



Project Manager (part time)

Annual Salary – pro rata of £32,000-35,000 per annum, depending on experience, 0.6 FTE

An exciting opportunity has arisen for a Project Manager to work on a series of building and community-based projects which capture and celebrate the rich heritage of London and deliver social impact. London Historic Buildings Trust has a new strategic plan, and a track record going back 28 years of rescuing heritage at risk and delivering high quality heritage-led projects to create sustainable projects, innovative social solutions and cultural benefits for future generations. This initiative is jointly funded with Historic England.

The post will appeal to an individual with previous project management experience in a heritage and conservation environment who has an interest and enthusiasm for social impact and working on the High Street regeneration agenda.

The Project Manager will work on a series of building projects as agreed with the Senior Project Manager and be responsible for sharing LHBT's skills and knowledge via workshops, talks and advice supporting High Street Heritage Action Zones ie initiating contact and working closely with local authorities at South Norwood (Croydon), Harlesden (Brent), Wentworth Street (Tower Hamlets), Woolwich (Greenwich) and Tottenham High Road (Haringey)

The postholder will report to the Senior Project Manager and supported by the expertise of the Building Committee. They will work closely with partners and stakeholders, including the local community, businesses, and owners.

Main Duties

The Project Manager will:

- Follow the Senior Project Manager's direction on the programme set out in the organisation's Strategic Plan and Project Plan.
- Support the Senior Project Manager in the delivery of LHBT's heritage projects as directed.
- Give consultancy advice on behalf of the organisation to building owners and local authorities, specialising in advice and project delivery to meet High Street Heritage Action Zone objectives
- Deliver training workshops to the sector (in partnership with other specialists such as the Heritage Trust Network or AHF) and give advice to communities who wish to save their local heritage with the purpose of boosting heritage sector capacity in London, supporting others emerging or community focus groups to develop and deliver heritage projects in the capital.
- Initiate conversations and partnerships with local authorities, community groups and linking organisations such as Locality.

- Raise awareness and understanding of the role of heritage in building and community regeneration across London and the role of LHBT across the sector, in line with our new Marketing strategy.
- Prepare grant applications for capital projects and small scale core funding applications.

The postholder will need an ability to operate strategically, identify links, work across a wide range of sectors, and deal with partners and stakeholders across all levels of responsibility. You will need excellent communication and negotiation skills, with the ability to be particularly effective at initiating, building, and strengthening partnerships, engaging and influencing the wider community, co-ordinating community-based activities and events, promoting LHBT and the role of heritage in regeneration. You will report progress on a regular basis to the Buildings Committee.

Applicants should be educated to degree standard or equivalent in an appropriate heritage conservation background with professional development experience of architectural, planning, urban design or project management disciplines desirable. Knowledge of the High Street Heritage Action Zone and Future High Street Fund agenda is essential. Evidence of a minimum of 2 years experience in the heritage sector should be demonstrated.

The role is currently home based, combined with ample site visiting.

To apply:

Please send an example of your report writing, CV and covering letter, including two references, to rosie.fraser@londonhistoricbuildings.org.uk by 5pm on 12th July 2020. Interviews will be held by zoom, date to be confirmed.