

Public Realm Project officer (Historic Graveyards)

Reports to	Head of Conservation (Public Realm)
Contract	Full-time, Fixed term (to 30 March 2029)*
Salary	£30,606 (pro rata)
Annual leave	25 days plus 10 public holidays pro rata
Other	Flexible, hybrid working 8% employer pension contribution

*fixed-term contract period relates to funding agreement which will be reviewed as part of wider Visitor Levy processes.

About us

Edinburgh World Heritage is an independent charitable company dedicated to ensuring that our World Heritage status is a dynamic force that benefits everyone – those who live, work or study in the city, and those who visit.

Edinburgh is a unique place – steeped in history, with iconic topography and stunning historic buildings and public spaces. The ‘Old and New Towns of Edinburgh’ was inscribed as a World Heritage Site by UNESCO in 1995. Edinburgh World Heritage Trust was formed in 1999 bringing together the Edinburgh New Town Conservation Committee and the Edinburgh Old Town Renewal Trust.

Our mission is threefold:

- **To Protect** the authenticity of the site
- **To Enhance** and conserve the integrity of the site for all
- **To Promote** the site’s Outstanding Universal Values.

We work in partnership with Historic Environment Scotland and the City of Edinburgh Council as well as with a wide range of stakeholders and kindred organisations including community and resident associations, heritage and architectural advocacy bodies, academia, media and the general public.

Our offices are based in Acheson House in the Old Town where our small team of heritage specialists, technical experts and development staff deliver a wide range of activities. We distribute grants for the conservation of historic buildings, support repair and creative development/interpretation of historic public spaces, develop

solutions and guidance through our climate emergency programme, support communities in the appreciation of the rich heritage of the city, and function as an advocate for the protection and improvement of the site.

Job summary

Edinburgh World Heritage distributes around £600,000 in grants each year, funding projects across the Old and New Towns of Edinburgh World Heritage Site which conserve, celebrate and widen access to Edinburgh's unique historic buildings and public spaces.

In addition, EWH has confirmed additional support via the Edinburgh Visitor Levy for enhanced project delivery. A substantial portion of this post is the Historic Graveyards project which seeks to conserve and improve the 5 graveyards in the WHS concentrating on Greyfriars Kirkyard in the first instance using its innovative Conservation Management Plan as the focus for a range of activities. The postholder will engage with local Friends Groups as well as City of Edinburgh Council officials.

The post will also help the delivery of our wider Public Realm Programme which includes projects such as public space improvements, interpretative installations and public art works.

EWH through the Public Realm programme helps to retain the authenticity and integrity of the historic streets and spaces within the World Heritage Site. It promotes the better understanding, appreciation and care of the city's historic environment through partnering with the Council and other stakeholders to repair, conserve, reinstate, enhance or interpret historic elements such as monuments and memorials, lanterns, ironwork, gardens and stairways.

EWH also runs a Small Community Grants Fund facilitating community groups and organisations to engage and care for their local heritage through conserving and enhancing their own historic environment.

Reporting to the Head of Conservation (Public Realm) via the Graveyard Manager, the Public Realm Projects Officer (Graveyards) will work closely with Public Realm team, EWH colleagues and other stakeholders to progress projects within the team's remit. This will include responding to queries, administering grant funds, project monitoring, collaborating with project partners and supporting community engagement.

Who are you?

We are seeking an organised and proactive individual with excellent communication skills; experience working with communities and contractors; and able to build and maintain relationships with key stakeholders.

Most likely, you will be working in the heritage management sector with an archaeological and cultural heritage background. You will have experience in public space management and community engagement. A knowledge of conservation philosophy and practice is highly desirable as is a passion for Edinburgh and its heritage.

You will be a confident user of digital tools and processes, and capable of working to tight scales within complex stakeholder environment.

This is a unique opportunity to join a small but passionate team focussed on protecting, conserving and enhancing one of the world's most celebrated World Heritage Sites.

