



St Margaret's Church Project Development Officer

Job Description

Job Title: St Margaret's Church Project Development Officer

Reports To: Historic Churches Scotland Executive Director

Salary: £50,000 pa

Hours of work: 35 hours per week

Duration: 18 Month Fixed term contract

Location: Flexible home-working, with frequent travel to Braemar



Apply with CV and covering letter to: contact@historicchurches.scot

Closing date: Monday 10 November, 9am

Background

Historic Churches Scotland works in partnership with communities to save historic places of worship at risk through sale, disuse or decay. It was established in 1996 as the Scottish Redundant Churches Trust. It is a registered charity (SC024407) and a Company Limited by Guarantee (SC162884).

Historic Churches Scotland (HCS) is working in partnership with St Margaret's Trust to secure the future of St Margaret's Church Braemar. HCS is the lead organisation in an application to the National Lottery Heritage Fund and other grant funders to that purpose. HCS is the owner of St Margaret's Braemar, and St Margaret's Trust is the day-to-day operator of the building.

St Margaret's Trust (SMT) is a Scottish Charitable Incorporated Organisation (SC045945). SMT was registered with OSCR on 28th August 2015 but has its origins in the St Margaret's Braemar Project Group formed in 2011.

The partnership's principal aim is to repair, conserve, and repurpose the Category A listed St Margaret's Church in Braemar for the benefit of the community. This is being met through developing St Margaret's as a high-quality visitor attraction celebrating the heritage of the village, providing a unique performance and exhibition venue, together with information for visitors to the village and surrounding area. SMT's strapline is *St Margaret's Braemar: Performance – Arts – Heritage*.

Project Aims

The Church of St Margaret of Scotland in Braemar is considered one of the finest examples of the work of the eminent Gothic Revivalist architect Sir J Ninian Comper. It is Category A listed and has been on the Buildings at Risk register since 2003. The church was last used for regular worship in 1997 with ownership transferred to HCS in 2013. Despite having a meanwhile use and repair schemes it is now in a critical state with the tower in a serious condition. This is partly because of inappropriate repairs in the 1990s, exacerbated by climate change and the effects of the harsh climate in Braemar. Ongoing investigations by building professionals have shown that the speed of deterioration is accelerating, with the main tower parapet and southeast section of the tower increasingly vulnerable. Without action there is a risk that SMT

will have to stop using the building for public events due to the inherent danger and the community will no longer have access to St Margaret's

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. St Margaret's Braemar – Regenerating a hidden Scottish masterpiece is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we aim to secure the future of St Margaret's Braemar as a beautiful and creative historic place for people in the heart of the Cairngorms National Park.

Project Outline

This is the first stage of a two-stage project.

The Development Phase will see the south elevation of the tower scaffolded to provide access for a detailed survey and assessment of the masonry. This research and development work is critical to ensuring that the repair methodology and specification is compatible with the historic construction and does not fail, as it did in the 1990s. Surveys will include laser scanning, infrared thermography and microwave moisture measurement to model in 3D how damp is moving through the walls. Targeted invasive surveys are also proposed to better understand the relationship between the rubble core and the outer skin of dressed granite. This data will inform the development of a specification and methodology for the repair of the wall, which will be trialled on the tower south elevation and SE corner during the development phase. This will include the taking down and rebuilding of the parapet over the south elevation and the repair of the belfry.

During the development phase a number of pilot activities and development tasks will be progressed. This will build on development work already undertaken. You will be responsible for co-ordinating the project, working closely with HCS and SMT, and the procurement of the design team and consultants (business planner, fundraiser, evaluation and community heritage activities planner) in order to satisfy the requirements for the submission of the successful development stage evaluation report and the second stage 'delivery phase' application to the National Lottery Heritage Fund and other funding applications.

Job Purpose

The Project Development Officer is responsible for the overall delivery of the Development Phase of a two stage National Lottery Heritage Fund project, to the agreed scope, timescale and budget, including the delivery of community heritage activities in support of the project.

Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that the postholder may be asked to undertake. This job description is not an exhaustive list and will be subject to quarterly review over the life of the project.

