CLIVEDEN
CONSERVATION

JOB DESCRIPTION

Commercial Manager – East of England

Summary

Lead the commercial development and performance of Cliveden Conservation's East of England section, securing new business, managing contracts and driving profitable growth. Work closely with the Head of Conservation and project teams, providing proactive commercial and operational leadership.

This is a permanent, full-time contract, although we would be open to discussing flexible and part time options.

Structure

- Reports to: Head of Conservation, East.
- Direct reports: None currently.
- Works closely with: Conservation Manager, project teams, other regional managers and wider commercial colleagues.
- Location: Combs Tannery, Stowmarket

Key Accountabilities

- Business Development & Relationships — Develop client and stakeholder relationships, identify opportunities, secure new and repeat business, and lead the preparation of tenders and estimates in collaboration with colleagues.
- Commercial & Operational Performance — Take responsibility for the commercial performance of the section's project portfolio, including pricing, contract management, margins, costs, forecasting and cash flow.
- Leadership — Provide proactive leadership across the section, supporting project teams, taking ownership of commercial decisions and contributing to the development and success of Cliveden Conservation as a whole.

Key Responsibilities

Business Development, Estimating & Relationships

- Develop enquiries and client relationships, identify opportunities and secure new and repeat business.
- Prepare and coordinate estimates, tenders and pricing, drawing on technical input from conservation colleagues and working with wider estimating team as required.
- Maintain strong relationships with clients, consultants and other stakeholders throughout project delivery.

Commercial & Contract Management

- Manage the commercial and operational performance of projects, ensuring effective delivery, profitability and client satisfaction.
- Administer contracts, variations, claims and final accounts; resolve commercial issues and manage contractual exposure.
- Make timely commercial decisions within delegated authority, working with the Section Head and project teams.

Skills, Knowledge and Experience

- Experience in construction, specialist contracting or project delivery, with knowledge of historic buildings or the conservation sector.
- Strong estimating, pricing, contract administration and financial management skills.
- Proven initiative, commercial leadership and the ability to influence, motivate and work collaboratively with colleagues.
- Excellent client-facing, negotiation and relationship-building skills.
- Able to work collaboratively with technical specialists and balance commercial and conservation priorities.