

Job Title: Built Heritage Project Officer

Organisation: Perth and Kinross Heritage Trust

Location: Hybrid, with regular attendance at our Perth office required (typically 2-3 days per week, including Wednesdays)

Salary: £31,000 - £34,000

Status: Full-time (36 hours per week)

Job Type: Fixed Term (currently funded until March 2031)



The Organisation

Established in 1988, Perth and Kinross Heritage Trust was founded to protect, enhance and promote the Historic Environment in Perth and Kinross. A registered charity and company limited by guarantee; our remit encompasses Historic Building Conservation, Archaeology, Interpretation and Training. We also manage the Perth City Heritage Fund, which aims to encourage sustainable economic and social recovery within Perth by conserving and restoring Historic Buildings.

The Trust is overseen by a Board of volunteer Trustees and a team of seven employees. More information about our organisation can be found on our website www.pkht.org.uk.

The Role

We are seeking an organised and proactive **Built Heritage Project Officer** to support the effective delivery of the £1.5m Historic Environment Scotland funded **Perth City Heritage Fund**. Perth and Kinross Heritage Trust award over £125,000 in funding each year through the Perth City Heritage Fund's grant programme which helps building owners in Perth protect and repair the city's historic buildings.

Since the Perth City Heritage Fund was established in 2012, we have delivered a range of **Traditional Building Skills Training** and **Continuing Professional Development** events and activities. Other additional key objectives in this five-year fund include a **Materials Audit**, **Skills Audit**, and **Climate Impact Assessment**.

As part of their career development, and to ensure they are equipped for the technical aspects of the role, the Trust will support the successful candidate with professional development including membership of professional bodies such as IHBC or RICS.

This role would suit someone who wishes to develop their career in building conservation, and a degree or equivalent knowledge in built heritage is preferred.

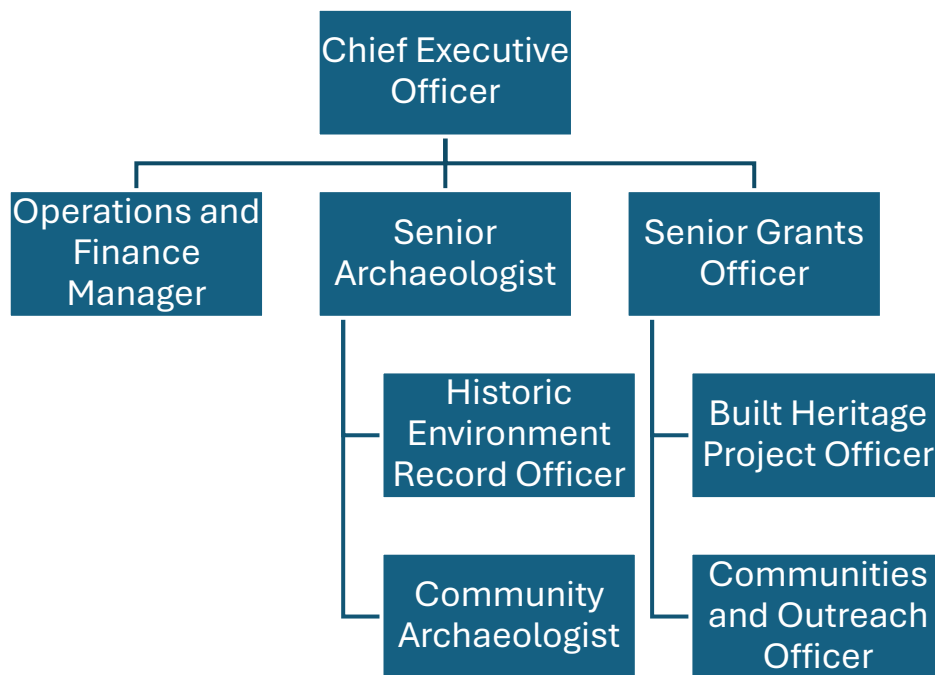
Perth City Heritage Fund is supported by Historic Environment Scotland:



