainable, resilient and fit for the future. Working closely with the Head of Estates, you will maintain an accurate and up-to-date Capital Programme, attend capital project meetings, and produce regular progress and budget reports. This includes leading delivery of the Estates decarbonisation plan and contributing to relevant sustainability and environmental panels.

As part of the programme responsibilities, you will lead on procurement and contract management for capital projects, while managing your own portfolio. You will also support and develop colleagues through clear guidance and training, including the direct line management of the Estates Capital Projects Officer and oversight of a University of Liverpool staff resource.

Key Responsibilities

- Work with colleagues across the organisation to agree project scope, specifications and delivery timescales for Estates capital projects.
- Maintain oversight of the Estates Capital Programme, including condition surveys, life-cycle costing and the decarbonisation plan across all sites.
- Procure and manage consultants and contractors in line with organisational policies and procedures.
- Work closely with Procurement and Finance colleagues to ensure projects are procured compliantly and delivered within approved budgets.

- Coordinate and oversee work delivered by a University of Liverpool staff resource, without direct line management responsibility, ensuring alignment with programme priorities and key deadlines.
- Agree project phasing and coordinate logistics for all Estates-led capital works.
- Manage procurement and contract administration for new capital projects, ensuring compliance with *Construction (Design and Management) Regulations 2015* and appropriate legal contracts.
- Act as the Estates liaison with the Major Projects team, coordinating programme sequencing and site logistics.

You'll Be Expected To

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work, including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics.
- Perform additional duties from time to time, as required.

People Management

- Direct line management of the Estates Capital Project Officer.
- Coordination and oversight of work delivered by a University of Liverpool staff resource, without direct line management responsibility.

Impact & Influence

- Lead the successful delivery of the Estates Capital Programme, ensuring projects meet time, quality and budget requirements.
- Provide financial forecasts and progress reports to support agreed delivery plans with consultants, contractors and internal stakeholders.
- Represent Estates in high-level organisational meetings and forums to progress Estates priorities and secure stakeholder support.
- Implement public procurement activity and report through the Project Management Office and finance systems

Decision Making

- Provide professional expertise and recommendations to support informed and collaborative decision making with peers and senior leaders.

Communication & Networking

- Lead regular project meetings with internal stakeholders affected by capital works.
- Keep the Head of Estates informed of progress, risks and decisions, escalating matters for approval as required.
- Attend monthly City and Collections Capital Programme and Waterfront Portfolio meetings.
- Provide clear written and verbal briefings for operational staff, delivered both online and in person.

Resource Management

- Work collaboratively with colleagues, ensuring timely and appropriate input into projects.
- Prepare accurate meeting papers and share them in advance.
- Submit regular reports and forecasts to the Project Management Office on time.
- Ensure consultants and contractors provide relevant information and advice to support effective decision making.

Qualifications

- No formal qualifications required.

Experience & Knowledge

- Experience managing a capital programme or pipeline, including condition surveys, life-cycle costing and decarbonisation planning.
- Practical experience of facilities management and maintenance.
- Experience delivering construction projects within a live environment.
- Experience managing construction and consultancy contracts.
- Experience of public-sector procurement and contract management, including familiarity with *Construction (Design and Management) Regulations 2015*.
- Experience line managing staff and/or overseeing external or partner staff resources.
- Experience working with multiple internal stakeholders in a complex organisation.
- Knowledge of sustainability and decarbonisation in the heritage or built environment.
- Understanding of the Royal Institute of British Architects project stages.

Skills

- Project and programme management, including planning, scheduling and risk management.
- Budget management, financial forecasting and reporting.
- Ability to engage and influence stakeholders and colleagues at all levels.
- Willingness to learn and develop a new technical expertise.
- Ability to explain technical information to non-technical audiences.
- Strong listening, mediation and problem-solving skills.
- Ability to produce written reports to support decision making.

- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.
- Familiarity with Microsoft Project.
- An excellent standard of written English.

Behaviours & Competencies

- Collaborative.
- Results-focused.
- Accountable.

Additional Information

- Location: Hybrid working – including both the use of in-venue hot desking and meeting facilities in Liverpool City Centre and working from home.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030, we want to be the best museum “league” in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. “Off the pitch”, our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each “team” in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world’s finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)