

Edinburgh World Heritage

Conservation Projects Officer

Edinburgh World Heritage is looking to appoint a Conservation Projects Officer to play a key role in the conservation of our remarkable historic city.

Our Conservation Funding Programme, funded by Historic Environment Scotland, helps to retain the authenticity and integrity of the Old and New Towns of Edinburgh World Heritage Site. We offer grants to owners and organisations to help improve the condition of their building or public space. The programme also supports traditional skills, empowers communities and improves people's sense of ownership for the historic environment.

We are involved in a diverse range of projects including tenements, shopfronts and major historic set-pieces. The Conservation Projects Officer will support the delivery of these projects, as well as work with people and communities to ensure that they are fully engaged. The Conservation Projects Officer will also lead on the delivery of the Maintenance Programme.

Edinburgh World Heritage an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage in everything we do – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city.

Purpose:

To support the successful delivery of the Conservation Funding Programme projects.

Aims

1. Support the delivery of key conservation projects
2. Ensure high level of quality control on all project grant documentation
3. Lead on the Maintenance Programme
4. Strengthen engagement with people and communities

Reports to:

Conservation Architect & Grants Manager

Contract:

Full-time for a fixed term to 31st March 2022, with the possibility of extension depending on funding

Salary:

£23,460

Annual leave

25 days

Main Duties:

- Provide organisational support to the EWH Conservation Architect & Grants Manager and EWH Grants and Projects Team.
- Ensure that all project grant management aspects, including general enquiries, grant applications, grant offers and legal documents, are compliant at every stage of the project cycle.
- Support the Grants Manager with programme management, including the organisation of owners' meetings, and maintain appropriate systems to facilitate monitoring of multiple individual Conservation Funding Programme projects.
- Prepare project progress reports to inform Board Committee, funders and strategy.
- Contribute to the development of ways to better measure, monitor and evaluate our work.
- Build relationships with the community and provide advice and support.
- Assist the Grants Manager to guide professional advisors, contractors and other stakeholders on scope of works and specification of conservation work.
- Ensure before and after photos are up-to-date.
- Lead on EWH's Maintenance Programme and promote traditional skills.
- Assist EWH colleagues to prepare communications, publicity and events around the projects.
- Contribute to the wider EWH agenda by applying expertise to other parts of our organisation.

Skills & experience

- Educated to a degree level in a relevant discipline.
- Experience of supporting delivery of projects, ideally involving built heritage.
- Knowledge of project administration or grant management systems and processes.
- Experience of providing clear, accurate advice, ideally to wide range of stakeholders.
- Digitally confident, familiar with using a range of digital tools and technologies
- Knowledge of traditional building skills and materials would be an advantage.
- Understanding of maintenance of historic buildings would be an advantage.

Behaviours & abilities

- Passionate about Edinburgh's built heritage.
- Exceptional organisational and planning skills, able to maintain administrative systems and processes for managing documentation.
- Excellent interpersonal skills, with the ability to engage effectively with a broad range of people face-to-face and in writing.
- Resilient, able to solve complex problems by identifying creative solutions.
- Able to compile and analysis data.
- Good attention to detail.
- Excellent time manager, able to manage a number of complicated tasks simultaneously and deliver to deadlines.