

City Mills Development Officer

Full-time, fixed-term 1 year contract

JOB DESCRIPTION

1. Background

PKHT is a charity established in 1988 with the aim of conserving and promoting archaeology and architectural heritage of Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the development and delivery of projects, the administration of grant schemes, the provision of information and advice, and a programme of outreach events and publications. The Trust's vision, mission and priorities are outlined in our Strategic Plan 2017-22.

The A-Listed Lower City Mills, Perth (<https://www.buildingsatrisk.org.uk/details/917331> and <https://canmore.org.uk/site/28357/perth-west-mill-street-lower-city-mills>) is an important survivor of the burgh's industrial past, retaining much of its internal machinery, and as such is an untapped historic asset with significant potential to contribute to Perth's wider cultural offer as a modern city. The Trust is in the process of leasing the building complex with a view to occupying the building as its headquarters while offering public access to the mill machinery alongside exhibition space promoting traditional building skills, milling history, and setting the building in the context of both the burgh's medieval and later history and the importance of water-power in the wider region's history.

2. Job purpose

The purpose of the post is to lead on the development of a 3-5 year project for Lower City Mills that will improve the condition of the historic fabric of the building and the mill machinery, facilitate physical and intellectual access to the mill machinery through exhibition space and Virtual Reality, provide training in traditional building skills and engage with volunteers.

Specifically, the post-holder will:

1. Lead on production of a Conservation Management Plan, including:
 - Condition Survey (with the Skills Training Officer and Historic Buildings Development Manager)
 - Training and Volunteer Plan for the building (with the Skills Training Officer)
 - Mill machinery survey (with the Historic Buildings Development Manager)
 - Standing building/machinery recording and analysis and an Office Accommodation and Management Plan (in conjunction with the Director);
2. Lead on community and stakeholder consultation and the development of a costed project proposal and fund-raising strategy leading to funding applications for a 3-5 year project beginning in 2020, including:

- Historic Environment Scotland
- The National Lottery Heritage Fund
- The Gannochy Trust

3. Contribute to plans for the sub-letting of the Trust's Library Lodge building and the physical move of staff to Lower City Mills.

3. Responsible to

The post holder will work under the direction of the Trust Director and alongside other staff.

4. Other duties

Working within a small team, a flexible and 'can do' approach is required and the post-holder will perform duties other than those given in the job description to further the work of the Trust.

Date: 22/2/19 (DS)