



## Project Officer

Organisation: Perth and Kinross Heritage Trust

Location: Hybrid with office based in Perth (with occasional site visits across Perth and Kinross)

Salary: £31,000 - £34,000 pro rata

Status: 0.8 FTE (full time considered)

Job Type: Fixed Term (funded to March 2031)

## The Role

Perth and Kinross Heritage Trust is seeking a motivated and organised **Project Officer** to support the effective delivery of the **Perth City Heritage Fund** and associated programmes. This is an exciting opportunity to play a key role in conserving and enhancing Perth's historic built environment, while also contributing to innovative work in **traditional building skills training, community engagement, and climate resilience**.

Working closely with the Senior Grants Officer, you will help deliver a growing and ambitious programme. The role includes supporting the grant-aided building repair programme, assisting with grant management and project development, engaging with stakeholders and developing a strong pipeline of future projects. You will also contribute to skills training programmes and flagship initiatives such as the **Bridge Lane Project**.

Perth City Heritage Fund is supported by Historic Environment Scotland:



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

## **Key Responsibilities**

### **1. Perth City Heritage Fund - Delivery Support**

- Assist in the day-to-day delivery and administration of the Perth City Heritage Fund including the management of grant applications, assessment processes and grant offers.
- Help monitor and deliver live projects, including progress, compliance and outputs.
- Maintain accurate project records, databases and reporting systems.

This supports the wider programme of capital repair projects addressing poor building condition, vacancy and climate resilience in Perth's historic environment.

### **2. Perth City Heritage Fund - Pipeline Development**

- Proactively identify and develop a pipeline of eligible grant projects by liaising with property owners, and other key stakeholders.
- Support early project development, including feasibility and engagement work.

This is critical to sustaining delivery of major and small grants, including priority projects such as tenement repairs, shopfront improvements and reuse of vacant buildings.

### **3. Traditional Building Skills Programme**

- Support delivery of the Trust's Traditional Building Skills training programme, including:
  - Schools Roadshows
  - Skills Focus Courses
  - Continuing Professional Development events and site-based learning
  - Integrated training opportunities within active projects
- Assist with coordination of partners, contractors and participants.

This programme addresses national skills shortages and supports pathways into heritage and construction careers.

### **4. Bridge Lane Project Support**

- Provide support to the development and delivery of the Trust's Bridge Lane Project as a flagship initiative for capital repairs and community engagement.
- Assist with project coordination, stakeholder liaison and integration with training and outreach activities.

## **5. Stakeholder Engagement and Outreach**

- Build relationships with property owners, community groups, contractors and partners.
- Support engagement activities that promote the Perth City Heritage Fund and encourage participation.

This supports wider programme aims of community engagement, awareness-raising and participation in heritage-led regeneration.

## **6. Monitoring, Evaluation and Reporting**

- Assist in gathering data across grants and training programmes to support the preparation of reports to funders and external stakeholders.
- Contribute to evaluation of outputs, outcomes and impact.

This reflects increased emphasis on evaluation and reporting within the new funding programme.

## **Working Relationships**

- Reports to: Senior Grants Officer
- Works closely with our:
  - Communities and Outreach Officer
  - CEO and wider Perth and Kinross Heritage Trust team
  - External partners including Historic Environment Scotland, Perth and Kinross Council, contractors and community organisations

## About You

To be considered as our Project Officer, you will need:

### Essential

- Experience supporting or delivering grant programmes, projects or community initiatives
- Experience of organising and delivering engagement activities and events
- Strong organisational skills with the ability to manage multiple tasks and deadlines
- Excellent communication and interpersonal skills
- Ability to work collaboratively with a range of stakeholders
- Good IT skills, including data management, spreadsheets and reporting
- Interest in the historic environment, regeneration or built heritage

### Desirable

- Knowledge of historic building conservation or the heritage sector
- Experience working with capital projects or the built environment
- Experience supporting training or skills development
- Understanding of monitoring and evaluation processes
- Full, clean UK driving licence

## Why join Perth and Kinross Heritage Trust?

- Be part of a small, dynamic organisation delivering real change in Perth's historic environment
- Contribute to high-impact projects improving buildings, communities and skills
- Help address key challenges including climate resilience, skills shortages and town centre regeneration
- Work on a diverse programme combining grants, training, outreach and innovation
- Receive 32 days annual leave pro-rata including bank holidays (+1 day per year, for up to 5 years)
- Auto-enrolment into our pension scheme (6%)
- Flexible and hybrid working arrangements to suit individual circumstances

**This role offers a unique opportunity to develop a career in heritage, regeneration and grant programme delivery, while contributing to a nationally significant initiative supporting Scotland's historic environment.**

## **Additional Information**

- To apply please email a two-page CV, and a two-page personal statement which addresses each of the essential and desirable criteria. These should be sent in PDF format to [samantha.ross@pkht.org.uk](mailto:samantha.ross@pkht.org.uk) with the subject heading 'Project Officer Application'. Please ensure that your application is unique to this vacancy.
- Application deadline: 23:59 on Sunday 21 June
- Invitations to interview will be sent on Friday 26 June
- Interviews will be held in-person on Tuesday 7 July, with the Chief Executive and the Senior Grants Officer.
- Interview questions and details of a pre-interview activity will be circulated three days in advance.
- We aim to be an inclusive employer and welcome applications from all parts of the community, particularly from under-represented groups.
- Adjustments are available throughout the application process.

Other organisations may call this role – Grants Officer, Assistant Grants Officer, Funding Officer, Heritage Officer and Project Coordinator.