

Church Grove, Ladywell, London

New Build 36 Unit Residential Scheme

Self Build Manager Job Description

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Description automatically generated with medium confidence

**RUSS Community Land Trust is looking for a person or company with experience of self-build or self-finish construction to be the Self Build Manager (SBM) on our 36 dwelling, affordable housing development in Lewisham, with some self-finish construction which has recently started on site and is due to complete in May 2023. Self-build works will take place from December 2022 to May 2023. The SBM will be required to commence their role ideally from October 2022 in order provide support to the Self-Build residents prior to commencement of Self-Build works which commence from the 12th of December 2022. www.theruss.org/church-grove/**

1. **Introduction and Background**

The Rural Urban Synthesis Society (RUSS) is a Community Land Trust developing affordable, sustainable, high quality housing for local people in Lewisham. RUSS’s pilot project is being developed at Church Grove, Ladywell, providing 36 new mixed tenure homes in two four-storey buildings, including communal facilities, shared gardens and a publicly accessible community space. The construction of the project is being carried out by main contractor ROOFF Ltd who will deliver weathertight shells, site infrastructure, some fully and some partly completed dwellings whilst managing the site and taking overall responsibility throughout.

Residents were selected at the planning stage and have been heavily involved in the design process, influencing the overall design and making choices on their individual layouts and fit-out specifications. The group is being readied to carry out self-build and self-finish work, generally the fit-out and finishing of their own units but also some packages of external works. Residents will offer their labour for free, receiving savings off their sale and rent prices according to the savings their work achieves in reduced labour costs.

RUSS is seeking a person, persons or company with suitable skills and experience to plan, train and facilitate the self-build work. The role could be provided by one or more people or a company but for simplicity it is referred to as the Self Build Manager (SBM). This role description outlines the activities and duties RUSS is looking for.

**1.1 Project Information:**

**Project Address**: 12 Church Grove, Ladywell, London, SE13 7UT

**Project Team Members:**

* **Contractor:** ROOFF Ltd
* **M&E Engineer:** Ritchie & Daffin
* **Architect:** Shepheard Epstein Hunter
* **RUSS Client Rep:** Hush Project Management
* **Employers Agent & QS:** Stockdale

**Number of Units within Development:** 36 x Units

**Number of Units undertaking Self-Build:** 4 x Units

Below is a link to project supporting information to provide further context:

[RUSS Supporting Information](https://www.dropbox.com/sh/641jvwumbp1sdzy/AAC6B0MfFH7j12SvtDPOG9CCa?dl=0)

The supporting information contained therein is as follows:

1. Self-build Matrix
   1. This provides an indication of the level of works that ROOFF are completing (refer to the “self build” column)
2. Mechanical & Electrical Layouts
3. Mechanical & Electrical Specification
4. Architectural Layouts
5. Skills & Training Requirements
   1. These are the list of training requirements that have been advised by ROOFF as required by each self-build resident
6. Mechanical & Electrical Condition at handover
   1. This explains how the services will be left by ROOFF for the residents to then complete the self-build fit-out works
7. Laundry Room Design
   1. Design for the Laundry Room which is subject to self-build works (but note self-builders will only be completing flooring, painting and appliances)
8. Landscaping Design
   1. Overview of Landscaping design for the project, note that 6 of 19 which shows (in yellow) the works that will be undertaken by self-builders (which are effectively Planters, boulders/furniture, Bike Store)
9. **Outline of the role**

The SBM’s role will be to plan, facilitate, motivate and monitor work by residents, ensuring they are

able to work safely and effectively to achieve good quality work on time and in adherence with the

scheme’s design and accepted working standards. An outline of the role is:

• Assessing residents’ skills and experience, coordinating training and inculcating a positive and

energetic attitude amongst the group;

• Planning resident work to make the best use of time on appropriate activities and tasks, so

residents are in the best position to maximise their savings and complete works in accordance with the overall programme.

• Liaising with RUSS’s Client Rep and Finance and Audit Committee on contractual and budget issues.

• Liaising with ROOFF’s site manager and contracts manager on scheduling, access routes, health and safety, logistics (deliveries, waste disposal).

• Enabling effective, safe, good quality and efficient resident work through organising, supporting

and assisting with this work;

• Trouble shooting residents’ work and providing on-the-job training, explanations,

demonstrations and support to maximise their efforts;

• Working with the group to gel them as an effective unit by encouraging the sharing of skills and

knowledge and assisting in resolving any inter personal issues so that the group thrives

**Self-build construction**

There will be a number of activities as follows –

* Completion of 4 bare dwelling shells by residents (‘individual household self-build’)
* Partial fit out of 1 x dwelling shell by a combination of sub-contractors and residents carrying out different packages of work (‘team self build’).
* Fitting out of shared facilities: office, laundry and guest room with ensuite bathroom (‘team self build’).
* Decorating common areas (‘team self build’).
* Planting, soft landscaping and constructions of planters, bin and bicycle stores to be completed by residents and other volunteers (‘team self build’). ROOFF will complete the hard external works such as paths and concrete bases for stores.

**Programme and duration**

Construction commenced in October 2021 with the main building contract being due for practical completion in May 2023. The first half of the construction period (groundworks, foundations, frame/shell etc.) will be carried out by the general contractor. When the shells of the dwellings are completed in December 2022 the contractor will hand over 4 (+1 TBC) shells to RUSS for completion by a combination of residents and sub-contractors. The self-build /self-finish work will take place from 12 December 2022 to May. Training and planning the self-help construction will take place from September 2022 to the handover of the part-completed shells on approximately the 12th of December.