Main responsibilities¹

Project delivery

- Work with colleagues to complete ongoing projects.
- Support the development of new projects: writing project briefs, seeking quotes, and attending meetings.
- Assist colleagues and partners in procurement and tender processes for consultants, contractors and craftsmen to ensure best practice in building conservation, commissioning artworks and interpretation.
- Promote the use of traditional skills and materials.
- Attend project progress meetings and site inspections, assist colleagues in quality control, approval of conservation works, and communication with project partners.
- Ensure that the Outstanding Universal Value of the World Heritage Site is protected during project development and implementation.

Grant management

- Work with the Grants Manager to support the grants process, including responding to enquiries from applicants and grantees, assessing

¹ EWH reserves the right to amend the job responsibilities if circumstances or delivery requirements change

applications against EWH eligibility criteria, processing grant award letters, and monitoring the fulfilment of award conditions.

- Work with others to main accurate records of applications including progress reports.
- Provide reporting information as required for public realm projects, and support the production of final project evaluation reports
- Promote and disseminate project outcomes to multiple audiences, including other heritage sector organisations.

Stakeholder engagement and communications

- Support the development and delivery of engagement events and activities for Graveyards and 12 Closes projects.
- With colleagues, support community groups in co-design activities as appropriate.
- Work with the Communication and Interpretation Officer and other to write and edit social media content to promote heritage in an accessible and engaging way.

General

- Support implementation of Edinburgh World Heritage’s Equality, Diversity and Inclusion Strategy through engagement with a broad range of communities and audiences.
- Assist as necessary across the business in an open and flexible manner to help ensure that Edinburgh World Heritage remains a sustainable and respected organization.

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications/Training	Educated to degree level in a relevant discipline (e.g. Architecture/ Heritage management/ History/ archaeology significant relevant and direct experience or	Relevant postgraduate qualification or professional accreditation Relevant experience in a similar work environment

Experience	Experience of partnership working with a range of stakeholders.	Experience working with local authorities
	Experience of community engagement	Experience engaging under-represented communities
	Understanding of traditional materials, skills and local Scottish construction techniques	Good understanding of the effects of climate change in the UK on the historic environment.
	Experience in project management.	Experience of project evaluation.
		Familiarity with the local Planning systems and heritage protection, including applying for Planning Permission and Listed Building Consent.
		Experience of repairs, and regeneration, project budgets, admin, procurement, liaising with design teams, and site visits.
Skills & Knowledge	Excellent time manager with strong planning and prioritisation skills	
	A track record of demonstrating initiative and creativity to achieve desired outcomes and targets	

	Digitally confident, familiar with using a range of digital tools and technologies including social media	Able to compile and analyse data
	Able to work on own initiative and be achievement and results orientated	
	An excellent communicator, approachable and able to engage and enthuse others	Graphic design and visual communication experience
Other	Passionate about our work and committed to our vision, mission and values Passion for and interest in the city of Edinburgh and its World Heritage Site.	Familiarity with the city's heritage, management strategies and policies.
	Commitment to equality, diversity and inclusion	
	Eligibility to work in the UK	

EWHT is an equal opportunities employer. We are committed to building an inclusive workplace where everyone is treated fairly, equitably and respectfully.

We are committed to levelling the playing field, and we encourage anyone from any background to consider applying even if they don't tick every box.

We believe flexibility is important, and an attitude of working together to deliver a common objective is important to us. Working routines are not a barrier, and we are happy to consider individual working patterns if you are the right person for us. Currently, the staff team work a minimum of 2 days per week in the office (Monday and Thursday).

If you have any questions or queries, please contact Dr Susan Buckham, our Graveyard's Manager at susan.buckham@ewht.org.uk.

IMPORTANT—EWH’s offices are on the first floor of Acheson House, a Category A-listed building. They are not wheelchair accessible. If this poses an issue, please give us a ring to discuss specific needs, requirements and opportunities.

How to Apply:

Please send a current CV and a Supporting Statement of no more than two A4 pages to: Full-time, Fixed term (to 30 March 2029)

Please title the email as “Public Realms Project Officer (Graveyards) –Your Name” and make sure that documents sent are clearly identifiable. We accept either Word or PDF formats.

PLEASE NOTE—We do not accept applications generated from recruitment websites such as Indeed, although we do use these channels to advertise opportunities.

Key Dates:

Closing Date: Thursday 12 November 2026

First Interviews: 20th November 2026

Second Interviews (if necessary) – TBD