

**Job title:** Neighbourhood Project Manager

**Line manager:** Managing Director NE London Region

**Grade:** Grade 2 Full time 12-month FTC

**Direct reports:** N/A



### Role purpose:

The Neighbourhood Project Manager will be responsible for overseeing various property and neighbourhood projects focussed at the Nags Head Estate in Bethnal Green, Tower Hamlets. Essential to the role is ensuring effective resident and stakeholder engagement and managing the execution of works in collaboration with designated team members. This role requires strong project management skills, excellent communication abilities, and a proactive approach to problem-solving. Peabody and the local Tenants Association (TA) wish to work together in a co-designed process of engagement, consultation, production and reflection in order to develop the most effective retrofit for the needs of both parties. You will play a key role in this liaising with Peabody, the TA, industry experts and contractors.

### Key Responsibilities:

#### Improvement Plan

- Prepare, establish and communicate an improvement plan to address the agreed items
- Shape this in a co-design approach with the Nags Head Tenant Association similar to PAS 2035
- Track and deliver works and projects in line with this plan keeping stakeholders updated.

#### Resident Engagement:

- Lead resident engagement initiatives, primarily with the Nags Head Tenant Association.
- Address resident concerns and ensure resident involvement in project planning and execution.
- Ensure timely updates are provided to residents on progress with works.

#### Management of Legal Claims:

- Oversee the management of works agreed upon for legal claims in relation to disrepair in collaboration with repairs colleagues.
- Ensure compliance with legal claim timescales and timely resolution of claims.

#### Management of External Works:

- Supervise the management of external building works (contractor management, quality control, and progress monitoring) in partnership with Investment colleagues.
- Coordinate with contractors and stakeholders to ensure project milestones are met.

#### Ventilation, Insulation and Retrofit Works:

- Oversee ventilation, insulation and retrofit projects with investment colleagues.
- Implement solutions that seek to resolve the issues of condensation, damp and mould ensuring adherence to safety and building standards.

#### Design and Installation of Bin Stores:

- Manage the scoping, design and installation of new bin stores at the Nags Head Estate.
- Ensure functionality, accessibility, and compliance with local regulations.

#### Design and Installation of Launderette:

- Oversee the scoping, design and installation of a new launderette.

- Coordinate with designers and contractors to ensure the project meets community needs.

**Re-design of communal spaces including storage facilities, bike sheds, walkways, courtyard and garden**

- Oversee the scoping, design and installation of bike shed, storage, walkways and courtyard and garden area.
- Coordinate with designers and contractors to ensure the project meets community needs.

**Design and Installation of multipurpose community space:**

- Manage the scoping, design and installation of a multipurpose community space at the Nags Head Estate.
- Ensure functionality, accessibility, and compliance with local regulations.

**About you:**

**Qualifications:**

- MRICS,CIOB,Degree or HNC or relevant qualification and/or management experience or equivalent in managing Construction projects in Investment, Repairs and Maintenance.
- CSCS card, PRINCE2, RIBA, and ARB Desirable.

**Skills and experience:**

- Proven experience in project management within the property sector.
- Project and budget management
- Knowledge of legal and regulatory requirements related to property management.
- Experience of co-designing projects with tenants or the wider community
- Experience of effective communication with tenants including implementation of effective communication systems and face to face engagement
- Experience of managing retrofits over £3 million for the public sector / housing associations.
- Experience of consensus decision-making and active listening
- Proven negotiation and conflict resolution skills
- Experience of working on PAS 2035 retrofits or similar (desirable)

**Personal Attributes:**

- Proactive and self-motivated
- Problem-solver who is adaptable and resilient
- Organised and strong at time management
- Strong communication and interpersonal skills.
- Ability to work collaboratively with diverse teams
- A passion for community engagement

This role requires a Basic DBS (Disclosure & Barring Service) check.

Employees are responsible for their own Health & Safety and ensuring safe working environments for colleagues.