A list of the units that will be handed over in shell with individual self-build works required are as below:

W.03.20

E.00.26

E.02.30

E.03.34

(For information - in the remaining (32) dwellings completed by the general contractor, residents will have to complete their own decorations and floor finishes (“Self Finish”). Of these 32 x units, there are 8 x which will be let to an Affordable Housing Provider, it is currently envisaged that these units will also be “Self-Finished” however this is subject to change.

Clarification of Programme:

Start of Full-time SBM role: Start of October 2022

Start of Self-Build Works to 4 x Shells: December 12th 2022

Completion of Self-Build Works to 4 x Shells: May 2023

Commencement of “Self-Finish Works” & Landscaping: May 2023

Completion of “Self-Finish Works” & Landscaping: June 2023

End of Full-time SBM role: June 2023

**Basis of the contract**

RUSS will engage the SBM on a contracted basis, not as a direct employee. If an individual takes the

role they will need to be self-employed or part of a Ltd company.

The Self-Build Manager will report to the Managing Director and the Church Grove Project Board, working closely with RUSS’s Client Rep.

**Working pattern**

**This is a full-time role based on five days per week**. Flexibility is essential. The SBM will generally

work on Saturdays and there may be a need for work on some weekday evenings, depending on discussions with the council on extended site working hours. The flexibility to adjust the pattern of work as the project develops is important, so that self-builders can be supported in the best way possible to maximise their efforts. On-site working hours are as follows:

* Monday to Friday 8am to 6pm
* Saturday 8am to 1pm
* No working on Sundays or Bank Holidays

**Duties and activities**

The SBM is neither the main contractor nor a sub-contractor and is effectively an agent of RUSS

charged with getting the best from residents during the self-build stage, so that they maximise their

savings and have a rewarding self-build experience. Within the role of planning, motivating, monitoring and facilitating resident work, the duties of the SBM are:

1. To undertake a skills survey of the residents group and, based on this, to prepare and agree

with RUSS a training programme for residents.

1. To prepare and agree with RUSS, Rooff and the residents group a detailed self-build/self-finish
2. plan for the scheme, identifying self-build activities, quality requirements, health and

safety issues and other related requirements.

1. To liaise with the main contractor and RUSS’s sub-contractors and representatives as well as any students of construction working on site.
2. To motivate and energise residents by supporting them to work effectively, encouraging a

positive and energetic attitude amongst the group.

1. Enabling effective, safe, good quality and efficient resident work through organising,

supporting and assisting with this work.

1. Trouble shooting residents work and providing on-the-job training, explanations, demonstrations and support to maximise their efforts.
2. Working with the group to gel them as an effective unit by encouraging the sharing of skills

and knowledge and assisting in resolving any inter personal issues.

1. To manage group members who fall behind to support them in catching up, giving early

warnings to RUSS of any risk of delay.

1. To monitor self-build work and progress on site updating the self-build/self-finish programme and self-build plan.
2. To report to RUSS any problems between self-builders and neighbours or sub contract workers.
3. To report to RUSS any misconduct by self-builders, including consistent failure to follow method statements, health & safety rules, aggressive or discriminatory behaviour to others on site.
4. To manage the supply of materials
5. ensure that the working drawings, planning conditions relating to construction, building

control standards and project specifications are adhered to by residents.

1. To ensure that the self-build work is well managed, tidy, and does not cause undue nuisance

to neighbours.

1. To ensure that an attitude of healthy and safe work is embedded amongst residents.
2. To undertake some work themselves, as time permits, for example on fit-out of units that do

not have a resident allocated, or to make up work for residents who are under-performing

against the plan.

1. **Criteria for selection of the SBM**

The Self Build Manager will have experience and capabilities in:

• Working as a carpenter or general builder with the experience to confidently demonstrate

building skills to novice builders (eg. carpentry, drylining, setting out, fitting kitchens etc)

• Working on busy commercial construction sites with a thorough appreciation of site safety

and procedures and the importance of adhering to them

• Managing site operatives and packages of construction work – ideally the SBM will be an

experienced site manager or gang/team leader

• Planning ahead to get the most from time available on site

• Managing and supporting novice builders with little site experience in an approachable way,

including building up their confidence and setting the right tone and attitude

**Process of selection**

Interested people or companies should submit a brief proposal (maximum 2 sides of A4) outlining:

– Their experience and suitability for the role

– Any particular experience supporting self-build / self-finish by novice builders

– Their approach to managing good quality and safe work

– Confirming they have sufficient availability for a full-time role from October 2022 to June 2022, and what their availability is from the start of October 2022 for lead-in work such as organising training

– Day rate chargeable. This should be per staff grade if more than one person is proposed.

**Submit application to info@theruss.org by Friday 2 September 2022.** The recruitment process will be closed as soon as a suitable candidate is identified so we encourage early applications.

If you have any queries about the role or would like to have an informal discussion about it before applying, please contact [dwayne@theruss.org](mailto:dwayne@theruss.org) or [info@theruss.org](mailto:info@theruss.org)

If you need any access adjustments to enable you to apply for or carry out this role, please contact [info@theruss.org](mailto:info@theruss.org).

RUSS will then invite one or more prospective SBMs to interview with members of the Church Grove project board, future residents and ROOFF staff on **Thursday 8 and Friday 9 September**.

**Thank you for your interest in RUSS and this role!**