



**Todmorden Learning Centre
and Community Hub**

Recruitment Pack – Town Deal Project Manager

Thank you for expressing interest in finding out more about the role of Town Deal Project Manager at Todmorden Learning centre and Community Hub (TLCCH).

Todmorden Learning Centre and Community Hub (TLCCH) is a charitable Community Benefit Society created to 'Save Tod College' from closure and the loss of an important community facility within the town. The organisation also has a focus on the urgent need to kick-start new sustainable industries which are essential to combat climate change, transition to a green economy and enable zero carbon culture.

In 2021, TLCCH received an £8m building asset transfer of Todmorden Community College from Calderdale Council. We have been awarded funding for the refurbishment of the building from the Town's Fund and the successful candidate will helping in the next step of our journey as a community venue and education provider - a time which is both exciting and challenging. The opportunity exists to play a part in putting this well-loved building back at the heart of the community and improving its facilities.

You should find all the information you need in this pack but if there is anything else you would like to know please feel free to email manager@tlchub.org.uk.

The Centre

TLCCH has the primary purpose of providing facilities and space for delivery of education for a climate challenged future, and to promote community cohesion through the provision of facilities for socially beneficial activities including courses, events, functions and sports.

Our lettings policy encourages a wide range of activities in the building by offering short term hire. The Hall and Gym have been brought back into use, with the main hall restored to its original 400 seat capacity to allow functions, conferences and concerts, space for which is in high demand.



Todmorden Learning Centre and Community Hub

Our overall objectives are:

Education – for climate challenge

To provide facilities for a wide range of learning opportunities focussed on environmentally sustainable skills Including: agroecology and Natural Building, basic skills and enterprise vocational qualifications that will provide real skills and career-paths, and provide opportunities for other learning e.g., art, ceramics, cookery, personal development and wellbeing.

Community

To provide space and opportunity for community-based services and activities. TLCCH will be a hub for everyone to meet, converse, learn, be creative, artistic, innovative and energetic. Diverse activities under one roof encourages uptake of services such as those provided by the Children's Centre, Healthy Minds, Social Services, etc. and having those services in the Centre will encourage service users to engage with the other community and educational activities to the benefit of all.

Business

To nurture business enterprise by providing affordable rental opportunities of various sizes and to be able to give start-ups a low-risk platform to nurture and grow from, including hot-desking (up to seven available from the outset) and high-quality public WiFi. TLCCH is especially interested in businesses that are in the sustainable economy, educational or community cohesion focussed.

At the heart of TLCCH's Strategic Plan is the ambition to provide local people with the necessary education and skills for jobs in the new green economy such as: agroecology, food production and processing, natural building, renewable energy systems installation and maintenance, repair and re-use. The desired outcome is to provide career paths and the foundations for local enterprise, as well as empowering people to act in sustainable ways.

The establishment of a Climate Challenge College has supported local learning outcomes as well as growing a national reputation. TLCCH also aspires to grow as a business hub, nurturing social enterprise by providing affordable spaces for differently sized businesses and giving favourable and low-risk terms for start-ups, prioritising businesses in the sustainable economy, education or those which are focused on community cohesion. Finally, TLCCH provides space and support for community-based activities and services designed to support personal and professional development, wellbeing and community building.



Todmorden

Whilst by no means the most deprived area in Calderdale, Todmorden is a mill town in the Pennines which suffers relatively high rates of unemployment which are expected to worsen in the coming months. The ONS Annual Population Survey reported in 2020 Q1 (12 months ending) that Calderdale's employment rate was 70.7% compared with 74.0% in Yorkshire and Humberside and 76.2% in England. The proportion of people claiming unemployment related benefits in Jun 2020 was 6.7% in the Todmorden Ward, compared with 6.6% in Yorkshire and Humberside and 6.4% in England. Many of the most deprived towns in the UK are within the college catchment, Burnley Bolton Bury Bradford Rochdale.

Despite government investment in defences, Todmorden has suffered repeated flooding of residential and commercial property in recent years causing serious hardship. The community is well aware of the impact of climate change having suffered first-hand. Whilst the need for action is widely recognised, the form this should take remains a matter of confusion for many.

The project

TLCCH has been highly successful in its first 12 months of operation, exceeding its targets for the letting and hiring of rooms and services and embedding itself within the local community with a growing user base.

TLCCH is receiving £1.735m from the Towns Fund towards a £1.86m capital investment project to improve the building's financial and environmental sustainability and help bring it back into use for wider adult education, skills development, and community engagement and participation. The majority of funding will be used to deliver building improvements, providing high-quality, affordable and accessible teaching, research, enterprise and workshop accommodation in the heart of Todmorden. Funding will also support the purchase of specialist equipment for use by local artists, businesses and communities.

Overall, the project will enable TLCCH to:

- **Improve thermal efficiency**, which will reduce reliance on fossil fuels and reduce overheads.
- **Improve ventilation**, which improves indoor air quality and will result in less reliance again on fossil fuels to run mechanical equipment and will reduce overheads.
- **Restore the sports hall and gym** to its original 400 seat capacity to allow functions, conferences and concerts.
- **Improve overall building safety, security and accessibility.**

The project will be delivered in two phases: an initial phase of selected small works carried out in 2023 to deliver early outcomes, followed by a second phase of more substantial works in 2024. All works and expenditure will be completed and the refurbished space fully operational by March 2025.



The role:

We are looking for a Project Manager with experience in (sustainable, net-zero carbon) construction to support our project on a freelance basis.

Contract fee: £300 per day

Hours: 80 – 100 days initially

Contract: Fixed-term over 12 months, Possibility of renewal of contract for a further 12 months subject to satisfactory performance.

Location: Based at Todmorden Community College, Burnley Road, Todmorden OL14 7BX.

How to apply

Application: Applications must be made online using the application form at: <https://forms.gle/WNtu4uQeJPVhPxET9>

You should attach a CV which provides details of your previous experience and qualifications. You should also attach a letter of application of no more than two A4 pages in length setting out why you are interested in the job and what you feel would make you the ideal candidate. Please note that you cannot upload files larger than 10 Mb.

Closing date: Tuesday 28/02/2023, 12 noon.



Role description

Responsible to: CEO/Centre Manager

Responsibilities:

- Understand the fabric of a building, and refurbishment programme which will employ several different sustainable retrofit and energy efficiency solutions.
- Prepare and/or commission surveys, plans, specifications, and documentation.
- Supervise and co-ordination the delivery of the project, including risk assessments and project controls.
- Preparation, administration and contract management of delivery programme for each element of the project.
- Project and site management whilst project is in progress, building stakeholder relationships and ensuring highest standards of installation, commission, and handovers
- Establish and maintain construction/installation records.

Person specification:

- Construction/Building technical background with understanding of domestic and commercial sustainable building technologies.
- A successful track record of delivering construction/retrofit projects on time and within budget,
- Recognised qualification at Level 5 or above in construction/retrofit co-ordination and risk management (or evidence of proven experience at this level)
- Computer literate – conversant with common PM software and MS applications.
- Knowledge of CDM and other Health and Safety regulations and PAS requirements
- Gas and electrical statutory compliance awareness
- Experience in building construction management / technical advising
- Having worked on retrofit/energy efficiency projects with a passion for natural retrofit renewable sustainable technologies.

