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| **Job title:** Quantity Surveyor | **Hours per week**:  16 | **Salary (pro rata)**: £28,322 per annum plus pension |
| **Responsible to**: Project Manager |
| **Contract duration:** 10 Months (Sept 2019 to July 2020)  **Working hours and location**. 08:00 -16:30 All Down to Earth sites | | |
| **Be part of the change - join a team changing the construction industry for good!**  Down to Earth is trailblazing a new way of building using natural and sustainable materials.  We’re creating the next generation of houses which tackle social inequality and climate change through the design and construction process.  We are looking for people who see we need to do things differently and understand we can meet current housing needs and not compromise the future of our children or the future of our planet.  The Quantity Surveyor will report to Project Manager and will be involved in adding value to the construction process by proactive involvement in procurement, cost management and reporting. The Quantity Surveyor will drive best value from suppliers and subcontractors, carry out monthly financial reviews on projects and forecast final outturn values for cost, sales and margin. The Quantity Surveyor will also manage monthly valuations, applications, submission of contract variations and timely submission of final accounts to the client / main contractor and subcontractors.  **Additional training**  We are prepared to provide additional training for the right applicant to supplement their existing skill set, if required.  **Contract duration:** This is a 10 month contract with a 4 week probation period, however, we are confident this approach will result in a much longer career opportunity at Down to Earth as our social enterprise continues to grow and we scale this transformative approach across the UK.  **Working hours and location:** Working hours will be 8.00am to 4.30pm for 2 days a week, though this may need to be flexible based on the current build demands. Due to relatively remote location and multiple venues you’ll need to have a driving licence and have access to your own vehicle.  **Job Description:**   * Prepare cost analysis based on the architectural drawings, engineering estimates, materials required and labour involved. * Prepare cost plans to enable design teams to produce practical designs for construction projects, which involve liaising with architects, engineers and subcontractors. * Prepare tender and contract documents, including bills of quantities * Evaluate tenders from contractors and subcontractors and, where appropriate, negotiate with the contractors. * Control all stages of projects within predetermined budget and expenditure. * Monitor and keep track of project progress and are responsible for the measurement and valuation of variations in the work during the contract, for agreement of interim payments and the final account. * Work as part of a team to ensure that the requirements of the client are delivered. * Carry out monthly valuations of work in progress, including forecasting of final costs and sales. * Provide advice to project staff on commercial and contractual matters including reviewing and drafting of correspondence. * Commercial vetting of sub contractor tenders and contracts. * Certification of subcontractor monthly valuations and final accounts. * Able to work well within a team based environment. * Communicate regularly with project staff and specialist subcontractors to ensure commercial controls are in place, understood and followed at all times. * Manage and produce accurate formal reports in accordance with business timetable. * Monitor all commercial information in relation to project including labour, material and sub contractor cost forecasting thus ensuring budgets adhered to. * Supply all relevant information to the Managing Director, Project Manager and Architect for review at the intervals set.   **Person specification**  Essential:   * BSc (Hons) in Quantity Surveying or equivalent.   Desirable but not essential:   * Welsh speaker. | | |
| **Application information:**  Submit CV with completed application form to [jobs@downtoearthproject.org.uk](mailto:jobs@downtoearthproject.org.uk)  **Deadline for applications:** 23rd June 2019  **Interview date:** Week commencing 8th July 2019 **Start date**: 2nd September 2019 | | |