



Project Officer (Bernat Klein Studio)

Job Description

Job Title: Project Officer

Reports To: Project Manager

Salary: £34,000 pa

Hours: 35 hours per week, fixed term one year, with likely extension depending on funding

Location: Custom House, Leith with flexible home working

Apply with CV and covering letter to: info@shbt.org.uk

Closing date: Monday, 6 October, 9:00 am

The Role

Scottish Historic Buildings Trust (SHBT) is a Charity and Building Preservation Trust (BPT) with almost 50 years' experience saving derelict and redundant buildings throughout the whole of Scotland. We strive to be dynamic and innovative in our approach, constantly seeking new ways to solve myriad challenges which our historic built environment faces, as well as seizing the many (and more numerous) opportunities offered in an ever-changing world to make heritage relevant to all. Our Projects team are at the forefront of our activities.

The Project Officer (Bernat Klein Studio) role will support the delivery of the first phase of our recently acquired Bernat Klein Studio (1972) by Peter Womersley between Galashiels and Selkirk in the Scottish Borders. As part of a coalition with National Trust for Scotland and Bernat Klein Foundation – Bernat Klein Studio Coalition – SHBT is undertaking the restoration of this unique piece of Scotland's architectural heritage of the twentieth century. Working with the Project Manager and Director, you will be responsible for overseeing a package of essential works to this category A building at risk, develop a detailed project plan, including the procurement of a Design Team, and lead on drafting major funding applications to National Lottery Heritage Fund and other key funders to complete the project.

The National Lottery Heritage Fund

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. Saving Peter Womersley's Bernat Klein Studio is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we aim to rescue one of Scotland's most significant twentieth-century buildings, Peter Womersley's 1972 masterpiece in the Scottish Borders.

Key responsibilities

- Support the Project Manager, Director and coalition partners on the Bernat Klein Studio, including providing input surveys, business plans, historic studies and conservation statements carried out by external consultants or undertaken in-house, including undertaking research, making grant applications, writing reports and presenting to key stakeholders.
- Working with Property Management colleagues, take the lead on developing a Building Management Plan for the property, drawing also on the resources of the coalition where appropriate, to maintain the security of the building and access to professionals and colleagues as and when required as principle key holder.
- Facilitate the development of a detailed specification from appropriately qualified professionals for emergency works on the building, supporting the procurement of contractors, coordinating access when required, and maintain all appropriate checks and records for SHBT as client.
- Liaising with coalition to develop the project brief/methodologies, undertake stakeholder mapping, community engagement, and project interpretation plan.
- Assist Project Managers where required. This may include attending site or other meetings (taking minutes as required and following up any actions), promoting the project by taking on site photographs and writing articles for newsletters, community promotional events and liaising with any additional consultants/end users to ensure that they are kept abreast of any areas where their input is required in a timeous fashion.
- Drafting grant applications to trusts and funders, in particular to National Lottery Heritage Fund, participating in internal and external project development workshops and project-focussed study days, and supporting the drafting and refinement of major funding applications on behalf of the Coalition.
- Support Project Manager and Head of Finance with project finance including preparation of project finance reporting to SHBT Board, the Coalition and to funders and others, ensuring that all project spend has been pre-agreed and is paid through SHBT Finance Team.
- Support Project Manager and Director to ensure that the Trust Board and Bernat Klein Studio Working Group are fully informed of the progress of projects and consultancy work through supporting the preparation of papers and attendance at meetings where required.

- Working with colleagues to provide copy for any interpretation material required which might range from project data sheets to a project booklet through to an academic publication on the conservation and research work undertaken (which might also include acting as editor on external consultants' publications).
- Represent the Trust in official meetings with funding institutions and individuals, Coalition stakeholders, interested societies or groups as well as represent the Trust at seminars and conferences, including public speaking and making presentations on the Trust portfolio, specific projects and promoting the broad activities of the Trust.
- Working with the Coalition and SHBT Marketing & Communications Manager a media strategy for the Project, including supplying copy for any marketing brochures/leaflets/website on the Project, including support for webs presence and project-related content for Trust and Coalition social media postings.
- Leading the evaluation for the project, gathering baseline data on digital engagement with project content via SHBT channels, organising hard hat tours and 'town hall' meetings to engage with the members of the public, writing and leading the design and publication of a final evaluation report.
- Any other reasonable tasks as advised by the Project Manager and Director.

Person specification

Quality	Essential	Desirable
Education and Training	Educated to degree level in sector-specific discipline, or to degree level in a non-sector specific discipline but with strong transferable skills, or equivalent professional experience (evidenced by at least three years of relevant employment / volunteering)	<ul style="list-style-type: none"> • Postgraduate qualification in project management and/or conservation • Professional memberships (e.g., IHBC)

Quality	Essential	Desirable
Job Experience and Skills	<ul style="list-style-type: none"> • Demonstrable passion and knowledge of museums and use of digital approaches to exhibitions and storytelling • Demonstrable passion and knowledge of architectural heritage and its adaptive reuse • Involvement in any type of capital project with experience of project development/management • Experience of applying for funding at any level (e.g., finding funders, making enquiries, involvement in applications) • Financial awareness and budgetary skills • Experience of working with community groups and other non-professional assemblies in discussing projects and stimulating awareness 	<ul style="list-style-type: none"> • Technical knowledge of architectural preservation (e.g., evidence of CPD courses and training relevant to traditional building methods) • Successful applications to funders within the heritage sector (e.g., Historic Environment Scotland, Architectural Heritage Fund) • Project management experience of a successful heritage project or BPT activity • Consultancy experience
Personal Qualities	<ul style="list-style-type: none"> • A creative mind – you will often need to find new approaches to unexpected problems, which can be fun as well as challenging • Outstanding written and verbal communication • Outgoing personality and ability to initiate and enjoy direct communication with the public, media partners, and key stakeholders • Committed to building good internal and external relationships, both with colleagues and supporters • Demonstrable ability to work on own initiative and to meet objectives and tight deadlines 	<ul style="list-style-type: none"> • Flexibility to work outside of usual business hours by mutual agreement (e.g., evening or weekend at community engagement event) • Organised approach to record keeping and information management • IT and skills beyond standard office suite • Comfortable managing multiple work streams simultaneously

If you have any questions regarding this job opening, please email: info@shbt.org.uk

For the right candidate, this is an exciting opportunity to make a meaningful difference and have a lot of fun along the way. **To apply, please forward your CV and covering letter to info@shbt.org.uk.**

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