

CAMPBELL
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Development Project Manager Recruitment Pack

May 2025



Your application

Thank you very much for your interest in the role of Development Project Manager for Tawd Valley Developments Limited (TVDL).

On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but do read this pack carefully as it will provide you with a good overview of the organisation and the role. After you have done that, please feel free to get in touch with one of us, so that we can talk through your offer and get a sense of how it aligns with what TVDL is seeking.

To apply, we will need the following from you:

- A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at most;
- A personal statement. We want to hear about your motivation, why this role/ organisation, and you will also want to evidence how relevant your offer is to the role specification; again ideally in two to three pages; and
- The declaration form, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

The role closes at 9am on Friday 23rd May 2025. Please ensure we receive your application in good time.

Do contact me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards,

Kelly Shaw

Senior Associate Consultant

Tel: 07900 363 803

Email: kelly.shaw@campbelltickell.com

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Welcome to Tawd Valley Developments Limited

Building Better

Tawd Valley Developments have a mission to develop the highest quality new homes and commercial units offering the highest value to our clients and customers. Based in Skelmersdale, West Lancashire, our team plans and develops sites on both brownfield and undeveloped land across a range of tenures including affordable rent, shared ownership, open market sale, private rent and commercial. We can take a more radical approach because of our unique ownership. Whilst we are a private limited company, with all the freedom, flexibility and obligations to enable our efficient operation, our sole shareholder is West Lancashire Borough Council, who bring an absolute focus on us delivering the housing and economic needs of the borough and the sort of 'softer' benefits that really do make a difference in the communities in which we build.

We have approved plans to develop over 450 high quality affordable homes and business units across West Lancashire, taking our pipeline of activity up to 2031. Our previous delivery program consisted of six sites providing 131 new affordable homes for the Council, these were all complete by March 2024.

Our seventh site, currently under construction, is phase 1 of a wider regeneration project in Digmoor, with phase 2 coming forward later this year. Our eighth scheme, also currently under construction, is providing the Council's first shared ownership homes, consisting of 2 & 3 bed bungalows in Hesketh Bank.

Last year alone Tawd Valley Developments secured 7 planning permissions, predominantly for residential development but also for 45 business units to be owned and managed by the Council.

Tawd Valley Developments is working on progressing these planning permissions towards a start on site over the next 12 months.

Further details can be found [here](#)

Executive Team

The Executive Team at Tawd Valley Developments provides a hands-on and commercially focused service allowing our clients get to work directly with the heartbeat of the organisation.

The Tawd Valley Developments team have many years of development and housebuilding expertise across a range of public and private sector organisations with a wealth of knowledge and experience across many parts of the northwest region.

Our small but customer focused team has the ability, experience and flexibility to work with a range of clients across sectors in delivering homes for affordable rent, open market sale or accessible home ownership tenures. Adding to this the team has recently diversified into the development of business units.

Meet the team [here](#)

Our annual review can be viewed [here](#)

Our site can be viewed [here](#)

Further details can be viewed at <https://tawdvalleydevelopments.co.uk/>

Role Profile

Reports to:	Director of Development
Responsible for:	Currently no direct line management responsibility
Purpose of the role:	
<p>Reporting directly to the Director of Development you will be working as part of the Tawd Valley Developments team to assist them in the project management and administration of affordable housing developments, housing for market sale, and other forms of commercial development ensuring projects are delivered on time, to specification and with due regard for value for money and social value.</p> <p>You will deliver excellent customer service to all stakeholders including new customers, Homes England, Local Authorities, internal colleagues, external consultants and contractors.</p>	
Core tasks and responsibilities:	
<ul style="list-style-type: none"> - Manage a diverse range of housing and non-housing development projects through the stages of design, predevelopment, development, and post-completion. - Project manage development projects, ensuring their delivery meets agreed objectives, within time and budget and is produced to a high standard whilst maximising value for money and social value. - Collaborate with colleagues, consultants, and contractors to support decision-making in relation to products and materials required to complete works successfully. - Communicate regularly with all relevant stakeholders, before, during and post completion of works, being clear on the details of the works and expected timescales. - Manage delivery of day-to-day works to ensure they are carried out in line with required standards, as well as relevant legislation and compliance requirements. - Ensure contractors deliver to full specification of works as agreed, identifying and managing contractor performance issues through to resolution. - Work with colleagues in the business to respond to and resolve any customer requests. - Supporting the Head of Development and Head of Finance with maximising financial subsidy associated with our schemes and managing the funding with the relevant organisation/agency e.g. Homes England. - Carry out any other reasonable related duties assigned by the Head of Development and/or Managing Director. - To undertake all work in accordance with the company's policies and procedures. 	

