

**Job Description : Project Manager – Heritage Projects**

**Salary :** £35,000 to £40,000 per annum (dependent on experience)

**Contract:** Permanent, full time

**Responsible to:** Conservation Project Manager, Heritage Lincolnshire

**Location:** Heritage Lincolnshire’s office, The Old School, Cameron Street, Heckington, Sleaford, NG34 9RW.

**Background:**

Heritage Lincolnshire is a registered charity and one of the country’s largest and most active building preservation trusts. We work throughout Lincolnshire and beyond to protect and celebrate our remarkable heritage. With a staffing team of around 40 supported by hundreds of volunteers, our activities are wide ranging. We manage historic sites, rescue heritage-at-risk and run area-based regeneration schemes. We have an active programme of events and activities including coordinating Heritage Open Days for the county. We deliver our own educational talks programme and have a long established community, commercial and research archaeology arm. Over the next few years we will also be developing our own portfolio of income-generating heritage assets, starting with our new 9 room B&B and café The Old King’s Head. With over 30 years experience, we are entering an exciting period of growth for our organisation. We are currently recruiting for a Project Manager to join our growing Heritage and Conservation Team. These posts will be working across two key areas; (i) leading delivery of our Town Deal projects; exciting area-based regeneration schemes to rejuvenate the town centres of Boston, Skegness and Mablethorpe, and (ii) leading on our work to tackle heritage-at-risk in the county and beyond by working with local communities to find sustainable new uses for historic buildings.

We are ambitious for our organisation and for Lincolnshire’s heritage. This new role will be at the forefront of helping us to expand our reach more than ever. The successful candidate will have a high degree of autonomy and need to be comfortable taking the lead on multimillion pound projects with multiple stakeholders and sometimes complex finances. We are offering the opportunity to work in an organisation at the forefront of our sector within a supportive team of enthusiastic and highly skilled heritage professionals. We offer a flexible working environment and the opportunity to make a lasting difference for people and heritage in Lincolnshire.

**Purpose of the job:**

This role will support the Conservation Team which leads on the delivery of grant funded projects, particularly Town Deal projects, together with action on Heritage at Risk. Work may also involve contributing to the wider work of the team in conservation, planning, and heritage consultancy. Both roles are likely to involve working on Heritage Lincolnshire’s role in various Levelling up projects funded by HM Government. Based principally in Heritage Lincolnshire’s Heckington office/at home, the appointed officer will work across Lincolnshire and the wider East Midlands as required.

If required, Heritage Lincolnshire would support an applicant working towards their IHBC membership, with a wealth of opportunities in the day-to-day duties of this role to develop the skills required to demonstrate competency for full membership.

**Main duties and responsibilities:**

**JOB SUMMARY**

To work within the Conservation Team on the delivery of specific grant funded projects, consultancy work and advice on historic buildings, monuments, areas and places.

**KEY RESPONSIBILITIES**

* Managing the development and delivery of capital schemes and revenue projects (both internal and external), ensuring they are delivered within the available budget and to the defined timescale.
* To support the delivery of grant-funded schemes, including assessment of proposed works, site visits and written advice where required.
* To support the financial management and administration of projects
* To develop bid proposals for external grant-funding, including developing projects and writing bid documentation for Heritage Lincolnshire and local community groups
* To undertake site visits and provide advice in relation to projects and schemes, including discussions and negotiations with developers and key stakeholders.
* To deliver events and activities that promote community engagement as required.
* To respond to general enquiries from the public, amenity bodies and local authorities.
* To follow and comply with all policies and procedures of Heritage Lincolnshire which includes the Trust’s Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
* To supervise and support volunteers working with the Trust within the office and on project delivery as appropriate (refer to our Volunteer Policy HTL/018)
* To uphold the working values and expectations of Heritage Lincolnshire both in the office and when representing the organisation externally.
* 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.

**Other requirements:**

* To undertake line management duties in line with the team structure.
* 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 long established charity employing around 50 members of staff, with 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 countywide organisation working at a grass roots level, conserving Lincolnshire’s heritage and benefitting local people and communities.

The benefits offered by Heritage Lincolnshire include:

* Flexible working arrangements, with a combination of office, home-based and site-work.
* Pension scheme including an employer’s contribution of 5% of gross annual salary
* Annual inflationary pay increase
* 30 days holiday per year inclusive of bank holidays (increasing to 33 days after 2 years service)
* Flexible working hours with time off 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.

**Person Specification : Project Manager**

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| **Criteria** |  | **Means of Assessment** | | |
| **Application** | **Interview** | **Test** |
| **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 of project management.  • Recent and relevant experience of successful capital project delivery.  • 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 managing externally funded projects, particularly government and National Lottery Heritage Fund. | **🗸**  **🗸**  **🗸**  **🗸**  **🗸** | **🗸**  **🗸**  **🗸**  **🗸** | **🗸** |
| **Desirable:**   * Demonstrable knowledge and understanding of planning policy and legislation. * Experience of delivering public realm projects. * Experience of identifying improvements and repairs required to historic buildings. * Knowledge and understanding of historic building construction. * Experience of financial and risk management; compliance and procurement | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** | **🗸**  **🗸**  **🗸** | **🗸** |
| **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 * A solution-focused approach – an 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:**   * Proficiency in using tools, software and systems to successfully manage projects. * Knowledge and appreciation of the heritage of Lincolnshire. | **🗸**  **🗸** |  |  |