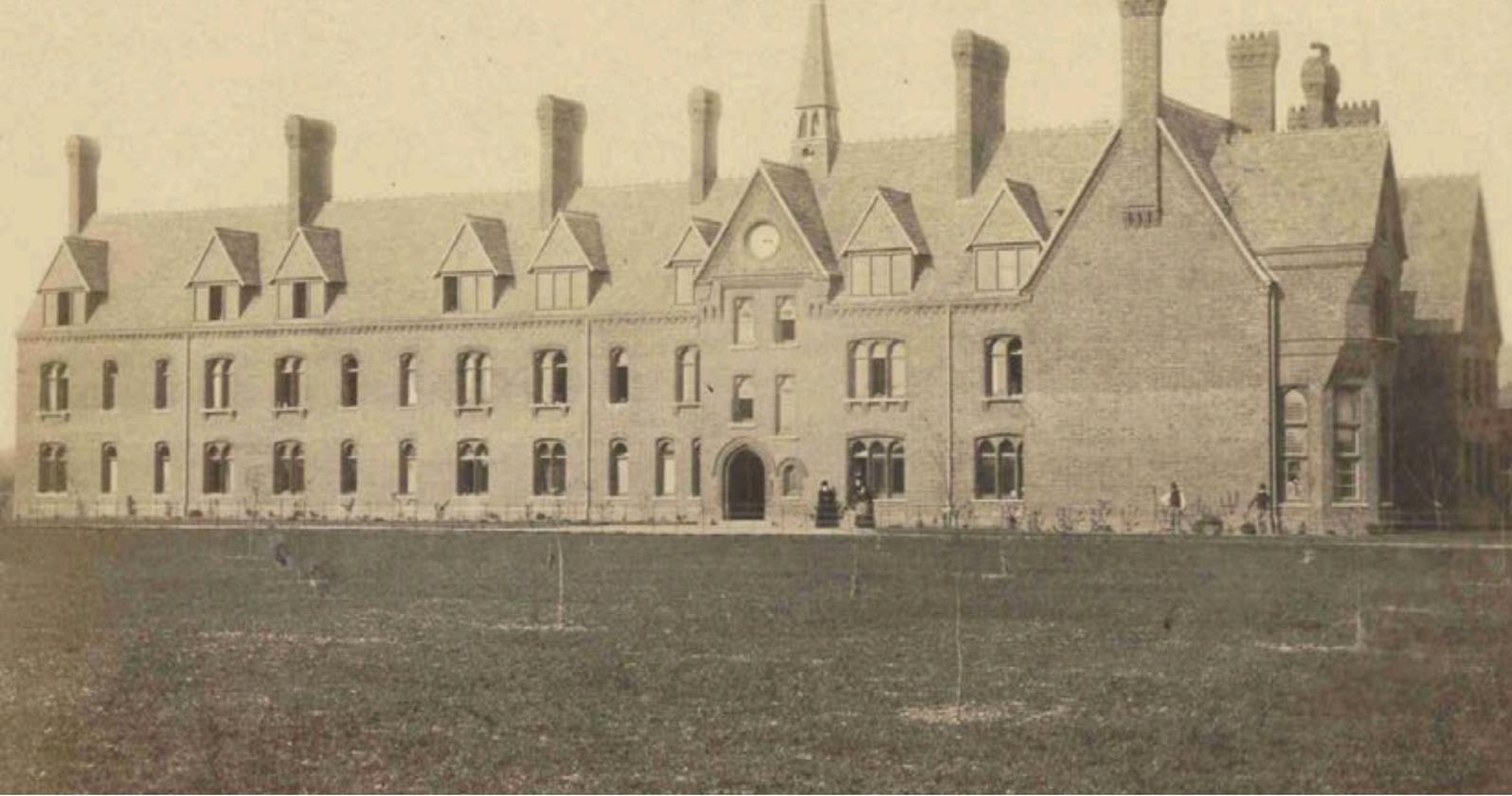




# Projects Coordinator and Assistant Surveyor

Candidate Pack



# About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

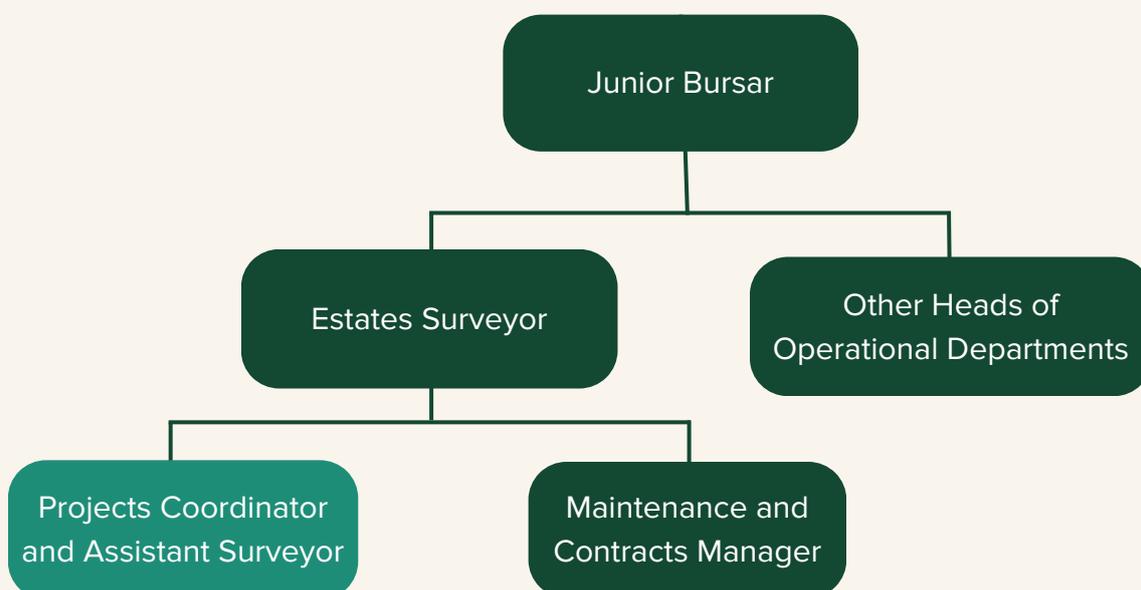
Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

# The Role

We are seeking a qualified professional with a degree or HND in architectural history, building conservation, architecture, surveying, estate management, project management, construction or a related discipline, with ideally five years' experience in a construction or property environment. The role requires strong AutoCAD and technical drawing skills, experience working on listed buildings or heritage estates, and a solid understanding of UK planning, building regulations and conservation practice. You will have proven project management experience, including coordinating consultants and contractors, preparing specifications and supporting statutory consent applications.

The Projects Coordinator and Assistant Surveyor will deliver conversation repair, refurbishment, and development projects across the College built estate. They will work directly with the College's Estate Surveyor (Conservation Architect), contributing to design development and specification, project management, consultant coordination, contractor tender and maintenance management. They will have day-to-day input into estate projects at a variety of scales and work closely with the College's Maintenance team on projects involving regular maintenance and refurbishment.

The role will include planning, design, procurement, and contract administration. The Projects Coordinator and Assistant Surveyor will play a pivotal role in the coordination and coherent execution of projects at a range of scales across the existing College buildings. They will be involved with the development of improved records management policies, and work collaboratively to ensure effective project governance, coordination, compliance, and communication across the works team and wider College.



# Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

- Assist in the management, design and development of conservation, repair, refurbishment, and new-build projects across the College estate.
- Produce accurate technical drawings, plans, and details using AutoCAD. Maintain accurate and up-to-date drawings, floor plans, and service documentation.
- Help prepare heritage-focused design documentation, surveys, schedules, and reports.
- Support project management tasks including programming, consultant liaison, and meeting administration.
