



**Job title: Traditional Skills Officer**  
**Salary: £20,000**

### **Job description**

The Traditional Skills Officer delivers the Trust's traditional skills and materials programme for the benefit of all people visiting, living and working in Glasgow. The successful candidate is expected to deliver training and education activities for those responsible for the upkeep of Glasgow's built heritage, encourage best practice, and showcase career opportunities in the heritage and construction sectors.

This role reports directly to the Historic Building Grants Manager.

### **Main responsibilities:**

#### **1. Deliver a grants programme of traditional skills training activities**

- By organising training activities independently and in collaboration with other organisations to address existing and future demands
- By engaging with communities through providing training opportunities in traditional skills and related educational programmes
- By providing training opportunities for traditional craftsmen
- By attending the Glasgow Traditional Building Forum
- By working with others on the annual Scottish Apprenticeship Week activities
- By organising Glasgow's annual National Maintenance Week event
- Assuring alignment with and support of Historic Environment Scotland's traditional skills strategy

#### **2. Raise awareness of the issues regarding Glasgow's built heritage and improving education.**

- By liaising with the Engine Shed and other bodies such as universities and higher education organisations in developing projects
- By advising owners and other professionals on technical issues and funding issues when required
- By developing the Trust as a focal point of knowledge for local organisation involved with traditional skills and materials

#### **3. Assist other GCHT staff as required.**

- By providing technical advice on issues relating to the other grants programmes when required
- By taking part in any Committee or Board meetings when appropriate
- By carrying out any other duties which the Board of Trustees or the Director deems appropriate

**Budget responsibilities:**

- The post holder will be responsible for the Traditional Skills Grants budget and reporting on the outcomes of this grants programme.

**Person specification****Qualifications and experiences:****Essential**

- Time-served in a traditional building trade, ideally with experience in more than one trade.
- OR educated to degree level or equivalent in a relevant area (such as architecture, conservation, construction, surveying) plus practical conservation experience.

**Desirable**

- Relevant experience gained in a heritage management, built heritage or conservation construction organisation in a customer facing role, which may include membership of an appropriate professional body.
- Experience of training and developing others and knowledge of how qualifications in traditional building construction skills are obtained.
- Event management experience would be an advantage.

**Skills, aptitudes and abilities:****Essential**

- 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 (evening and weekend events would need to be covered to some extent)
- Familiarity with computer graphics and web updating software would be an advantage