

**Job Title: Built Heritage Officer****Salary: £33,000 - £34,000****Contract Type: Full time****Location:**

Your normal place of work is the GCHT offices at 54 Bell Street in Glasgow city centre, with meetings, site visits and events across Glasgow as required.

**Hours of work:**

The normal full time working week is one of 35 hours, Monday-Friday. GCHT offers flexible working within the core working hours from 10am to 4pm, with a minimum 30 minutes lunch break.

**Annual leave:**

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays.

**Pension:**

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

**Job Purpose:**

The Built Heritage Officer will support the delivery of the Trust's Historic Built Environment Grant programme. The support will be twofold. Firstly, this will be through the delivery of training and education activities for those responsible for the upkeep of Glasgow's built heritage, and encouraging best practice in traditional building repair. Secondly, the successful candidate is also expected to help implement grants assessment and management processes in accordance with the Trust's policies and procedures to ensure our grant projects meet their objectives and contribute to achieving wider programme outcomes. As part of their career development, and to ensure they are equipped for the technical aspects of the role, the Trust will support the successful candidate with training towards securing Conservation Accreditation.

**Reporting Relationship:**

This role reports to the Grants Manager.

**Main Responsibilities:**

1. Deliver training and education activities for those responsible for the upkeep of Glasgow's built heritage.
  - By organising training and outreach activities independently and in collaboration with other organisations and grant recipients to address the traditional skills and materials needed for best practice maintenance and repair of Glasgow's traditional buildings.
  - By providing educational advice, technical guidance and support to professionals, heritage groups, residential and owner associations and the general public.
  - Assuring alignment with and support of Historic Environment Scotland's traditional skills strategy.
2. Assist in the deliver the Trust's programme of Historic Environment Grants for building repairs
  - By assisting the Grants Manager with the carrying out of site visits and producing reports on both the initial condition of building along with the progress of grant funded building repair schemes from enquiry through to completion.
  - By working with the Grants Manager to administer & monitor a caseload of grants related to building repairs and ensuring compliance with set terms and conditions.
  - By assessing the technical aspects of grant applications for building repairs against criteria, and making recommendations on applications for funding on a range of schemes
  - By providing technical and conservation support to building repair applicants, their agents and joint funders to maximise the effectiveness of our grant-making.

- By supporting the Grants Manager to monitor programme budgets, administer and monitor financial payments and collate programme data.
- By maintaining electronic files, for the assessment, management and monitoring of grants using bespoke systems, including compliance with audit procedures.
- By writing reports on building repair and conservation outcomes achieved by the provision of the Trust's Historic Environment Grants.

3. Assist other GCHT staff as required.

- By reporting to Committee and Board meetings when appropriate.
- By providing support to the wider GCHT team to maximise the effectiveness of our grant giving and support the Trust's Historic Built Environment Activities programme.
- By carrying out any other duties which the Board of Trustees or the Director deems appropriate

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications or experience</b>	<p>Relevant experience gained in heritage management, built heritage or conservation construction in a customer facing role.</p> <p>Experience of managing multiple projects or activities.</p> <p>Experience of construction phase operations and visiting / monitoring progress on building sites</p>	<p>Degree or equivalent in a relevant area (such as architecture, conservation, construction, surveying).</p> <p>Experience of delivering a grants scheme.</p> <p>Experience of building repair, heritage improvement or similar schemes.</p> <p>Experience of project monitoring and evaluation.</p> <p>Experience of partnership working in a related field.</p> <p>Professional membership of IHBC, RICS, RIAS or similar.</p>
<b>Knowledge</b>	<p>Knowledge of current building conservation practices and traditional building materials and techniques.</p> <p>Informed interest in and knowledge of Glasgow's historic built environment.</p> <p>Understanding of GCHT's aims and values.</p>	<p>Knowledge of heritage-led regeneration and associated funding.</p> <p>Understanding of how to handle sensitive and confidential information, including GDPR requirements.</p>

<p><b>Skills</b></p>	<p>Proven ability to communicate successfully at all levels and build and maintain a network of contacts and partnerships with other organisations.</p> <p>Ability to evaluate complex information from both written and drawn sources, e.g. technical drawings, contract documentation and specifications.</p> <p>Excellent numerical skills and the ability to interpret and analyse project valuations related to building repairs.</p> <p>Excellent written and oral communication skills.</p> <p>Excellent customer service skills.</p> <p>Confident in the use of IT and in particular Apple computers and software.</p> <p>Ability to maintain accurate digital and paper records.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Ability to work effectively in a team and independently.</p> <p>Ability to regularly travel across Glasgow to visit sites and projects.</p>	<p>Financial management skills</p> <p>Ability to work occasional evenings and weekends.</p>
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