Job Description: Project Manager
Part time (0.8 FTE) / Maternity cover

Appointment details

Job title:	Project Manager
Organisation:	Fife Historic Buildings Trust
Location:	The post is locally based in Fife at the FHBT office in Kinghorn, with some time at FHBT properties and projects across Fife, and flexibility for some homeworking.
Contract type:	Fixed term maternity cover, with a 3-month probationary period. We anticipate that the post will be required for up to 12 months depending on the usual post-holder's return date.
Salary:	£37,000 - £38,000 pro rata (actual salary will be 0.8 FTE = £29,600-£30,400)
Hours:	4 days / 28.8 hours per week. Occasional weekend and evening working will be required.
Reporting to:	Fife Historic Buildings Trust Manager
Responsible for:	Project Officer
Holidays:	33 days paid leave each year inc public holidays, pro rated at 0.8 FTE
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

Role description

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.

Funded by Historic Environment Scotland, this Project Manager (maternity cover) role is responsible for **developing and delivering existing and new historic environment regeneration projects in Fife, principally the restoration and re-use of historic buildings at risk.**

We are looking for an enthusiastic and organised individual with good heritage, project management and people skills to develop and deliver an exciting range of projects across Fife, with support from a Project Officer and the FHBT team.

You will be responsible for:

- Developing new projects:
    - Identifying and **appraising potential future FHBT projects** through our Project Pipeline framework.
    - Working with **project partners** and design teams to develop projects from an early stage.
    - Co-ordinating **options appraisals/feasibility studies** and identifying sustainable future uses for historic buildings at risk including establishing funding strategies to support these projects.
    - Developing the **conservation and climate change** strategy for a project in line with the Trust's overall strategy.
    - Developing **skills and learning opportunities** within a project, in close collaboration with local partners.
    - Working with local organisations to understand the costs involved, to develop funding strategies and to develop and submit **grant applications**.

- Leading on delivery of existing FHBT projects:
    - Managing project **budgets**, including liaising with FHBT's Finance Officer on management, monitoring and reporting of **grant claims** – for individual projects and for the Historic Environment Scotland grant support for this post
    - Working with collaborating organisations ranging from the **Local Authority** to **community groups**, including public consultation exercises.
    - Procuring and managing **consultant teams** – including project design/professional teams, business planners, and consultants/practitioners in traditional skills, interpretation, education and evaluation.
    - Managing meetings with consultants and other stakeholders.
    - Management, monitoring and reporting of building projects **on site.**
    - Representing FHBT in **official meetings** with statutory bodies, funders, potential end users, etc.
    - A particular focus will be continuing our work supporting communities affected by the closure and disposal of historic **Places of Worship** in Fife. Subject to a successful application (submitted Nov 2026) we anticipate that this will include continuing to support St Monans Auld Kirk Enterprise in the delivery phase of the National Lottery Heritage funded project.

- Leading a small team:
    - Line managing a Project Officer and supporting them as required, working together to develop and deliver projects across Fife
    - Managing staff in line with FHBT policies and procedures

- Assisting with the overall FHBT mission:
    - **Publicising** FHBT project work through local, national and digital media.
    - Contributing to the administration and smooth operation of **FHBT properties**.
    - Attending Trust Executive, Board Meetings and AGM as required.
    - Complying with the Trust's **Health & Safety at Work** Procedures and any relevant legislation, to ensure that safe systems of work are used at all times.
    - Complying with the Trust's approved governance **policies and procedures**.

Person specification

We need the successful candidate to hit the ground running, therefore we are especially looking for someone with experience of managing and delivering partnership work in the historic environment. We are looking for someone with the following experience and skills:

Essential

- Experience of managing building conservation/ historic environment projects

- 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

- Experience of compiling funding applications and/or managing projects to meet funder requirements and/or preparing funding applications – experience of managing National Lottery Heritage Fund and Historic Environment Scotland grant-funded projects preferred
- A sound understanding of best practice in the conservation of built heritage/ historic environment
- An understanding of the role of the historic environment in supporting regeneration and economic growth
- Able to manage and support staff
- Ability to work independently within the Trust's small team, to liaise with other partners and stakeholders, and provide a friendly and efficient service to internal and external contacts
- Self-disciplined, organised and able to meet deadlines and maintain project records.
- Good project, budget and resource management skills, and ability to manage multiple projects and prioritise tasks to meet deadlines
- Able to engage with a diverse range of people, build effective relationships and provide a friendly and efficient service to internal and external contacts
- 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
- A full driving licence and use of own vehicle

Desirable

- Experience in liaison with community organisations, property owners, contractors and statutory authorities
- Membership of appropriate professional body – e.g. IHBC
- Experience or understanding of third sector and charity working environments
- Understanding and appreciation of the historic environment in Fife

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 Historic Environment Scotland.

Fife Historic Buildings Trust (FHBT) has been awarded funding from the Historic Environment Grants Programme to continue developing new futures for historic buildings and communities in Fife from 2025 to 2028, expanding on a previous 3- year Organisational Support Fund grant, which ran from 2022 to 2025.

