



Job title: Project Coordinator
Heritage & Outreach
Salary: £23,000

Job description

Reporting relationship:

The Project Coordinator Heritage & Outreach is responsible for the implementation of the Trust's communications and educational heritage grants programmes.

This role reports directly to the Director of the Trust.

Job purpose:

To deliver a communications strategy to promote understanding and appreciation of Glasgow's historic environment and the work of Glasgow City Heritage Trust. This should be achieved through a combination of publicity, outreach and learning, events, seminars/conferences, print, website development, interpretation, promotional activities, exhibitions and partnerships and promoting best practice, identifying training and employment opportunities and facilitating existing heritage organisation in Glasgow.

Budgets:

The post holder will be responsible for the non-building related educational Heritage Grant budget.

Main responsibilities:

- To address education, training, skills and employment issues via grants programmes with the Building Repair Grants officer
- To encourage the use of traditional skills and materials in the ongoing care and maintenance of the built environment
- To publish information about Glasgow's historic environment and cultural heritage as a way to inspire learning
- To organise seminars and lectures
- To maintain and update the Trust's website using Word Press
- To help coordinate the efforts of Glasgow's voluntary heritage sector
- To promote opportunities for cultural tourism
- To report to the Board or any sub-committee regarding heritage and outreach activities
- To carry out any other duties commensurate with the post, which the Board of Trustees or the Director deems appropriate

Person specification

Essential qualifications and experiences:

- Educated to degree level or equivalent in a relevant area (such as communications, marketing, education, heritage or project management).
- Relevant experience gained in a similar service delivery organisation in a customer facing role.
- Experience of PR and managing media relations or the demonstration of understanding of the issues.
- Project management experience

Essential skills, aptitudes and abilities:

- Proven ability to communicate successfully at all levels and build and maintain a network of contacts and partnerships with other organisations
- Excellent written and oral communication skills and customer service skills
- Informed interest and knowledge of Glasgow's historic built environment
- Innovative, flexible, enthusiastic, approach, able to initiate action and seize and develop opportunities.
- Able to identify and resolve problems creatively and manage a number of tasks/projects simultaneously
- Excellent planning and organisational skills with the ability to initiate, plan and manage projects and meetings
- Ability to focus on details, prioritise and meet deadlines
- Team player also able to work effectively alone with minimum supervision.
- Must be IT literate and able to use Apple Macintosh computers
- Ability to compile, analyse and manipulate data accurately
- Appropriately handle sensitive and confidential information and situations both internally and externally
- Ability to work flexibly to meet the requirements of the office.
- Familiarity with computer graphics and web updating software would be an advantage