

## JOB DESCRIPTION

JOB TITLE:	<b>Project Officer</b>	SALARY: £28,000 - £30,000
ORGANISATION	<b>Fife Historic Buildings Trust (FHBT)</b>	
LOCATION:	KINGHORN TOWN HALL, KINGHORN, FIFE  The post is locally based in Fife at the FHBT office in Kinghorn, with some time at FHBT properties and projects across Fife. All staff are currently home working due to the current pandemic and continued flexibility is anticipated.	
FIXED TERM POST:	<b>Fixed term post to 31 March 2024 – full time 36 hours per week</b>  There is the possibility of extension, subject to funding.	
RESPONSIBLE TO:	<b>FHBT Manager</b>	
RESPONSIBLE FOR:	<b>Development and delivery of FHBT projects.</b>	

### Main Function

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This is a new full-time fixed term post, funded by Historic Environment Scotland, to work with the FHBT team to **deliver new historic environment regeneration projects in Fife, principally the restoration and re-use of historic buildings at risk.**

### About FHBT

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FHBT is a Building Preservation Trust, formed in 1997 primarily for the purpose of restoring and finding new uses for at risk historic buildings in Fife.

The Trust works closely with Fife Council and with partner organisations and local communities. It is a company limited by guarantee (SC173262) and has charitable status (SC026043). **It has a strong track record in delivering heritage regeneration projects, helping to bring approx. £40m investment to Fife’s historic buildings since 1999.** Sensitive conservation of the historic environment is recognised as a powerful contributor to regeneration initiatives in Fife, **supporting social, economic and environmental renewal through restoring and bringing historic buildings back into use.**

**FHBT currently manages Inverkeithing CARS/TH** on behalf of Fife Council, including the planned refurbishment of Inverkeithing Town House to create an accessible community hub. We have recently **completed a hugely successful CARS/THI in Cupar, recognised with a Scottish Award for**

**Quality in Planning** by the Scottish Government. Both schemes are generously funded by the National Lottery Heritage Fund and by Historic Environment Scotland.

We also **project manage the restoration of buildings at risk** – providing new facilities for communities across Fife. E.g.

- FHBT is working closely with Fife Employment Access Trust following funding awards from National Lottery Heritage Fund and Historic Environment Scotland for the restoration of **Silverburn Flax Mill** to create a visitor centre and community hub at the heart of FEAT's work to revitalise Silverburn Park, Leven.
- Work is nearly complete to create the **Fife Regional Climbing & Bouldering Centre in Lochgelly – an exciting new use for the former St Andrew's Church**. Funded by Fife Council and the Scottish Government, it will be managed on completion by social enterprise Rockgelly.

FHBT has also retained some of the buildings it has previously restored and **manages a small portfolio of re-purposed historic buildings, each contributing to their local economies and communities**: three high quality **historic holiday lets** (Kinghorn Town Hall, John McDouall Stuart View in Dysart, and Cupar Burgh Chambers); a small complex of five **workspace units for artists/craftspeople** (The Platform, Burntisland); and two **community rooms** (Kinghorn, West Wemyss).

#### Current Trust Team

FHBT Manager

Finance & Administration Officer

Holiday Letting & Marketing Officer

Project Officer (leads on Inverkeithing CARS/TH)

Inverkeithing Training & Development Officer

Project Officer (*this post*)

Holiday Let Housekeepers and Gardener (part time self-employed)

The Trust is also assisted in its work by the contributions of volunteers and the active role played by the FHBT Board of Trustees. Find out more at [www.fifehistoricbuildings.org.uk](http://www.fifehistoricbuildings.org.uk).

See organisation chart at end.

As a small organisation, the Trust relies on the good will and initiative of its staff – forming a small and dedicated team that works together to provide mutual support. As well as their core duties, all members of the team play a role in dealing with any issues that can arise at the Trust's properties. The job activities listed below are a guide to the core duties that this post will be asked to perform - other duties will always be agreed and appropriate training and / or support given.

