



Project Officer (Leith Custom House Museum Project)

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.

As Project Officer (Leith Custom House Museum Project), you will be responsible for the Trust's flagship Leith Custom House project. Working with the Project Managers and Director, you will help co-ordinate our activities to restore one of the city's most significant historic buildings, adapting it to become fully accessible and a central part of Leith's civic identity following an exciting design concept developed with Richard Murphy Architects. You will lead on the development of an innovative new digital museum concept – the first fully digital museum in the UK – which will allow for digitised Cultural Heritage Objects to be curated into any number of exhibitions, as well as providing one of the first spaces fully adapted to the display of digitally-created artworks.

Key responsibilities

- Support the Project Manager and Project Director on the Leith Custom House project to deliver the project masterplan, including providing input into feasibility/options appraisals, business plans, historic studies and conservation statements carried out by external consultants or undertaken in-house, including undertaking independent research.

- Coordinate creation of a detailed development plan for the Leith Custom House Museum as a wholly digital museum with a cloud-based digital collection, engaging knowledge and expertise from external consultants in the museum and digital arts sector, liaising with key national museums, bodies such as Museums Galleries Scotland and Creative Scotland, and with our official project partner, Edinburgh Museums Galleries.
- Deliver proof of concept and prototype projects to support the overall project by working with our technical advisors and other stakeholders to test and develop the potential of the digital museum concept, including networking and liaising with similar digital heritage projects across the country, Europe, and further afield, to ensure the project remains innovative and follows best practice.
- Facilitate the relationship with the architectural Design Team and other external consultants to progress planning applications and technical specification of the project, including the specification of the digital museum element, arranging regular project meetings, tracking progress, and providing quarterly reports for SHBT Trustees.
- Lead on engagement with the community, especially the strategic relationship with project partner Leith Civic Trust, to ensure the project is understood and supported by the local community in Leith and meets their expectations.
- Collaborating on grant applications to trusts and funders, including fundraising campaigns and major gifts in partnership with SHBT Fundraising Officer, participating in internal project development workshops and project-focussed study days to do so, and supporting the drafting and refinement of major funding applications to National Lottery Heritage Fund and other on behalf of SHBT and our community partners.
- Working with the Marketing & Communications Manager to promote 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 timely fashion.
- Support Project Managers with project finance including preparation of project finance reporting to SHBT Board, funders and others, ensuring that all project spend has been pre-agreed and is paid through SHBT Finance Team.
- Support Project Managers and Director to ensure that the Trust Board and Projects Working Group are fully informed of the progress of Leith Custom House project 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, potential end users, 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.
- Provide input into the marketing of the Trust which includes supplying copy for any marketing brochures/leaflets/website on Trust projects for general marketing and specific campaigns, including liaison with any consultants, and providing an editorial role for any publications as well as provision of project-related content for Trust social media postings.
- Any other reasonable tasks as advised by the Project Managers 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 or volunteering)	Postgraduate qualification in project management and/or museum studies Professional memberships (e.g., IHBC, MA)
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 	<ul style="list-style-type: none"> • Technical knowledge of project development (e.g., evidence of CPD courses and training relevant)

Quality	Essential	Desirable
Job Experience and Skills	<ul style="list-style-type: none"> • 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"> • Successful applications to funders within the sector (e.g., NLHF, MGS, AHF) • Project management experience of a successful cultural heritage project • Experience of exhibition design • Experience of creating detailed technical specifications
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 practical 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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