



Job title: Building Repair Grants Manager

Salary Range: £28,000 (or higher depending on significant relevant experience)

Job description

Reporting relationship:

The Building Repair Manager is responsible for a caseload of building repair grants and given technical advice to the Board of Trustees.

This role reports to the Deputy Director of the Trust and line manages the Traditional Skills Officer.

Job purpose:

To implement Glasgow City Heritage Trust's grants assessment and management processes in accordance with the Trust's policies and procedures to ensure projects meet their objectives and contribute to achieving wider programme outcomes.

Main responsibilities:

- To assess against criteria, and make recommendations on applications for funding on a range of schemes
- To manage and monitor a caseload of grants ensuring compliance with set terms and conditions.
- To maintain paper and electronic files, for the assessment, management and monitoring of grants using bespoke systems, including compliance with audit procedures.
- To prepare quarterly reports on the caseload of grants to allow the Director to draw down funding from the main sponsors
- To produce high quality and timely decision-making reports for the Deputy Director, Director and the Board regarding grants schemes
- To report to the Board or any sub-committee regarding grants if required.
- To provide support to applicants and award partners in order to maximise the effectiveness of our grant-making
- To provide technical advice and support to professionals, heritage groups and the general public
- To promote ongoing care and maintenance
- To encourage the use of traditional skills and materials
- To support technical seminars and lecture series and other activities organised by the Trust
- To carry out any other duties commensurate with the post, which the Board of Trustees or the Director deems appropriate

Budgets

The post holder will be responsible for the Building Repair Grants budget.

Person specification

Essential qualifications and experiences:

- Degree in building related subject i.e. architecture, surveying or equivalent
- Significant relevant working experience in architectural conservation;
- or a further degree in building or urban conservation and some experience in architectural conservation

Desirable qualifications and experience:

- IHBC member or working towards membership
- Membership of other professional body
- Previous work with grant procedures
- Accredited in conservation by relevant professional body
- Line management experience would be an advantage

Essential skills, aptitudes and abilities:

- Strong experience of making objective judgements against set criteria.
- Strong experience of writing and presenting information in a clear and concise manner within a prescribed framework
- Good experience of liaising and negotiating with external organisations and individuals fitting communication style to audience.
- Able to identify and resolve problems creatively and manage a number of tasks/projects simultaneously
- Good understanding of business processes including the ability to analyse business plans, accounts and budgets
- Ability to compile, analyse and manipulate data accurately
- A commitment to customer service and equal opportunities and an understanding as to how they apply in to the task of grant making.
- Good written and verbal communication skills
- Must be IT literate and willing to use Apple Macintosh
- Ability to interpret complex written and numerical information to a high standard
- Good proven ability to deliver to tight deadlines in an environment of competing demands.
- Ability to focus on details, prioritise and meet deadlines
- Team player also able to work effectively alone with minimum supervision.
- Ability to read and comprehend a wide variety of material
- Appropriately handle sensitive and confidential information and situations both internally and externally
- Ability to work flexibly to meet the requirements of the office.