

**Job Description : Conservation Project Manager**

**Salary :** £28,500 - £30,000 per annum (dependent on experience)

**Contract:** Permanent, full time

**Responsible to:** Chief Executive Officer, Heritage Lincolnshire

**Location:** Boston Borough Council offices, Municipal Buildings, West Street, Boston, PE21 8QR & Heritage Lincolnshire’s office, The Old School, Cameron Street, Heckington, Sleaford, NG34 9RW.

**Purpose of the job:**

The focus of the role is the delivery of the Boston Townscape Heritage Project delivered through a partnership of Heritage Lincolnshire and Boston Borough Council. The post-holder will also be asked to work on other projects focussing on the conservation of historic buildings being undertaken by the Trust as appropriate.

**Main duties and responsibilities:**

• To be accountable to the project partners, Boston Borough Council and Heritage Lincolnshire for the timely delivery of the Boston Townscape Heritage Project in accordance with the project timetable and budget.

• To act as the lead officer and principal contact between the project partners, ensuring that both organisations are given regular reports on progress of the scheme.

• To work with the Boston Townscape Heritage Project Board to manage the scheme and to monitor and evaluate progress on a quarterly basis.

• To deliver the scheme of capital works according to the Detailed Scheme Plan, offering grants to third party applicants and monitoring the works in progress.

• To organise for the delivery of the project activity programme as set out within the Activity Plan.

• To maintain accurate records of all project activities, targets met and project finances for reporting purposes.

• To work collaboratively with the wider partner organisations within Boston Borough to achieve the maximum benefit from the project and complimentary initiatives

• To keep all project partners, including the Heritage Lottery Fund, informed of progress and ensure that financial claims and reports are submitted in a thorough and timely manner.

• To produce an annual evaluation report to inform the project delivery strategy for the following year set in consultation with the Project Board.

• To actively promote the Boston Townscape Heritage Project and act as an advocate for the partnership between Boston Borough Council and the Heritage Lincolnshire at all times.

**Other building conservation projects:**

* To contribute to the development and delivery of the Trust’s building conservation projects.
* To act as a consultant, assisting a range of community based organisations to develop and deliver their own projects.

**Other requirements:**

* To supervise and support volunteers within the office and those involved in active project delivery as appropriate.
* To act as a representative for the partnership, promoting the image and reputation these organisations and project partners at all times.
* To ensure the maintenance of proper standards of work in accordance with current health and safety requirements, Equality & Diversity, Data Protection and Freedom of Information.
* To undertake other duties and responsibilities of a similar level as may from time to time be required.
* This role will involve use of own vehicle for company business on a regular basis.

**Benefits of working for Heritage Lincolnshire**

Heritage Lincolnshire is a well-regarded and established charity employing 31 members of staff, over 250 volunteers and working in partnership with a wide range of organisations. Our vision is to ensure that the special character and significance of Lincolnshire’s heritage is understood, valued, conserved and celebrated for the benefit of local people, visitors and future generations. We are a County based organisation working at a grass roots level, conserving Lincolnshire’s heritage and benefitting local people and communities.

The benefits offered by Heritage Lincolnshire include:

* Pension scheme including an employer’s contribution of 5% of gross annual salary
* 30 days holiday per year inclusive of bank holidays (increasing to 33 days after 2 years’ service)
* Flexible working hours with time of in lieu for any additional hours worked
* Mileage and expenses payments
* Childcare voucher scheme
* Continued Professional Development

As a small team with a huge amount of skills, experience and enthusiasm, we work collaboratively to deliver a wide range of projects, services and activities. A new business plan for 2018-2022 has recently been adopted by the Board of Trustees.

**Person Specification : Townscape Heritage Project Manager**

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| **Criteria** |  |
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| **Qualifications** | Essential:   * Educated to degree level (or equivalent experience) |
| Desirable:  • Degree in discipline related to the built environment.  • Membership of a relevant professional body. |
| **Experience & knowledge** | **Essential:**  • Recent and relevant experience in a project management role.  • Recent and relevant experience of successfully bringing forward building conservation projects.  • Managing and creating strong working relationships with internal and external stakeholders and communicating effectively at all levels.  • Recent and relevant experience of budget control and management.  • Demonstrable knowledge and understanding of Heritage Lottery  Fund Townscape Heritage Schemes. |
| **Desirable:**  • Demonstrable knowledge and understanding of planning policy and legislation.   * Recent and relevant experience of Heritage Lottery Fund Townscape Heritage Schemes.   • Experience of delivering public realm projects.  • Experience of identifying improvements and repairs required to historic buildings.  • Knowledge and understanding of historic building construction. |
| **Skills & abilities** | **Essential:**  • Excellent interpersonal, communication and presentation skills, with the ability to work effectively in partnership with a wide range of individuals.   * Ability to promote the scheme proactively and enthusiastically. * Excellent project management skills * Ability to identify and implement solutions to problems, whilst ensuring that objectives are met. * Effective negotiating skills with the ability to work collaboratively with other agencies, groups and individuals. * Ability to write and present clear and concise reports and strategies. * Proficient in using Microsoft Word, Excel and Outlook. * Ability to attend occasional evening meetings. * Ability to work as part of a team and on own initiative. |
|  | **Desirable:**  • Knowledge and appreciation of the heritage of Boston, Lincolnshire. |