



# NICHOLSON & Co.

PIPE ORGAN BUILDERS

EST. 1841

## PROJECT MANAGER VACANCY

To support continued growth in the business, Nicholson & Co. Ltd has a vacancy for a project manager, based in our extensive modern workshop in Malvern. Full details of the role are provided overleaf.



We have been building new pipe organs for 180 years, and also restore and rebuild older instruments, all to a renowned standard. We have a very full order book of varied and challenging projects for churches, schools, concert halls and cathedrals, ranging from new build to historical reconstruction, each of which the successful candidate will be able to contribute to.



For an informal and confidential discussion, please contact Andrew Caskie on [amc@nicholsonorgans.co.uk](mailto:amc@nicholsonorgans.co.uk) or 01886 833338. Relocation expenses may be considered for exceptional candidates.

Nicholson & Co. Ltd, Lower Interfields, Malvern WR14 1UU  
Registered in England No. 00176514

[www.nicholsonorgans.co.uk](http://www.nicholsonorgans.co.uk)



## Who we are

Nicholson & Co. Ltd is a pipe organ building firm based in Malvern, Worcestershire. We have 22 staff, and have been building new pipe organs for 180 years. We also restore, rebuild and repair older instruments, all to a renowned standard. Most of our work is across the UK, but we do work abroad periodically.

We have a very full order book of varied and challenging projects for schools, churches, cathedrals, and concert halls, ranging from new build to historical reconstruction, each of which the successful candidate will be able to contribute to.

Nicholson & Co. is committed to diversity and inclusion: we are a friendly team and welcome applications from individuals of all backgrounds who meet the requirements of the role.

## About the role

Due to expanding needs, this is a new role, to plan, co-ordinate and run projects ranging from c.£5k-£2m being undertaken by the firm.

Reporting to the managing director, the position will be a diverse and stimulating supporting role requiring a broad range of skills. You will be working closely with customers in schools, churches, cathedrals, and concert halls, with our suppliers, and with colleagues across the firm. Excellent communication and relationship-building skills are a key part of this role, as well as an ability to present professionally at all times.

## Job profile

### *Customer liaison*

- arranging dates/times for site work by our team
- communicating progress updates on work underway
- liaising with customers on matters concerning ancillary trades such as scaffolding, etc.

### *Supplier liaison*

- ensuring that each project has the right materials and components in stock
- liaising with suppliers and sub-contractors to book production slots, etc.

### *Staff liaison*

- ensuring that staff in the workshop have the instructions and materials they need for their work
- ensuring that staff working away are given clear and timely communication of dates and arrangements
- actioning small repairs / SOS call-outs

### *Project resourcing*

- book accommodation, travel and transport for site work
- undertake resource planning to ensure all projects have sufficient staff and programme



- ensuring that all site work has appropriately approved risk assessments and method statements in place
- monitoring project progress and performance
- managing staff training and development

### Who we are looking for

#### Essential

- Excellent oral and written communication skills
- Confident and collaborative interpersonal skills
- Good level of general education
- Ability to prioritise
- Ability to respond calmly yet confidently to last-minute challenges and problems
- Excellent organisational skills
- Able to produce consistently accurate work, demonstrating attention to detail
- Highly computer literate in Outlook, Word, Excel
- Discreet, able to maintain customer, colleague and commercial confidentiality

#### Advantageous

- Any experience or interest in church music (e.g. choirs, organs)
- Experience of maintaining websites
- Computer literacy in Project
- A basic understanding of and/or interest in how organs work

### Working with us

Based at	Nicholson & Co. Ltd, Lower Interfields, Malvern WR14 1UU
Working pattern	Mon-Thurs: 8am-5pm with 30-minute lunch and 2x 15-minute breaks Fri: 8am-2.30pm with 30-minute lunch and 1x 15-minute break
Travel requirements	None
Holiday entitlement	25 days p.a. plus bank holidays
Flexible working	Some home working and some flexibility to working hours could be feasible, to suit the successful applicant's circumstances
Salary	c.£29,000 p.a., dependent on experience, plus workplace pension
Applications	By covering letter and CV, e-mailed to <a href="mailto:amc@nicholsonorgans.co.uk">amc@nicholsonorgans.co.uk</a> by Friday 23 September 2021

**Thank you for your interest in this position.  
If you feel it is right for you, we look forward to hearing from you.**



**nicholsonorgans**

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