Tendering, appointment and management of consultants

- Tender and appoint Design Team and specialist consultants as required, including the production of tender documentation.
- Manage the tendering and appointment of consultants/contractors in line with client and funder procurement guidelines.

Planning and Implementation

- Lead on the implementation of the development phase, within programme and budget.
- Work closely with the SMT Board and Venue Manager to coordinate phasing of works and pilot activities with SMT's use of the building.
- Liaise with the Design Team, key partners and agencies on scope of works and specifications.
- Maintain up-to-date risk register.
- Control changes to project scope as necessary and manage issue resolution.

- Lead on the procurement/recruitment of consultants including: community heritage activities, business planning, fundraiser.
- Liaise with stakeholders, partners, and consultants.
- Undertake risk assessments for activities.
- Market and promote the activities.
- Submit development evaluation report to satisfy NLHF requirements.

Reporting and financial management

- Manage the project budget.
- Report to the St Margaret's project, Joint Executive Group.
- Report to funders and lead on grant claims and financial reporting.
- Maintain records in accordance with HCS professional codes of practice.
- Plan and conduct post project evaluation with evaluation consultant

Evaluation of Pilot Activities

- Collect and manage feedback from activity participants through written reports and verbal comments.
- Report on feedback to the Joint Executive Group to acknowledge strengths and weaknesses and to recommend improvements for future activities, during the main project works.

Volunteer Recruitment and Training

- Working proactively with SMT and the local community, partner agencies and educational institutions, to recruit volunteers from a diverse range of backgrounds, age ranges and abilities to take part in activities.
- Develop and deliver training and support to volunteers.
- Assist volunteers to develop their skills.

Volunteer Management and Tracking

- Establish and regularly update a list of volunteers supporting and participating in activities.
- Communicate regularly with volunteers.
- Document and log volunteer hours in volunteer tracking system.

Other Duties

- In addition to the main duties listed above the post holder will be required to perform other appropriate duties assigned by the HCS Executive Director.

Special Conditions

The post will require a PVG (Protecting Vulnerable Groups) check to work with both adults and young people.

Person Specification

Qualifications and Experience

- Degree in built environment or relevant discipline.
- Minimum 5 year's experience in building conservation.
- Proven track record of managing and successfully delivering complex built heritage conservation projects.
- Good understanding of heritage conservation principles and practice.
- Relevant experience of working on grant-aided heritage projects, including grant reporting.
- Relevant experience in tendering and managing consultants.
- An empathy for conservation and cultural heritage.
- Experience of partnership working.
- Experience of event planning and management.
- Ability to build relationships and work with partners, volunteers and community members.

Skills

- Ability to project manage and analyse financial information.

- Ability to project manage and analyse architectural drawings, proposed buildings works, technical specifications and financial information.

Working Environment

- Primarily (home) office based but requiring regular site visits to Braemar, including working at heights, and meetings in external locations.
- Occasional out of hours working to meet with partners and in support of community heritage activities.

Communication

- Ability to work collaboratively and diplomatically using excellent verbal communication skills.
- Excellent written communication skills, including demonstrating well-developed report writing skills.
- Ability to provide clear and concise oral briefings and presentations and to give presentations to large groups.
- Desire to share the St Margaret's Church project aims with the community.
- Ability to maintain good communications when working flexibly, from home and on-site.

Commitment to service

- Ability to work with people from diverse backgrounds.
- Willing to work weekends and evenings as required.

Professionalism

- Ability to work well independently and as part of a team.
- Maturity and good judgement in relating to HCS partners, funders and donors.
- Availability, dependability, and willingness to be flexible.
- Demonstrated ability to solve problems.
- Enthusiastic and positive attitude toward helping others.

In addition candidates should:

- Be highly motivated.
- Share HCS's philosophy and values.
- Be committed to high standards of performance and presentation.
- Be committed to equality of opportunity for all.

If you have any questions regarding the position, please email contact@historicchurches.scot

To apply, please send your CV and covering letter to contact@historicchurches.scot

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