



Project Assistant (Rossendale Heritage Futures Project)

Valley Heritage believes the Valley's past plays a significant part in our present and future. The forgotten buildings around us are part of our shared past and must have a role in our future. There is so much potential for our old buildings to be brought back to life, be important to communities once more, and full of people.

Established in 2015, we are a charitable organisation looking to bring a strategic approach to the preservation and promotion of our historic places.

We have recently been successful in securing a Regional Capacity Building Grant from Historic England, which will provide 3 years' of revenue support for the Rossendale Heritage Futures Project.

The project will proactively seek to find and deliver solutions to the many redundant and derelict heritage assets across Rossendale, all through partnership working. The Project Assistant role will be critical to the success of the project.

Our Project Assistant will help us to deliver the project up to March 2027, supporting the Project Officer and Valley Heritage's Trustees with organisational and administrative tasks to assist the project and the organisation. This will include stakeholder engagement, assisting with the management of appointed consultants, the organisation of the Project Steering Group and research on the various buildings in scope. It will also include social media and producing project related content for our website.

You will have experience of administrative work and a desire to develop a career in heritage led regeneration / community development . You will be passionate about Valley Heritage's mission and be well organised, IT literate and with a willingness to learn.

You will report to the Project Officer and represent Valley Heritage in developing a range of partnerships and collaborative relationships.

The role will be a fixed term post up until March 2027. It will be focused on Rossendale, with a desk provided at the Alliance co-working space in Bacup, where you will be expected to work at least 1 day per week and co-ordinate your work with the Project Officer. Valley Heritage will provide a laptop, mobile phone and access to software.

Salary: £20,750
Hours: 30 hours per week, distributed flexibly across the week.
Holidays: 187.5 hours per year (25 days @ 7.5 hours per day), including Bank Holidays.
Pension: Auto-enrolment into a NEST workplace pension, 5% employee contribution, 3% employer contribution.



Key Objectives:

- Support the development of Project Viability Reports for redundant and derelict heritage assets across Rossendale.
- Support the development and delivery of emerging projects, which will help the organisation to become more sustainable and resilient.
- Develop and maintain positive relationships with public, private and third sector organisations.
- Support the development of Valley Heritage's governance and administration.
- Support marketing and promotion of the project and the organisation.
- Supporting regular reporting to funders.

Key Tasks:

- Support the Project Officer and Trustees in developing / maintaining positive relationships with current and potential public, private and third sector partners and collaborators in support of the project.
- Support the Project Officer and Trustees to identify and scope potential projects.
- Support the delivery of identified project tasks within agreed time, cost and quality parameters.
- Undertaking research into the history and current status of buildings.
- Support the Project Officer and Trustees to develop funding strategies and applications for project and organisational needs.
- Support Valley Heritage to manage the volunteers, staff, professionals and specialists involved in the project.
- Support the Project Officer in organising, managing and reporting to the Project Steering Group.
- Regularly report back to the Project Officer and Board of Trustees on all project activity.
- Work with the Project Officer to ensure all health and safety aspects of community engagement are adhered to.
- Create and maintain comprehensive documentation for all aspects of the project.
- Support evaluation of project activity.
- From time to time, standing in for the Project Officer in representing Valley Heritage at meetings, activities and events.
- Undertake any additional tasks as may from time to time be reasonably necessary to support the project and Valley Heritage's activities.

Your Experience

- Managing workloads and prioritising to meet deadlines.
- Preparing written reports.
- Managing budgets.
- Using social media.
- Supporting others to deliver engaging events and activities.
- Supporting others to develop and deliver grant funded projects.
- Voluntary and Community Sector organisations.

Your Skills and Attitude

- Approachability and ability to enthuse others.
- Ability to channel own passion for heritage and positive social impact to engage others to take positive action.
- Self-motivated with the ability to work on own and as part of a multi-disciplinary team.
- Ability to develop effective partnerships with a wide range of stakeholders.
- Excellent written and verbal communication skills, including report writing and presentations.
- Computer literate and experience with Microsoft Office packages and social media.

Other

- The flexibility to be able to undertake work out of hours including evenings and weekends as needed.
- An appreciation and commitment to healthy and safe working practices.
- A commitment to equality and diversity.
- Able to attend relevant meetings as and when required.
- A full clean driving licence.