



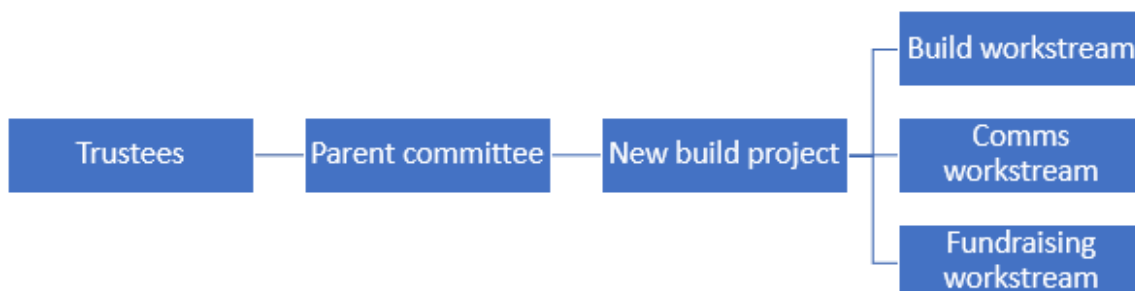
New Build Project Manager Volunteer Role Description

The aim of the Pre-School is to create a great start for each child, support parents, and be a valuable part of the local Whitchurch community.

Main aim of the role:

Whitchurch Pre-School has been giving the children of Whitchurch, Pangbourne and the local areas a wonderful start to their education in a caring and nurturing setting for over twenty years. We want to be there for the next generation of children. But unfortunately, our building was second hand twenty years ago and is costing us more and more each year in maintenance. We need to invest in a new Pre-School building that is kind to the environment, and provides a calm environment for our children.

Whitchurch Pre-School is a Charitable Incorporated Organisation (CIO) run by a Volunteer Parent Management Committee. The Pre-School's CIO status means that any liabilities that fall on the Pre-School are not passed on to the Trustees or Committee Members. Parents fulfill the majority of the committee roles but, as many children only attend for one year, there is a fast turnover on the committee which makes long term projects hard to deliver. Therefore we are looking for a volunteer who is able to commit to delivering the project. This person will sit on the committee.



The parent committee is headed up by our chair who will be in this role from May 2019 until May 2022 providing continuity. We are looking for an experienced programme manager who can oversee the three project streams and lead the build stream from identifying suppliers, quote, going through all building regulations and approvals, to build and final handover. The fundraising committee member will lead on grant applications but there may be some additional work in this area as well, depending on success.

The Pre-school has approximately 25% of the budget through fundraising income and needs to raise the remaining 75%.

The ideal would be for the building to be built in the summer holidays of 2021.

Main tasks for the role:

- Understand the long term vision and requirements for the Pre-School and translate into building requirements
- Create project plan covering all aspects of the build and handover, with the aim of completing the build in the summer holidays 2021
- Identify suppliers through a pitch process and manage contracts
- Develop and manage a comprehensive budget for the entire build, including landscaping playground after build
- Monthly written reports delivered to committee, covering all aspects of the build including timeline and budget
- Develop strong relationships with internal and external stakeholders including:
 - the Pre-School Supervisor, project build team, fundraising lead and Primary School
 - Parish Council, local council planning team, chosen builders, neighbours and other local people
- Develop and implement a clear communications plan for internal and external stakeholders working with comms lead
- Provide clear breakdown of costs to Fundraising Lead to support grant applications. May be a need to write grant applications or sections of them to support the fundraising project

Wider Pre-School governance responsibilities include:

- Maintaining up-to-date DBS check
- Maintaining Ofsted registration
- Agreeing to confidentiality policy
- Reading safeguarding policy and undertaking annual online safeguarding training via South Oxfordshire County Council portal
- Obtaining EY2 approval from Ofsted
- Mandatory GDPR training