



## Lower City Mills Development Officer

Full-time, fixed-term, 1-year contract

### JOB DESCRIPTION

#### 1. Background

PKHT is a charity with the aim of conserving and promoting archaeology and architectural heritage in Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the 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 and priorities are outlined in our [Strategic Plan 2017-22](#).

The A-Listed Lower City Mills, Perth (see <https://www.pkht.org.uk/lowercitymills/>) is an important survivor of the burgh's industrial past, retaining much of its internal machinery. Extensively renovated in the late 1980s, it functioned as a working mill visitor attraction through the 1990s with a café and craft shop, then becoming the home of the Perthshire Tourist Board. However, public access ended in around 2001 and the mill served as office accommodation for VisitScotland until they vacated in 2019. The building is in two parts: one half with working mill machinery and the other being functional office accommodation which the Trust use as its operational headquarters. The entire building requires conservation and was added to the Buildings at Risk Register in 2012.

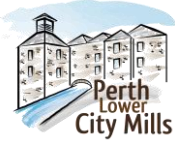
The Trust has secured Development Phase funding of £204k from the National Lottery Heritage Fund (NLHF), towards a £286k development year, leading to a Delivery Phase bid for a £2.7 million project to fully restore the building and its rare working machinery, allow public access once again, establish a heritage skills and conservation hub and centre for Scottish mills and milling. Historic Environment Scotland have offered just over £400k towards the repair of the building, however the Trust needs to secure around £500k over the development phase to secure the full NLHF Delivery Phase funding.

The post-holder will lead on the management of the Development Phase, working with the support of other Trust staff and Trustees to make a Delivery Phase application to NLHF, while helping to secure additional funding as required.

#### 2. Job purpose

To lead and co-ordinate a successful development year for the Lower City Mills Project: securing funding, based on a costed project, preparing and securing specialist reports, establishing budgets, reporting to funders and engaging with partners, stakeholders and communities.

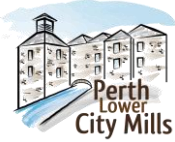
Working with other Trust staff, to develop the £2.7 million, 3-5 year project to: improve the condition of the building's historic fabric and mill machinery, move towards a net zero building in a way which addresses the project's impact on the climate emergency, facilitate physical and intellectual access to the mill machinery while providing heritage skills training and engaging with volunteers.



To lead on the submission of a National Lottery Heritage Fund (NLHF) Delivery Phase application and secure funding from other sources.

### **3. Key Responsibilities:**

1. Lead on developing the project in consultation with Trust Director, Trustees and the project Steering Group.
2. Lead on the submission of a Delivery Phase bid to NLHF including:
  - To develop a delivery phase application in line with requirements.
  - To produce an interpretation plan.
  - To produce an updated organisation business plan including income and spending forecasts for five years following completion.
  - To produce a capital works plan including design specifications to RIBA stage 3.
  - To produce an evaluation plan.
  - To produce a project timetable.
  - To produce a detailed cost breakdown and cash flow for the project.
  - To produce job descriptions and briefs for all Delivery Phase roles.
  - To produce a management and maintenance plan.
  - To produce an activity plan and a training plan.
  - To produce a Project management structure.
3. Progress the Historic Environment Scotland (HES) Historic Environment Repair Grant (HERG) application.
4. Contribute to the fund-raising strategy and lead on funding applications to cover the £500k delivery deficit as required.
5. Manage the development year budget and develop a delivery budget, identifying income and expenditure, and provide financial reports to Trustees and partners. Submit reports and claims to NLHF and other funders as required. Monitor and evaluate the outcomes of Project development in line with funders' requirements.
6. Manage and supervise external consultants, contractors and volunteers, and monitor and evaluate progress against work programmes and by review.
7. Oversee tendering for contracts, ensuring briefs are clear and meet the needs of the project and that agreed procurement procedures are complied with.
8. Ensure good record management and health and safety procedures are followed by external contractors and volunteers.
9. Prepare monthly, quarterly and annual reports for Trustees, funders, partners and stakeholders as required. Prepare and deliver presentations on the Project.
10. Lead on community and stakeholder consultation and promotion of the project locally, regionally and nationally; encourage engagement by residents, local communities and visitors; maintain strong links with funders, partners, stakeholders and the general public.



11. Lead in the development and co-ordination of activities and training, for the development and delivery phases, including liaison with existing education and training providers and other interested community groups.
12. Help to prepare an exit strategy to include the management and maintenance measures, along with funding secured to cover a period of 10 years after the Project.

#### **4. Responsible to**

The post holder will report to the Trust Director, and Board of Trustees, and work alongside other staff.

#### **5. Other duties**

Working within a small team, a driven, flexible and 'can do' approach is required and the post-holder may need to perform duties other than those given in the job description to further the development of the project.



# PERSON SPECIFICATION

## ESSENTIAL

### Experience:

- Managing the successful delivery of complex heritage projects, focussed on a historic building.
- Controlling budgets and financial accounting of a high-cost project.
- Experience in successfully securing funding from a variety of sources.
- Experience of contract management.
- Experience in line management of staff.
- Experience in developing and/or delivering successful community engagement.

### Knowledge:

- Degree in a heritage/management related subject, or equivalent relevant experience.
- Professional membership of a relevant organisation
- Understanding of past and current heritage law, policy, guidelines and best practice.
- Understanding of good project management principles and practice.
- Understanding of good financial accounting principles and practice.
- Understanding of good people management principles and practice.
- Understanding of, and abreast with, current funding sources and procedures.
- Understanding of the key principles of sustainability and their application.

### Skills and Personal Attributes:

- Clear and persuasive communication: written and verbal.
- Good problem-solving skills, a pragmatic approach.
- Ability to deal well with pressure and complex arrangements and types of tasks.
- Quick on the uptake, positive, co-operative and approachable in manner.
- Good with people as a manager, team worker and in dealing with the public.
- Honest, reliable with integrity in work undertaken and in relationships with people.
- Good level of IT skills, including MS Word, Excel and PowerPoint.
- Full, clean U.K. driving licence.

## DESIRABLE

### Experience:

- Delivery of a multi-partner project.
- Volunteer management.
- Delivering Heritage Fund grant award.

### Knowledge:

- A qualification in project management.
- IHBC, SPAB or other relevant membership
- Understanding of local authority and charitable trust organisation structures and procedures.

### Skills and Personal Attributes:

- Good ability to use desktop publishing software.

Date: 15/2/21 (DS)