

Candidate information pack

Heritage Development Manager

Heritage and Partnerships | Comrie Development Trust

Reports to: Board of Trustees

Hours and salary: 14 hours per week | £14,746.67 per annum (£39,500 FTE).

Location: Hybrid, with flexible remote working. Regular attendance at Cultybraggan Camp for meetings and agreed activities is essential.

Contract: Fixed term until 31 March 2029, with plans to extend subject to funding availability.

Recruitment dates: Closing: 28 October 2026 at 5 pm. In-person interviews: week commencing 2 November. Anticipated start: week commencing 9 November 2026, or following the successful candidate's notice period.

About CDT and this opportunity

Comrie Development Trust works for the benefit of Comrie and District. Cultybraggan Camp is a major community asset, bringing together historic buildings, the museum and spaces for local activity. This role connects the Camp's heritage with wider community opportunities.

Help turn Comrie's heritage into lasting community benefit. Working with Comrie Heritage Group, colleagues and partners, you will develop opportunities that strengthen participation, improve the visitor experience and support Comrie Development Trust's long-term sustainability.

Join a small team delivering lasting benefits for Comrie. During this fixed-term appointment, turn agreed heritage priorities into practical results: progress towards museum Accreditation, heritage-led regeneration guided by the Heritage Conservation Framework, and activities connecting people with local heritage. Work with the Community Engagement and Volunteer Co-ordinator and Business Development Manager to agree realistic milestones and keep delivery moving.

Why this work matters

Museum Accreditation preparation can strengthen how the museum is organised, how its collections are cared for and how people engage with it. Alongside sympathetic hut restoration, this can improve the visitor offer, support volunteers and help CDT develop credible partnerships and funding proposals. These improvements contribute to SCP objectives for better use of Cultybraggan, greater organisational self-sufficiency and wider community participation. Accreditation itself does not guarantee funding or visitor income.

This post is funded through the Scottish Government's Strengthening Communities Programme.

Role description

Museum development and Accreditation

Work alongside Comrie Heritage Group, respecting its members' knowledge, skills and existing relationships. Agree a manageable action plan with the group, trustees and museum advisers. Coordinate contributions, documentation and follow-up, and work with any curatorial or other specialist support secured through the developing MGS relationship.

Heritage-led regeneration

Coordinate heritage-led regeneration guided by the Cultybraggan Camp Heritage Conservation Framework (final September 2025): conserving and revitalising the historic camp through community participation, skills development and sustainable uses that generate lasting income. Help develop the people, partnerships and support needed to deliver agreed priorities. The historic huts and their surviving fabric are part of the heritage being preserved and interpreted.

- Develop suitable restoration and skills projects with competent advisers. Agree specialist training needs; the Community Engagement and Volunteer Co-ordinator organises recruitment and participation, while named activity leads supervise delivery.
- Bring together the Heritage Group, site colleagues, tenants, conservation advisers and potential delivery partners.
- Help identify practical support and funding opportunities, and communicate the value of sympathetic repair and reuse.

Wider heritage and business development

- Build on connections with museums, researchers and heritage organisations across Comrie and District and beyond.
- Help develop interpretation, community activities and visitor experiences that respond to local interests and benefit CDT.
- Contribute partnership evidence, community feedback and project information to funding proposals and SCP reporting; develop opportunities for heritage funding, visitor giving and earned income that contribute to long-term sustainability.

Working with colleagues

Lead museum and Accreditation coordination, heritage partnerships, interpretation and project content. Agree specialist tasks and training needs with the Heritage Group and advisers. The Community Engagement and Volunteer Co-ordinator owns recruitment, matching, induction arrangements, ongoing volunteer support, participation records and recognition.

You develop heritage funding and income opportunities. The business development colleague coordinates overall viability, funding strategy, delivery agreements and consolidated SCP reporting. Supply heritage evidence and visitor feedback. Maintain one shared workplan with protected handovers, phased priorities and named activity leads, realistic for each part-time allocation.

Responsibilities and support

Trustees set priorities and retain budget, spending and organisational approvals. Competent specialists and site leads own technical methods, permissions and safe supervision. Agree activity leadership before recruiting volunteers; neither part-time post provides continuous site or museum cover. Curatorial and construction-management decisions remain with appropriate specialists.

Person specification and application

Essential

- Experience building constructive relationships and supporting collaborative projects or community activity.
- Ability to support volunteers respectfully, recognising existing expertise and different perspectives.
- Strong organisation and follow-through: keeping clear records, coordinating contributions and managing a limited weekly workload.
- Clear written and spoken communication, including explaining ideas and reporting progress.
- Ability to work independently, collaborate closely with volunteer and business development colleagues and attend regular meetings at the Camp.

Desirable

- Working knowledge of museums, heritage, research or academic environments.
- Familiarity with Museum Accreditation or experience coordinating a development or improvement process.
- Experience of heritage interpretation, historic-building projects, training partnerships or community research.
- Experience contributing to funding proposals, visitor development or partnership support.

We welcome relevant experience gained through paid employment, volunteering, study and community involvement. A curatorial qualification is not required.

How to apply

Email your CV and a supporting statement of up to 800 words to admin@comriedevtrust.org.uk by 5 pm on 28 October 2026. Use the same address for clarification before applying, an informal discussion or recruitment adjustments.

We welcome applicants from all backgrounds and value experience gained through employment, volunteering and community life. We welcome applications from disabled people and will make reasonable adjustments during recruitment and employment. Contact admin@comriedevtrust.org.uk for an alternative application format, adjustments or an informal conversation about the role.

Please use your supporting statement to cover these three topics:

- Why the role interests you and the experience you would bring.
- An example of helping volunteers, specialists or partner organisations achieve something together.
- How you organise a project, maintain momentum and recognise when specialist advice is needed.

Please indicate your availability to start and any notice period. You may also outline your preferred working pattern. We welcome requests for adjustments to the application or interview process.