

The Mlambe

Trustee role description

Estimator / Quantity Surveyor (QS) Trustee

Reports to: Board of trustees, accountable to the public and the Charity Commission

Location: Working from home.

Pay: This is an unremunerated role.

Context and Purpose

We are seeking a trustee to advise on developing the strategy of our international NGO, The Mlambe Project, registered charity number: 11605198.

Trustees take on strategic advisory roles to charities and ensure the charity meets all of its governance responsibilities, and more information about the general role of trustees can be found on the Government website- Charity Commission under <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Trustees are effectively voluntary directors, part time, of a charity, and the role is envisaged to take around 4-5 hours per week, and possibly more if the specific candidate has more time on their hands.

The particular focus of this volunteer role is to steer the work of the construction arm of our development work, which is, by far the most sizeable area of growth over the next five years, where we need to significantly expand and grow our charity's activities. We have currently worked building three schools' facilities. We hope over the next five years to work towards a position where we could be building the same number of school blocks we have built in the last five years within the space of a year, and many more. This means a significant investment in staffing within our charity, infrastructure and developing a robust strategy for growth. This in turn means that the trustee joining us will need to have a good commercial understanding of growing a construction firm, experience of managing large contracts and would ideally suit someone who has a lot of experience in management at a senior level.

The post will work closely with the Chief Executive of the charity to ensure that the organisation has all aspects of strategy, resources and people in place to manifest the strategy and vision of trustees, as well as working very closely with our group of 20 strategic advisers on all aspects of the charity's development.

The Mlambe Project is an international development charity that builds sustainable schools in Malawi resourced from locally available materials and using earth as the primary building materials for its buildings. The role of Quantity Surveyor on our board of trustees will support the building advisory team, a UK volunteer executive building team, in setting the overarching strategy for building developments in Malawi particularly focused on building schools, latrines and teachers homes.

The role of Estimator / QS is key to the organisation's future development and success in delivering a continuous flow of building and helping design build

programmes that can be fundraised for by our Chief Executive and Fundraising team.

The trustees seek to attract a Quantity Surveyor with broad commercial skills and a strong background in estimating whilst understanding the commercial drivers, risk profiles and key success factors for building in a developing country.

The Estimator / QS will ensure robust, accurate and innovative advice is delivered to our frontline building team to ensure high quality, cost effective and efficient builds. This concept has underpinned the success of The Mlambe Project to date.

Key Accountabilities of the role:

- Work Procurement (EST)
- Monitor and review building opportunities to identify work opportunities

Pursue opportunities to obtain tender documents

- Support the building team with identifying resource requirements for new builds and development of project plans
- Maintaining a materials database and managing price fluctuations in material costs
- Assess and support the CEO with building proposals
- Prepare and issue subcontract enquiries and assessment of quotations upon receipt in support of our Malawian building team
- Prepare and issue material supply enquiries and assessment of quotations upon receipt
- Pricing of building works working closely with the building team to effectively negotiate pricings.
- Prepare specifications and / or Contractors' proposals
- Submit tenders and follow up
- Post tender negotiations Post Contract (QS)
- Maintain contract documentation and advise on pre tender and post contract matters
- Post contract liaison with clients (largely NGOs and local government)
- Post contract liaison with architect and engineers team

PERSON SPECIFICATION

Qualifications

- Degree calibre, RICS desirable.

Skills

- Good working knowledge of forms of contract currently used within the Building and Civil Engineering industry
- Good working knowledge of standard forms of measurement. SMM7 and CESMM3
- Good IT skills - particularly Word and Excel
- Excellent communication skills Personal Qualities
- High degree of personal motivation
- Commercial acumen
- Ability to work as part of a close-knit management team and manage numerous activities / projects simultaneously – both short and long term.
- Ability to work on own initiative and with the minimum of supervision
- Outgoing personality essential for dealing directly with Clients and their design team
- Good negotiator

Competencies

- Leadership
- Enterprising and Commercial Approach
- A Planned Approach
- Taking Responsibility
- Customer Focus
- Building and Maintaining Relationships