

Job title: Heritage Officer (Grants)
Salary: £21,000
Contract type: Full time / Permanent
Location: While GCHT is usually based at our offices in Glasgow city centre, the successful candidate will be required to work from home initially, but with site visits and meetings across Glasgow as required.

Hours of work

The normal full time working week is one of 35 hours, Monday - Friday. GCHT offers flexible working hours.

Annual leave

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays, rising to 28 days after 3 years' continuous service.

Pension

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

Job description

The Heritage Officer (Grants) will support the delivery of the Trust's Historic Built Environment Grant programme by managing a caseload of external grants. The core of this role is working closely with residents, communities, professionals and contractors in Glasgow in support of the Trust's Strategic Plan to promote the benefits of safeguarding, enhancing and engaging with Glasgow's Historic Built Environment.

Reporting relationship:

This post reports directly to a Heritage Manager.

Main responsibilities:

- To encourage applications and administer & monitor a caseload of grants ensuring compliance with set terms and conditions.
- To provide support to applicants, their agents and joint funders to maximise the effectiveness of our grant-making.
- To monitor programme budgets, administer and monitor financial payments and collate programme data.
- To provide educational advice, technical guidance and support to professionals, heritage groups, residential and owner associations and the general public.
- To provide support to the wider GCHT team to maximise the effectiveness of our grant giving.
- To promote ongoing care and maintenance of Glasgow's traditional buildings.
- To encourage Glaswegians to take ownership of their historic environment and look after it for future generations.
- To encourage the use of traditional skills and materials in the repair of Glasgow traditional buildings.
- To carry out site visit and report on the progress of grant funded repair schemes.

- To maintain paper and electronic files, for the assessment, management and monitoring of grants using bespoke systems, including compliance with audit procedures.
- To write reports on outcomes achieved by the provision of Historic Built Environment Grants.
- To report to Committee and Board meetings when appropriate.
- To support the Trust's delivery of Historic Built Environment Activities.
- To carry out any other duties which the Board of Trustees or the Director deems appropriate

Person specification

	Essential	Desirable
Qualifications or experience	<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>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>
Knowledge	<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>Skills</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 information from both written and drawn sources, e.g. technical drawings, contract documentation and specifications.</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 work from home in accordance with Scottish Government Covid guidance.</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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