Job Description: Dunfermline City Heritage Project Officer

Appointment details

Job title:	Dunfermline City Heritage Project Officer
Organisation:	Fife Historic Buildings Trust
Location:	The post is locally based in Dunfermline city centre. Some time at the Fife Historic Buildings Trust office in Kinghorn, and at our properties and projects across Fife, with flexibility for some homeworking.
Contract type:	Permanent, with a 3-month probationary period.
Salary:	c. £33,000
Hours:	36 hours per week. Occasional weekend and evening working will be required.
Reporting to:	Dunfermline City Heritage Manager
Holidays:	33 days paid leave each year inc public holidays
Pension:	Auto enrolment in the NEST pension scheme, with an employer contribution of 5%

About Fife Historic Buildings Trust

We are an independent Buildings Preservation Trust formed in 1997 – a charity (SC026043) and a company limited by guarantee (SC173262).

Our mission is to create viable futures for heritage buildings and their communities by inspiring and enabling visionary conservation projects across Fife.

Fife has a particularly rich and varied heritage with over 6,200 listed buildings and 48 conservation areas. We have helped deliver over £60m in historic environment regeneration projects in Fife, supporting town centres, businesses, tourism and local communities.

- We manage projects to conserve historic buildings at risk, ensuring that they have a renewed practical purpose, long term caring owners and a viable future.
- In our education and engagement programme we share and foster conservation practices and skills, as well as helping communities to appreciate their local heritage.
- We have a small portfolio of historic properties, which we actively maintain as workspaces and holiday lets.

We are a small team of staff, volunteers and Board members. We offer the real Living Wage as a minimum. Find out more at www.fifehistoricbuildings.org.uk

About Dunfermline

In partnership with Fife Council, we have been awarded funding from Historic Environment Scotland to bring a City Heritage scheme to Dunfermline. Following the 2022 granting of modern city status as part of Queen Elizabeth II's Platinum Jubilee celebrations, this will bring Dunfermline into line with other Scottish cities, where City Heritage Trusts have long been established to champion the historic environment. We are excited to be launching Dunfermline City Heritage – and are now recruiting new staff to establish this new scheme.

Dunfermline is renowned for its rich collection of heritage assets that reflect its royal, religious and industrial past. At the heart of the city is Dunfermline Abbey and Palace, at the centre of a heritage quarter further enriched by landmark buildings such as Abbot House, Dunfermline Carnegie Library & Galleries, and the historic Andrew Carnegie Birthplace Museum. Together with its medieval street pattern, extensive parks and conservation area, these assets contribute to Dunfermline's distinctive character. These assets are central to an emerging new vision for Dunfermline – this is an exciting time in the city, with a wide range of partners developing a shared long term ambition and individual projects to deliver this.

Role description

Thanks to funding from Historic Environment Scotland, we are excited to have the opportunity to promote the value and role of Dunfermline's historic environment at the heart of this ambition. We are looking for an enthusiastic and organised individual with good heritage, project management and people skills to play a key role in delivering the new Dunfermline City Heritage programme.

You will be responsible for:

- assisting in the establishment and delivery of Dunfermline City Heritage – a new programme delivered by Fife Historic Buildings Trust
- contributing to our participation in the Historic Environment Scotland-funded City Heritage Trust programme
- providing input to the Dunfermline City Heritage budget

- working in partnership with Fife Council and Historic Environment Scotland, and building on our existing relationships with local and national partners
- acting as an advocate for and promoting our Dunfermline City Heritage work
- assisting with regular grant claims and delivery of evaluation and financial reporting to Historic Environment Scotland and other funders in line with their requirements
- sharing our expertise of historic building and heritage regeneration projects with city partners
- supporting the delivery of projects and initiatives in the Dunfermline City Heritage Scheme – in particular third party grants for conservation repair of historic buildings, community heritage grants, traditional skills activity and heritage engagement/outreach projects.

Person specification

You do not necessarily need to have formal qualifications or training in this area. You might have a background in archaeology, listed buildings, conservation, building surveying, architecture, community projects, or other areas. We are looking for someone with the following experience, knowledge and skills:

Essential

- Experience/demonstrable knowledge of building conservation/ historic environment projects
- Experience/demonstrable knowledge of outreach and community engagement activities, ideally in a heritage environment
- Experience/demonstrable knowledge of historic building or community grant schemes
- Experience/demonstrable knowledge of working with grant funders.
- Ability to work independently within the Trust's small team and to liaise with other partners and stakeholders as required.
- Able to engage with a diverse range of people, build effective relationships and provide a friendly and efficient service to internal and external contacts
- Able to initiate and manage own workload
- Self-disciplined, organised and able to meet deadlines and maintain project records.
- A good understanding of Health and Safety, including Risk Assessments. Confident working at height on scaffold to inspect repairs on active projects
- Excellent written and verbal communication skills
- IT skills: MS Office

Desirable

- A degree or post-graduate qualification in relevant discipline, such as historic building conservation, architecture, town planning urban design, planning, heritage management etc OR equivalent experience
- Familiarity with the issues of traditional building skills shortages and training pathways.
- Experience/demonstrable knowledge in liaison with community organisations, property owners, contractors and statutory authorities
- Experience or understanding of third sector and charity working environments
- Understanding and appreciation of the historic environment in Dunfermline

How to apply

Please send one document including your CV and a short statement outlining the attributes, skills and experience you could bring to this role. Please send to: FHBT Manager, Lorraine Bell – lorraine@fifehistoricbuildings.org.uk (who is also happy to be contacted with any questions prior to application)

Application Deadline – 5pm on Monday 7 December 2026

Please also let us know how you found out about this vacancy/ where you saw it advertised. We look forward to receiving your application.

Acknowledgement

This post has been made possible thanks to generous funding from Historic Environment Scotland through their City Heritage Trust grant scheme.

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