

Freelance Construction Project Manager – Women's Community Hub, Barnstaple

Contract Type:

Self-employed / Freelance Contract

Location:

The Watering Hole Public House, Barnstaple, North Devon

Fee:

Up to £15,000 (inclusive of all costs and expenses)

Duration:

Project-based - timeline to be agreed, expected to be delivered within 12 months.

Overview:

Encompass Southwest and North Devon Against Domestic Abuse are seeking a skilled and experienced Project Manager to oversee the technical and regulatory elements of developing our new Women's Community Hub in Barnstaple. This vital role will ensure the project achieves full Building Regulation Compliance and is delivered to the highest standards of quality, safety, and specification.

The successful applicant will work closely with Encompass Southwest, local businesses, and contractors to guide the build through its key stages, from planning and documentation through to final inspection and sign-off.

Key Responsibilities:

- **Building Regulations Compliance:**
Ensure the new Women's Community Hub project meets all relevant Building Regulations. Provide expert guidance on construction methods, materials, and compliance requirements.
- **Technical Documentation:**
Work with specialist volunteers/businesses to provide detailed dimension drawings, a full specification of works, and other documentation required for Building Regulations submissions.
- **Stakeholder Coordination:**
Liaise with and coordinate offers of in-kind or material support from local businesses and tradespeople, ensuring contributions align with project needs and quality standards.
- **Site Inspections & Monitoring:**
Conduct regular site visits to:
 - Monitor construction progress and adherence to design, specifications, and Building Regulations.

- Inspect and record critical build stages (e.g. foundations, frame construction, service duct fire stopping) prior to being covered up.
 - Identify and document any issues, non-compliance, or required remedial works.
 - **Quality Assurance:**
Ensure any material substitutions or changes in workmanship are appropriate and maintain the overall integrity and quality of the build.
 - **Record Keeping & Reporting:**
Maintain clear, accurate, and accessible records of inspections, works progress, key decisions, and compliance status to support transparent project oversight.
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Essential Skills and Experience:

- Proven experience in construction project management, ideally on community or charitable developments.
 - Thorough understanding of UK Building Regulations and compliance processes.
 - Ability to produce technical drawings, specifications, and documentation for regulatory submission.
 - Strong coordination and communication skills with a range of stakeholders.
 - Attention to detail and commitment to maintaining high standards of quality and safety.
 - Experience liaising with trades, suppliers, and inspecting works on site.
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Desirable:

- Familiarity with trauma-informed and community-centered design principles.
 - Experience working with charitable or third-sector organisations.
 - Knowledge of local contractors and suppliers in North Devon.
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Terms of Engagement:

- The role is self-employed, and the successful candidate will be responsible for their own tax, insurance, and equipment.
 - Fee up to £15,000 for full delivery of the scope of work, payable in agreed milestones.
 - Flexible working with regular on-site presence required in Barnstaple.
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To Apply:

Please submit:

- A short expression of interest (max 2 pages) outlining your relevant experience and approach.
- Examples of similar projects or portfolios (if available).
- Contact details for two referees.

Email: C.fisher@encompass-sw.org.uk

Start Date: TBC

In-Kind Offers received to date:

- Brandon Tool Hire – Free hire of all tools
- Johnstones Decorating Centre – Free paint for the whole build
- DX Signs – supporting with branding for the outside of the building
- Wrap it graphics – Sign or furniture wrapping
- RGB – support with materials (discounted)
- Woodstock Windows – reduced costing and potentially free labour
- Boden Group – Various support options
- Local tradesperson – various offers of help