#### **The role of the Project Officer**

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FHBT's services are in demand and there are many opportunities to develop new projects that provide opportunities for engaging people and organisations across Fife with their heritage and with traditional building skills. **This new fixed term post – funded by Historic Environment Scotland - brings additional capacity to develop and deliver a pipeline of future projects – principally the restoration and re-use of historic buildings at risk. It will also bring new thinking to continually improve FHBT's approach to conservation project management.**

**Fife has a particularly rich and varied resource of historic buildings and areas with over 6000 listed buildings and 48 conservation areas**, which is the largest concentration of protected historic environments in Scotland, outside Edinburgh. The importance of this historic environment has long been recognised, with successive Fife local authorities placing a high emphasis on its protection, conservation and enhancement. This reflects not only an awareness of the need to maintain this heritage as a unique cultural asset specific to Fife, but also its role as a visitor attraction, underpinning tourism as an important element of the Fife economy. As well as the projects in development noted above, we are aware of other potential projects we are keen to explore further.

The post is based at the FHBT office in Kinghorn (all staff are home working at present due to pandemic restrictions), but will involve significant time visiting sites and organisations across Fife. Candidates should be aware that the post requires activities such as visiting buildings (sometimes empty/derelict) and building sites/scaffold, at times ascending to roof level.

## **Job Activities**

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### Potential Projects

Work with the FHBT team and potential project partners to:

1. Identify and appraise potential FHBT projects
2. Review options to identify sustainable future uses for historic buildings at risk and work with project partners and design teams to develop potential projects
3. Help organisations and community partners consider organisational forms to deliver their projects
4. Work with local organisations to understand the costs involved, to develop funding strategies and to develop and submit grant applications
5. Share expertise, experience and lessons learned from existing/previous FHBT projects – e.g. responding to queries from local organisations, delivering training

### Project Delivery

Take the lead in the management and monitoring of agreed FHBT projects:

1. Management of the whole life of a project from initial assessment through options appraisal, feasibility study and project development to contract, post contract and final completion.
2. Developing the conservation and climate change strategy for a project in line with the Trust's overall conservation strategy.
3. Developing skills and learning opportunities for a project, in close collaboration with local partners.
4. Developing funding strategies, consulting with funders, compiling funding applications and ensuring compliance with funders' requirements.
5. Liaising with FHBT Finance & Administration Officer on management, monitoring and reporting of grant claims.
6. Working with collaborating organisations ranging from Local Authorities to community groups, including public consultation exercises.
7. Procuring and managing consultant/design teams.
8. Managing meetings with consultants/design teams and other stakeholders.
9. Management, monitoring and reporting of building projects on site.
10. Representing FHBT in official meetings with statutory bodies, funders, potential end users, etc.

11. Reporting to FHBT Manager and FHBT Trustees and to collaborating organisations.
12. Publicising FHBT project work through local, national and digital media.

### Project Pipeline

Work with the FHBT team and potential project partners to:

1. Establish a project pipeline for FHBT - propose an approach to assessment, management and decision-making of FHBT's project pipeline
2. Develop innovative and more structured approaches to the management and assessment of FHBT projects through key stages in their development, in line with good external conservation practice
3. Develop a more structured approach to FHBT's fee structure for their role in each project
4. Develop approaches for responding to project enquiries from community organisations and others – and contribute to these responses
5. Research and bring forward suggestions for funding to support potential projects – inc funding for early stage project review / development.

### FHBT Administration

1. Dealing with telephone enquiries.
2. Contributing to the administration of the general office
3. Contributing to the administration and smooth operation of FHBT properties.
4. Attend Trust Executive, Board Meetings and AGM as required.
5. To comply with the Trust's Health & Safety at Work Procedures and any relevant legislation, and to ensure that safe systems of work are used at all times.
6. To comply with the Trust's approved governance policies and procedures.
7. Carry out any other duties and responsibilities as may be required by the FHBT Manager.

