

## **City Mills Development Officer**

Full-time, fixed-term 1 year contract OR

Part-time, fixed-term 2 year contract

### **JOB DESCRIPTION**

#### **1. Background**

PKHT is a charity with the aim of conserving and promoting archaeology and architectural heritage in Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the development and delivery of projects, the administration of grant schemes, the provision of information and advice, and a programme of outreach events and publications. The Trust's vision, mission and priorities are outlined in our [Strategic Plan 2017-22](#).

The A-Listed Lower City Mills, Perth (see [www.pkht.org.uk/lowercitymills](http://www.pkht.org.uk/lowercitymills)) is an important survivor of the burgh's industrial past, retaining much of its internal machinery, and as such is an untapped historic asset with significant potential to contribute to Perth's wider cultural offer as a modern city.

The building also includes modern, functional office accommodation (used by VisitScotland and their predecessors over the last 20 years), and the Trust is in the process acquiring a lease with a view to occupying the building as its headquarters while also offering public access to the mill machinery, with exhibition space promoting good conservation practice, traditional building skills, as well as the mills history in the context of both the burgh's medieval and later past.

#### **2. Job purpose**

Working with other Trust staff, the purpose of the post is to lead on the development of a 3-5 year project for Lower City Mills that will improve the condition of the building's historic fabric and mill machinery, and facilitate physical and intellectual access to the mill machinery through exhibition spaces while providing traditional building skills training and engaging with volunteers.

Specifically, the post-holder will:

1. Lead on production of a Conservation Management Plan, including:
  - Condition Survey;
  - Training and Volunteer Plan;
  - Mill Machinery Survey;
  - Office Accommodation Plan.
2. Contribute to community and stakeholder consultation and develop a costed project proposal and fund-raising strategy leading to funding applications for a 3-5 year project beginning in 2021-2.
3. Contribute to plans for the sub-letting of the Trust's Library Lodge building and the physical move of Trust staff to Lower City Mills.

### **3. Responsible to**

The post holder will report to the Trust Director, and Board of Trustees, and work alongside other staff.

### **4. Other duties**

Working within a small team, a flexible and 'can do' approach is required and the post-holder will perform duties other than those given in the job description to further the work of the Trust.

## **PERSON SPECIFICATION**

### **Essential**

- Relevant Degree such as Architecture, Building Conservation, Heritage Management OR equivalent knowledge and skills gained through relevant experience.
- Experience of project development and project management.
- Good understanding of historic building conservation best practice and traditional building skills.
- Ability to set and manage budgets.
- Strong IT skills, including Office Suite and good communication skills.
- Ability to work methodically and efficiently both alone and as part of a small team.
- Track record in maintaining effective partner/stakeholder relationships.
- Ability to work effectively to plan while maintaining flexibility and creativity.

### **Desirable**

- Membership of a relevant professional body such as IHBC, RIAS etc.
- Current driving licence and use of vehicle for work.
- Commitment to CPD.
- Experience of historic building project development and delivery.
- Experience of fundraising for historic building projects.
- Experience of community engagement, outreach and the provision of training.
- Sound understanding of Conservation Area and Listed Building grant schemes.
- Sound understanding of project cost development and management.
- An appreciation of Local Authority planning and building standards.
- The ability to inspect and report on historic building condition.

Date: 15/5/19 (DS)