Working Relationships

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

Staff Structure



Main Responsibilities

1. Grant Programme Delivery

- Support the **administration and assessment of grant enquiries and applications**, ensuring projects align with Perth City Heritage Fund priorities and eligibility requirements
- Assist applicants, agents and funding partners throughout the lifecycle of grant-funded projects, **providing technical and conservation-related support**
- Support the **management and monitoring of grant-funded projects** through site visits, progress reporting and monitoring compliance with grant conditions
- **Build positive stakeholder relationships** with property owners, community groups, contractors and partner organisations
- Help **promote the Perth City Heritage Fund** and encourage project applications

2. Traditional Buildings Skills and Continuing Professional Development

- Support the delivery of traditional building skills activities, including the annual **Traditional Building Skills Roadshow** for local high school pupils
- Assist in developing skills and training opportunities, including **Skills Focus Courses and Work Placements** for young people and people from underserved communities
- Support the coordination of **Continuing Professional Development** events for built heritage professionals and building owners

3. Strategic Projects and Research Activities

- Support the **development of strategic projects** that contribute to the Perth City Heritage Fund's wider objectives
- Assist with the delivery of the **Materials Audit, Skills Audit and Climate Impact Assessment**, including information gathering and reporting
- **Work with consultants, partners and stakeholders** to ensure project outputs inform future activity and contribute to programme outcomes

4. Project Delivery, Reporting and Communications

- Support the **implementation, monitoring and reporting of actions and targets** set out in the Perth City Heritage Fund Outcomes Plan, contributing to the successful delivery of the 2026-31 programme
- Work with our communications team to share impact of the fund through **case studies, online media and interpretation**

About You

Essential

- Knowledge of built heritage, including conservation principles and traditional building materials
- Ability to manage and prioritise multiple workstreams, activities and deadlines
- Experience of coordinating and/or delivering activities, events or projects
- Excellent written and verbal communication skills
- Strong organisational skills and attention to detail
- Interest in Perth's historic environment and built heritage
- Proficient in Microsoft Office applications
- Confident working at height on scaffold to inspect repairs on active projects

Desirable

- Degree (or equivalent qualification) in a relevant subject such as Architecture, Building Conservation, Construction, Surveying
- Experience of supporting or delivering grant programmes
- Experience of working with a range of stakeholders, including property owners, contractors, consultants, community groups and partner organisations.
- Experience of supporting or delivering training, learning or skills-development activities
- Understanding of project management, monitoring and reporting processes
- Experience of working on the repair, conservation or management of historic buildings
- Commitment to continuing professional development and an interest in pursuing professional membership.

Why join Perth and Kinross Heritage Trust?

- Be part of a small, dynamic organisation delivering real change in Perth and Kinross
- Contribute to high-impact projects that support repair and conservation of historic buildings
- Help address key challenges facing the historic environment including climate resilience, traditional skills shortages, and town centre regeneration
- Work across a diverse programme of grants, training, outreach and research activities
- Receive 32 days annual leave including bank holidays (increasing by one day per year up to a maximum of five additional days)
- Auto-enrolment into the Trust's pension scheme (6% employer contribution)
- Flexible and hybrid working arrangements to suit individual circumstances
- Training and support towards professional development

Additional Information

- Candidates must be eligible to work in the UK.
- For any questions relating to this role please email Laura Preston, laura.preston@pkht.org.uk to arrange a phone call.
- To apply please complete an application form and equal opportunities monitoring form. These should be sent in PDF format to Samantha Ross, samantha.ross@pkht.org.uk with the subject heading 'Built Heritage Project Officer Application'. Please ensure that your application is unique to this vacancy.
- CVs will not be considered.
- Application deadline: 23:59 on Sunday 13 September
- Invitations to interview will be sent by Friday 18 September
- Interviews will be held in-person on Tuesday 22 September and will be conducted by the Senior Grants Officer and another member of our organisation (TBC).
- Interview questions and details of a pre-interview activity will be circulated at least three days in advance.
- We are committed to being an inclusive employer and welcome applications from all parts of the community, particularly from groups currently under-represented within the heritage sector.
- Adjustments are available throughout the application process.

Other organisations may call this role – Heritage Officer, Conservation Project Officer, Grants Officer or Project Officer.

Perth and Kinross Heritage Trust is a registered charity in Scotland (SC003139), and a company limited by guarantee (SC111258).

Registered office: 8 Bridge Lane, Perth, PH1 5JJ.