- Seek and manage statutory approvals including planning, listed building consent, and other regulatory submissions, including the development of documentation for consent submissions (such as Heritage Statements, Design and Access Statements, Statements of Significance, Heritage Impact Assessments, etc.)
- External Engagement with stakeholders:
  - Greater Cambridge Shared Planning
  - Historic England
  - Victorian Society
- Comment on external projects affecting the College:
  - Comment on Live Planning Apps
  - Comment on Emerging Schemes
- Undertake site visits, inspections, and recording of existing buildings.
- Support the coordination of contractors, consultants, and College stakeholders. Foster strong working relationships with Fellows, staff and student bodies.
- Contribute to quality assurance, sustainability, access, and risk management considerations throughout project stages.



- Conduct archival research to support all projects.
- Ensure all project and planning documents are filed and archived in accordance with records management policies.
- Assist with producing concise papers and reports for Buildings and Estate Committee and Council and prepare presentations. Other committee support as may be required.
- Assist with overseeing planned maintenance. Engagement with the College in-house Maintenance team as well as external contractors.
- Assist the College Surveyor with advising the wider College on technical matters related to construction projects and provide excellent communication of all works to others in the College.
- Work with the Maintenance team to drive the planned maintenance programme, ensuring compliance goals and effecting efficiencies.
- Assistance with annual reporting – gathering data and compiling (e.g. for annual budgeting purposes).
- Helping and supporting the College Surveyor with meetings and diarising.
- Assist with leading the College towards its strategic objectives of energy efficiency, carbon reduction, and sustainable procurement.
- Develop and manage budgets and programmes for minor College projects.
- Support the development of the Capital Expenditure budget, ensuring cost-effectiveness.
- Implement quality control measures and conduct regular site inspections to identify and address any issues promptly.
- Develop and maintain project risk registers. Regularly assess potential risks and implement mitigation strategies. Manage the resolution of issues and conflicts within project teams and escalate as necessary.



