



City Heritage Fund Officer/Grants Officer

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 2023-27](#).

Since 2012, the Trust's Perth City Heritage Fund has supported the Scottish Government's economic and regeneration strategies by championing the historic built environment. Funded by Historic Environment Scotland (HES), the scheme encourages the repair and regeneration of historic buildings within the Conservation Areas of Perth through a programme of grant-assistance to appropriate projects, education and outreach. It is delivered in partnership with Perth & Kinross Council.

The Trust is seeking a new full-time project officer to administer the Perth City Heritage Fund. In addition, the postholder will administer the Trust's Community Heritage grant scheme and contribute to outreach events such as the annual Doors Open Day celebration of the region's rich built heritage.

2. Job purpose

The purpose of the post is to deliver three main areas of work: i) the Perth City Heritage Fund, ii) the Perth & Kinross Community Heritage grant scheme, and iii) assistance in the delivery of outreach events. The proportion of time spent on each activity will be heavily weighted towards item i). The purpose of each role is as follows:

i) Perth City Heritage Fund

- Delivery of the Perth City Heritage Fund, including the administration of grants, meetings and liaison with Historic Environment Scotland, Perth & Kinross Council and other City Heritage Trusts.
- Promotion of the scheme and its objectives through websites, leaflets, events and through community engagement, education and consultation.

ii) Perth & Kinross Community Heritage grant scheme

- Delivery of the Perth & Kinross area-wide Community Heritage grant scheme, working with other staff and reporting to Trustees.

iii) Outreach work

- Assistance in the delivery of outreach projects.



3. Key Responsibilities:

1. Taking ownership of the Perth City Heritage Fund project, including the implementation of Business Plans agreed with Historic Environment Scotland, including quality control of eligible work, financial management and achieving agreed outcomes.
2. Coordinating and managing grantee, stakeholder and client groups including design teams and end users.
3. Management, programming, monitoring and reporting of projects on site, including quality and financial monitoring.
4. Maintain records and systems for all aspects of grants and projects and ensure compliance with relevant terms and conditions.
5. Representing the Trust in official meetings with statutory agencies, funding bodies, the local authority, owners, potential end users and other stakeholders.
6. Fundraising, accounting and reporting with Historic Environment Scotland.
7. Reporting progress to Trustees and convening regular PCHF Steering Group meetings.
8. Occasional public speaking and lecture presentation.
9. Assisting with policy and procedure development.
10. Contributing to the outreach and education work of the Trust through events, websites, leaflets and social media.
11. Responding to technical and general enquiries from the public.

4. Responsible to

The post holder will work under the direction of the Trust Director and report directly to the Board of Trustees. Working closely with other Trust staff as required, the post-holder is required to work independently using their own initiative as part of a small multi-disciplinary team.

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:

- A degree or post-graduate qualification in relevant discipline, such as historic building conservation, architecture, town planning urban design, planning, heritage management etc OR equivalent experience.
- Good project, budget and resource management skills and ability to meet tight deadlines.
- Strong communication skills include report writing and evaluation analysis.

Knowledge:

- Knowledge of economic development and an understanding of the role of the historic environment in supporting regeneration and economic growth.
- A sound understanding of best practice in historic buildings conservation.

Skills and Personal Attributes:

- Ability to prioritise tasks and manage multiple projects.
- Ability to work independently within the Trust's small team and to liaise with other partners and stakeholders as required.
- Good level of IT skills, including MS Word, Excel and PowerPoint.

DESIRABLE

Experience:

- Will have or be working towards accreditation in relevant professional body, such as IHBC, RIAS/RIBA, RICS, CIOB, RTPI.
- historic building conservation experience.
- Managing and implementing a historic building grant scheme.
- Experience in liaison with property owners, contractors, volunteers and statutory authorities.
- A good understanding of Health and Safety, including Risk Assessment.
- Third sector experience and experience of fundraising.

Knowledge:

- A good understanding of Scottish historic buildings and a familiarity with the Perth and Kinross area.
- Familiarity with the issues of common repairs in Scotland and the Tenements (Scotland) Act 2004.
- Familiarity with the issues of traditional building skills shortages and training pathways.
- Familiarity with setting, monitoring, evaluating and reporting on project outcomes.

Date: 18/01/23 (DS)