## Person Specification

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We need the successful candidate to hit the ground running, therefore we are especially looking for a candidate with experience in managing or overseeing projects, ideally in the historic environment. You do not necessarily need to have formal training or qualifications in this area. You might have a background in archaeology, listed buildings, conservation, building surveying, architecture, community projects – or other areas. If you feel you can offer some or all of the attributes listed here, we want to hear from you.

Attributes	Essential	Desirable
<b><i>Experience</i></b>		
▪ Of managing or assisting in the management of building conservation / historic environment projects.	✓	
▪ Of working with project design teams		✓
▪ Of monitoring project finance and cashflow.		✓
▪ Of working with project partners in the management and delivery of building conservation / historic environment projects.	✓	
▪ Of working with community organisations to develop projects and capacity		✓
▪ Of compiling funding applications and/or managing projects to meet funder requirements	✓	
▪ Of managing or assisting in the management of teams		✓
▪ Of working in charitable and/or social enterprise sector		✓
<b><i>Education, Qualifications &amp; Training</i></b>		
▪ A full driving licence and use of own vehicle	✓	
▪ IHBC Membership		✓
▪ Graduate / PG qualification in built heritage conservation		✓
▪ Educated to degree level or with equivalent life experience	✓	
<b><i>Skills, Abilities &amp; Knowledge</i></b>		
▪ A real interest in and understanding of the conservation of built heritage/historic environment	✓	
▪ Knowledge and/or awareness of sector policies/priorities affecting building conservation in Scotland		✓
▪ Ability to initiate and manage own work load	✓	
▪ Knowledge and/or awareness of the roles and responsibilities of design team / building consultant team		✓
▪ Knowledge and/or awareness of planning and listed building legislation	✓	

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
▪ Awareness of health and safety legislation and practice in relation to building projects	✓	
▪ IT skills: MS Office	✓	
<b><i>Practical, Interpersonal &amp; Social Skills &amp; Attributes</i></b>		
▪ A well-motivated self-starter, able to work on own initiative	✓	
▪ Self discipline, well organised: able to meet deadlines and maintain project records	✓	
▪ Resourcefulness	✓	
▪ Ability to lead or work as part of a small team and provide a friendly and efficient service to internal and external contacts.	✓	
▪ Excellent written and verbal communication skills	✓	
<b><i>Health and Physical Attributes</i></b>		
▪ Ability to access and attend buildings & sites in order to discharge the requirements of the role fully	✓	

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## Appointment Details

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<b>Hours:</b>	36 hours per week, Monday – Friday. Generally office hours 9am to 5pm. Some requirement for occasional evening / weekend working to fulfil duties. Scope for flexible working by agreement.
<b>Holidays:</b>	25 days per annum plus Public Holidays (as per Fife Council)
<b>Pension:</b>	Auto enrolment in the NEST pension scheme, with an employer contribution of 5%.
<b>Probation:</b>	The successful candidate will be asked to serve a 3-month probationary period to ensure there is a good fit between the organisation and the post holder. Subject to the outcome of a performance review after 3 months, the fixed term appointment will be confirmed.

## How to apply

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Please send your CV, including a short statement outlining the attributes, skills and experience you feel you could bring to this key role at FHBT (one document only please), to:

- Lorraine Bell – FHBT Manager – [lorraine@fifehistoricbuildings.org.uk](mailto:lorraine@fifehistoricbuildings.org.uk)
- **Closing Date – 5pm on Monday 18 October 2021**

Please also let us know how you found out about this vacancy / where you saw it advertised.

We look forward to receiving your application.

**Fife Historic Buildings Trust gratefully acknowledges the support of  
Historic Environment Scotland to fund this post.**



HISTORIC  
ENVIRONMENT  
SCOTLAND

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EACHDRAIDHEIL  
ALBA

# Fife Historic Buildings Trust