# Person specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

## Essential:

- Graduate (degree or HND) with relevant qualification in architectural history, building conservation, architecture, estate, surveying, project management, construction or similar with a good understanding of the historic environment.
- Professional training / practical experience in architecture, history of architecture, heritage management, building surveying, or similar.
- A minimum of 5 years' experience working in construction or property management environment.
- Strong technical drawing ability with proficient AutoCAD use.
- Evidence of continued professional development and interest in conservation practice.
- Experience working within an architectural or surveyors practice, or client-side project team.
- Producing technical drawings, plans and detail work, ideally on complex or existing buildings.
- Involvement in project management tasks such as programming, coordination, or preparing documentation.
- Experience specifying works and materials and developing specifications and schedules of work.
- Preparation of supporting documentation for statutory consent applications.
- Strong knowledge of UK planning processes and building regulations.
- Understanding of construction principles and detailing, particularly for existing buildings.
- Familiarity with building codes, regulations, and sustainability practices.
- Excellent IT Skills and experience using databases, Excel, Word and Adobe.
- Excellent AutoCAD drafting skills and attention to detail, with confidence producing detailed and accurate drawings.
- Strong organisational and project management skills, including time management and prioritisation.
- Strong written communication skills, capable of producing clear, concise reports and documentation.
- Excellent verbal and written communication skills.
- Good ability to work collaboratively with colleagues, consultants, and College stakeholders, and to work independently when required.
- Understanding of UK safety legislation relating to the built environment, including CDM Regulations and the Building Safety Act.
- Energy efficiency and carbon reduction fabric upgrade measures, and sustainable procurement. Knowledge of alternative heating sources and thermal improvements to buildings.
- Excellent interpersonal skills, with the ability to collaborate effectively with diverse teams.

## **Desirable:**

- Formal training or coursework in architectural conservation, heritage management, or traditional building materials.
- Experience with additional design or visualisation software (e.g. SketchUp, Photoshop, InDesign).
- RIBA Part 2 qualification (or equivalent).
- Project management qualification.
- Experience (minimum 5 years) working on listed buildings or within conservation areas, or heritage-led projects.
- Proven experience of project managing construction and renovation projects.
- Experience (minimum 5 years) working on a large heritage estate in a building management or estate management role.
- Experience working for or with institutional/higher education clients.
- Conducting measured surveys, condition surveys, or historic building assessments.
- Liaising with local authorities on planning and listed building consent applications.
- Experience coordinating consultants, contractors or external stakeholders.
- Experience preparing invitations to tender from external consultants and contractors, assessing fee proposals, and preparing tender analysis with recommendations.
- Working towards and leading projects for the decarbonisation of large estates.
- Awareness of conservation philosophy, legislation, and best practice (e.g. SPAB principles, NPPF heritage policies) and an interest in developing this knowledge.
- Knowledge of traditional construction materials and repair techniques.
- Understanding of sustainability principles in historic environments.
- Knowledge of ANUK accreditation.
- Knowledge of suitable materials, products and processes for the thermal fabric upgrade of listed buildings.

## **Personal qualities:**

### **Essential**

- Highly motivated.
- Passion for historic buildings and their long-term care. Strong interest in conservation and heritage architecture.
- Commitment to high standards of design, craftsmanship, and stewardship of historic buildings.
- Proactive, reliable, and able to work both independently and as part of a small team.
- Professional, diplomatic, and comfortable representing the College in meetings.
- Flexible and adaptable, able to respond to changing project needs.
- A thoughtful and respectful approach to working within a historic and academic environment.

### **Desirable**

- Enthusiasm for professional development and progression.
- Interest in the culture, traditions, and built heritage of Cambridge Colleges.



# Terms & Conditions

## **Salary:**

USSS Point 36– 40  
£33,002 to £36,636 (depending on skills and experience).

## **Working arrangements:**

Full time, 35 hours per week.

## **Contract term:**

Permanent, subject to a probationary period of 6 months.

## **General:**

The role holder will be required to work in accordance with College policies and procedures.

The role holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.

Any other reasonable duties as requested by the Head of People and Culture.

## **Benefits:**

- 26 days paid holiday plus 8 public holidays.
- Life Assurance 3 X Annual salary.
- Employee Assistance Programme.
- Workplace Pension.
- Health Cash Plan (MediCash).
- Cycle to Work Scheme.
- Electric Car Scheme.
- Gym and swimming pool.
- Free staff lunch and refreshments.
- Staff discount to hold private events in College.
- Local discounts via the University.
- Access to a Holiday Play scheme.
- Agile working.

## **Some of the above are non-contractual.**

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed because of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



# How to apply

To apply for this role, please **submit your CV and a cover letter** detailing how your skills and experience match the person specification to [recruitment@girton.cam.ac.uk](mailto:recruitment@girton.cam.ac.uk).

If you require additional information or support, please email [recruitment@girton.cam.ac.uk](mailto:recruitment@girton.cam.ac.uk).

The closing date for applications is **9 AM on Thursday 26 March**.

**Interviews will be taking place on Friday 17 April.**

## **Further information:**

- Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- The College is an Equal Opportunities employer encouraging diversity and inclusion

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.