

INTRODUCTION

Heritage Lincolnshire operates from the Humber to the Wash across the historical county of Lincolnshire. Our objectives are to advance the education of the public in all matters relating to Lincolnshire's rich and diverse heritage and to preserve and investigate that heritage for the benefit of local people and visitors to the County. We are engaged in these objectives at a time when recognition of the value of heritage is rising and, in a county, full of potential in terms of heritage led regeneration. 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.***

This project is a partnership with City of Lincoln Council, who own the Greyfriars Site. City of Lincoln Council is a district council located within the county of Lincolnshire. Divided by uphill and downhill Lincoln is one of England's most beautiful and vibrant cathedral cities. With a constantly diversifying population of 88,400, Lincoln is Lincolnshire's urban hub. Situated in the East Midlands region of England, the city is entirely urban in nature and has a tightly drawn boundary covering just 13.78 square miles. It is a significant regional centre, with a high number of people who commute to work, shop or visit the city.

CAPITAL PROJECT MANAGER - REIMAGINING GREYFRIARS: 800 YEARS OF STORIES IN THE MAKING (PART TIME 20 HOURS pw, FIXED TERM FOR AN INITIAL 12 MONTH PERIOD WITH SCOPE TO EXTEND FOR A FURTHER 24 MONTHS, £30,000 pro rata)

This is an exciting opportunity to be part of Heritage Lincolnshire's next building preservation trust project at Greyfriars in Lincoln. We are seeking an experienced project manager to manage the development of the capital works programme which has been funded by the National Lottery Heritage Fund.

The Greyfriars building has been owned by the city of Lincoln for over 400 years. It is the only surviving building of a Franciscan Friary which was established in 1230, and has had a life as a private home, school, house of correction, jersey school and the early home of the mechanics institute. Last used as the county museum for almost a century, it closed 15 years ago and has been empty since. It is Grade I Listed, a Scheduled Ancient Monument, and on the Heritage at Risk register.

City of Lincoln Council (CoLC) have been working with Heritage Lincolnshire (HTL) since 2017 to develop a new use for the building which is both eligible for capital grant funding and will be sustainable in the long term. The proposed option is to repair and refurbish the building to tell the story of the site alongside developing the building as a flexible space that could be used for temporary events, exhibition, conferencing and possibly offices or catering.

Funding for a development phase has been received from the National Lottery Heritage Fund, matched with other public funding streams and the work is intended to inform our round two submission due in March 2022.

Heritage Lincolnshire (HTL) is a local charity with over 27 years of experience in the sector. We work across the historic county of Lincolnshire to save heritage at risk, engage communities with their

heritage, and promote best practice in the sector. HTL undertakes consultancy services across the East Midlands and our archaeological unit, APS, works nationally. As a small charity, HTL offers an exciting opportunity for early career professionals who would like to gain a wide range of experience and have a material impact on the organisation they work for.

HTL would support an applicant working towards a suitable accreditation, with a wealth of opportunities in the day-to-day duties of this role to develop the skills required to demonstrate competency for membership.

EMPLOYEE BENEFITS

Heritage Lincolnshire is a well-regarded and established charity employing 35 members of staff, over 250 volunteers and working in partnership with a wide range of organisations. 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.

Benefits include:

- Pension scheme including an employer's contribution of 5% of gross annual salary
- 28 days holiday per year inclusive of bank holidays (increasing to 30 days after 2 years' service, pro rata for part time staff)
- Flexible working hours with time off in lieu for any additional hours worked
- Mileage and expenses payments
- Continued Professional Development
- Employee Assistance Programme
- Professional membership annual subscription paid by the charity.

JOB DESCRIPTION

Job title:	Capital Project Manager - Reimagining Greyfriars: 800 years of stories in the making
Location:	Homeworking or The Old School, Heckington, with frequent visits to Lincoln
Responsible to:	Conservation Projects Manager
Reporting to:	Greyfriars Project Team
Responsible for:	n/a

JOB SUMMARY

Managing the development of the capital scheme for the project, ensuring it is delivered within the available budget and to the defined timescale. The post holder will be required to work collaboratively with the project board and wider stakeholders to develop the project and deliver all targets to a high standard.

KEY RESPONSIBILITIES

- Act as the key point of contact for the capital scheme development for the project team, all consultants and external stakeholders.

- Maintain the project programme, budget, and all other key project documentation, ensuring appropriate version control and highlighting any issues as they arise.
- Working alongside the professional team to produce plans to RIBA stage 3 and obtain consents. A tender action will be undertaken for the selection of a suitably experienced main contractor.
- Appointment of Interpretation Designer to work up a detailed interpretation scheme for permanent and temporary exhibition
- Ensuring that all specialist reports to inform the design of the scheme including a BREEAM assessment, an access report, investigation of the historic fabric and the production of a statement of significance are completed.
- Appointment of an evaluation consultant to collect evaluation baseline data and set a framework for evaluating the full project.
- Involve and engage with the local community in the development of the project and plans for the future use of the building by working with the Heritage at Risk Solutions Officer who oversees the Greyfriars Engagement Group.
- Support the development of the activity programme, working with key activity partners, including; Lincoln University, Bishop Grosseteste University, Schools, the Society for Lincolnshire History and Archaeology, Lincoln Library and the other community groups. Colleagues at HTL will lead the writing of this with input from all project partners and consultants.
- Provide documentation and content for areas of the round 2 Heritage Fund application and supporting information.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- This role will involve use of own vehicle for company business on a regular basis.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/Training/Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant subject. 	<ul style="list-style-type: none"> • A recognised Project Management qualification • Entry level membership of a relevant professional or specialist body
Experience	<ul style="list-style-type: none"> • Experience of project management and procurement (as applied to the requirements of the National Lottery 	<ul style="list-style-type: none"> • Experience of working with NEC contracts

	<p>Heritage Fund and other major funding partners)</p> <ul style="list-style-type: none"> • Experience of working with a professional team to develop scheme plans from concept to RIBA stage 4, with experience up to RIBA stage 7 desirable • Experience of cost consultancy and contract management on capital projects • A demonstrable knowledge of heritage led regeneration and experience of working with local authorities and building preservation trusts 	<ul style="list-style-type: none"> • Knowledge of the heritage sector or visitor attractions
<p>Competencies</p>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • A high level of advocacy and negotiating skills • Demonstrable ability to work collaboratively and forge effective working relationships • Ability to identify appropriate advice and information • Demonstrable ability to solve problems • Good time-management skills • Experience of budgets and accounts, including managing funding from grant-giving 	<ul style="list-style-type: none"> • Valid driving licence and access to a car.

	<p>organisations and other sources</p> <ul style="list-style-type: none"> • Excellent IT skills • A good standard of written and spoken English • Ability to work as part of a team. • Ability to travel to the site and HTL office and attend visits/meetings in and around Lincoln as required 	
Values and attitudes	<ul style="list-style-type: none"> • Leadership • Ability and willingness to work outside normal office hours as required • Smart appearance • Confidence • Enthusiastic • Committed to equal opportunities 	<ul style="list-style-type: none"> • A willingness and ability to engage with the wider community

To apply, please send a CV and covering lettering explaining how you meet the person specification for this role to htladmin@heritagelincolnshire.org clearly marked Capital PM – Reimagining Greyfriars. Please label documents clearly with your name and CV or Covering Letter.

The closing date is midnight on Sunday 20th December.

Interviews are currently scheduled for Monday 11th January and will be held online.