Person Specification

Knowledge and experience:

- A development, housing or property related qualification (desirable)
- Significant experience of project managing residential or other forms of property development, either directly or in partnership with other organisations, including the administration and accurate record keeping required.
- Experience of successfully managing a multi-disciplinary project team.
- An understanding of high-level programme management.
- Knowledge of development legislation, funding requirements and design standards; and the issues affecting housing and commercial development.
- Knowledge of different forms of construction procurement and bidding for land development opportunities.
- Demonstrable experience of building productive relationships.
- Commercial acumen and credibility.
- Proven ability to advise, work with, and command the respect of senior staff and a range of external stakeholders.
- Experience of accurately using, managing, and updating the Homes England Investment Management System (IMS) (essential).
- Experience of using and understanding SDS Proval for financial appraisal purposes (desirable).

Skills and abilities:

- Excellent organisational and planning skills
- Excellent attention to detail
- Excellent verbal and written communication skills, with the ability to present complex information clearly
- Good data presentation skills
- Good interpersonal skills, with the ability to develop and maintain professional relationships
- Strong IT skills, including proficiency in using development appraisal data
- Ability to work under pressure and prioritise effectively
- Ability to challenge constructively, be solutions orientated and resolve issues

Personal behaviour and style:

- Commitment to delivering the best possible service
- Tenacity and imagination to break through any barriers or resistance to change
- Commitment to and understanding of best practice in equalities and diversity
- Willingness and ability to work independently, using your initiative
- Willingness and ability to work flexibly

Key Terms and Conditions

The roles:

Development Project Manager

Remuneration:

Up to £60,000pa including benefits.

Car Allowance:

Within the remuneration package you are entitled to a taxable car allowance of £4,800 pa, which will be paid monthly with your salary

Pension:

Defined contribution pension scheme

Leave:

28 days' paid leave per calendar year plus statutory bank/public holidays. Increasing to 32 days following successful probationary period (six months).

Hours of Work:

We operate the usual business hours, 9:00 to 17:00, Monday to Friday.

As this is a high-level role you will be required to work flexibly and evening work for meetings etc. may be required from time to time, as well as occasional weekend working.

Flexible working is encouraged, at home, in the office and on our site/s.

Probation:

Confirmation of appointment is subject to successfully completing a six-month probation period. The probation period could be extended if it is felt you need additional time to evidence that that you are effective in your role. This will be discussed with you during the initial probationary period.

The notice period during the probation period is one month on both sides.

Location:

Your place of work is Tawd Valley Developments Limited, West Lancashire Investment Centre, White Moss Business Park, Maple View, Skelmersdale, WN8 9TG. Flexible working is encouraged, at home, in the office and on our site/s.

Key dates and the selection process

Closing Date:

Friday 23rd May 2025 (9am)

We will be in touch to advise the outcome by **w/c 2nd June 2025**.

All unsuccessful candidates will be offered feedback by Campbell Tickell.

Interviews:

Successful candidates will be interviewed face to face with a TVDL panel to include;

- Mark Kitts – Managing Director
- Danielle Ashworth – Director of Development

Interviews will take place either **Thursday 12th June or Tuesday 17th June 2025** and will include a seen presentation where the topic will be provided in advance.

If you are unable to attend on any of the identified, please do speak to Campbell Tickell before making an application.



Development Project Manager c.£60K

North West

Tawd Valley Developments Ltd, established in 2018, is the wholly owned development arm of West Lancashire Borough Council. At the heart of our mission is the creation of high-quality new homes - both for sale and affordable rent - across the region, addressing urgent local housing needs. But we don't stop there. We're also proud to play a vital role in shaping the future of West Lancashire, supporting major initiatives like the Skelmersdale Town Centre Master Plan and driving forward strategic commercial investments. Through our work, we're helping to deliver on the Council's bold ambitions for job creation, economic growth, and a Net Carbon Zero future.

As we continue to grow, we're looking for a Development Project Manager to join our ambitious and expanding team. Reporting directly to the Director of Development, you'll play a key role in a close-knit, professional team delivering a wide-ranging portfolio of projects - from affordable housing and market sale homes to commercial developments.

You'll take the lead on ensuring projects are delivered on time, on budget, and to the highest quality, all while driving value for money, social impact, and great service for our stakeholders.

This is a unique opportunity to be at the forefront of meaningful change across West Lancashire, managing developments that directly benefit local communities and help tackle the region's housing needs.

If you have the skills and wish to find out more, then please contact Kelly Shaw on **07900 363803** or email kelly.shaw@campbelltickell.com or visit www.campbelltickell.com/jobs-recruitment/live-jobs/

Closing date | Friday 23rd May 2025 (9am)

**CAMPBELL
TICKELL**

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