



## **THE FOYLE CIVIC TRUST**

### **JOB DESCRIPTION: PROJECT OFFICER**

#### **Summary:**

The role of Project Officer at Foyle Civic Trust will work under direction of the Project Manager to lead the delivery of the development stage of the built heritage project. The built heritage project is an exciting initiative that is being developed to support custodians of historic buildings in the Derry City area.

**Term:** Fixed Contract, 1 year, possibility of extension subject to additional funding for phase 2.

**Hours:** Full time, 9.00am-5.00pm, Monday to Friday. Out of hours work, and travel will be required occasionally.

**Salary:** £30,000 per annum.

**Pension:** 5% Employer's contribution.

**Location:** 35 Clarendon Street, Derry~Londonderry, BT48 7ER. Other locations, as required.

**Reporting to:** The Project Manager, the Chair and Committee of the Foyle Civic Trust.

#### **About the Built Heritage Project:**

The Built Heritage Project is developing a collaborative approach to support the preservation of built heritage assets. It is formulating a consortium or membership model to support owners to care for our most important historic buildings. The project explores options for the provision of advice, guidance, training for owners and develops ways for owners to work together, such as shared management formats, and resources, and collaborative procurement of planned preventative maintenance.

Phase 1 of the project initially involves 6 listed buildings, owned and used by lead cultural organisations in Derry City including:

The Playhouse, the Verbal Arts Centre, St Columb's Hall, and a group of buildings at Cultúrlann Uí Chanáin including: An tSeaneaglais (formerly known as 'the Glassworks'); Acadamh Ceoil Chaoimhín Uí Dhochartaigh; An Teach Scoile.

The project explores a model that is scalable, that can be utilised for the preservation of other heritage assets in the Derry City & Strabane area, and throughout Northern Ireland.

**About The Foyle Civic Trust:**

The Foyle Civic Trust is a registered charity, established 1989, in the City of Derry. Our remit is to promote the protection and preservation of the historic built heritage and promote high quality standards of planning and architecture across the north-west. FCT has recently secured funding from the National Heritage Lottery Fund for Phase 1 of the Built Heritage, pilot project.

**Duties and Responsibilities include:**

Under the direction of the project manager, and the committee of the FCT, the project officer will lead the day-to-day development of the Built Heritage Project to:

1. Design and establish an appropriate membership model, and development of membership to ensure the long-term sustainability of the project.
2. Develop collaborative planned preventative maintenance programmes for the purpose of delivering efficiencies, effective conservation of built heritage assets and sustainable systems & processes.
3. Lead on regular meetings and effective communication to the consortium members, and internal and external stakeholders.
4. Plan, test, and consult on options for support, guidance, training and skills for owners of historic buildings.
5. Plan, and test procurement processes for maintenance and repair contracts.
6. Lead project promotion e.g. events, presentations, press releases and social media for project promotion.
7. Develop the phase 2 project proposal for application to funders.

The Project Officer will ensure the highest standards of delivery and personal behaviour reflecting the core values of the Foyle Civic Trust Committee and Project Board.

The Project Officer will undertake other duties appropriate to the post, which may be required from time to time. Other similar and/or reasonable activities may present themselves as part of the project development. The Project Officer may be tasked with these in place of, or alongside, the above responsibilities.



**Project Officer: Personal Specification.**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree in architecture, building surveying, historic building conservation, or an associated discipline.	Post graduate degree in architecture, building surveying, historic building conservation, or an associated discipline. Or chartered qualification e.g. ARB/RIAI/RIBA/RICS
<b>Experience</b>	Minimum 3 years' experience working with built heritage in the field of architecture, building surveying, or similar; or of 3 years' experience of working in the heritage sector in a similar role, focused on conservation of historic buildings.	Experience in condition assessment and procurement of projects for the maintenance and repair of historic buildings, in practice.
<b>Knowledge</b>	Knowledge of conservation and the preservation of historic buildings by maintenance and repair.	Evidence of CPD, and continued development of knowledge relating to the conservation of historic buildings.
	Working knowledge of issues relating to built heritage, and the procurement of projects.	
<b>Skills</b>	High standard of written communication.	Experience of developing and delivering publications, resources, events and/or workshops for a range of audiences.

	Excellent presentation skills and expertise in communicating complex issues to a range of audiences.	
	Experience of the use of websites and social media platforms.	
	Good IT skills across a range of common business packages, e.g. Word, Excel, Outlook, and databases.	