Senior Project Manager (Maternity Cover)

Salary	£38,000-42,000 FTE
Hours	Full time (flexible if required)
Contract	12-month fixed-term
Location	Home-based, with one day/week in central London plus site visits and meetings as required
Closing date	16th November
Interviews	23rd November

About London Historic Buildings Trust

London Historic Buildings Trust (LHBT) is a small, dedicated charity working to rescue and restore 'at risk' heritage buildings across London, putting them back into community use. Since our relaunch in 2020 we have grown both our staff team and the number of projects we deliver, and we are currently working on multiple at-risk heritage and community-led schemes.

We have an engaged, committed board of Trustees and a small, professional staff team who work closely together in a supportive and enjoyable environment. This is a rewarding opportunity for an experienced project manager to lead on various heritage regeneration projects as well as to shape and contribute to the work of the Trust.

The Role

The Senior Project Manager will be involved and lead on various regeneration projects where the Trust is either delivering a project itself or supporting, on an advisory basis, another organisation to deliver a project. The SPM will lead on the development of new projects and training outreach, as well as leading on key community heritage projects and will support the delivery of the Trust's Advisory Strategy, identifying and delivering advisory work on behalf of the trust, including line-managing freelance consultants when required.

The Trust works closely with Historic England to identify buildings on the Heritage at Risk Register that would benefit from LHBT involvement, and the Senior Project Manager will monitor and update the live Project Plan into a pipeline using agreed criteria which will enabling the Trust to respond to those projects most in need of support across London. The work will also identify local and national priorities and opportunities and build relationships with key stakeholders, organisations, bodies, funders and partners, who can support and maximise delivery of LHBT objectives.

Close working with the CEO, as well as the rest of the LHBT team, will be required in order to prioritise tasks and activities. The team will report to the Projects Committee at quarterly meetings; where necessary the Senior Project Manager will provide project reports and updates, as well as respond to the advice and guidance of the committee.

The role will require close working with communities, local authorities and other partners to develop projects and activities that respond to identified needs and engage new audiences. They will also be provided with staff training and CPD if necessary.

The Trust is undertaking a strategic review to be carried out by an external consultant to evaluate the wider heritage landscape and London Historic Buildings Trust's place within it. The review is being wholly funded by the National Lottery Heritage Fund and aims to determine whether LHBT can provide another 30 years of community-led, environmentally sustainable solutions to heritage development, delivery and management and if so, how best to approach that. The Senior Project Manager and their sector expertise will be vital to the delivery of this review, feeding information to the consultant and supporting the CEO in managing the process.

As this is a maternity cover, the candidate will be taking on the running of existing projects, as well as leading on the activation of new projects. This is a fixed-term contract for the duration of the current postholder's maternity leave.

Existing projects include:

- working as Capital Project Manager for a National Lottery Heritage Fund project at a large central London church, supported by a wider project management team of Project Coordinator and Chief Executive

- working with LHBT's Project Manager to manage a 'resilience and engagement' project for a large Heritage at Risk site owned by a local authority. The Project includes a significant Conservation Architect-led Options Appraisal of various heritage assets, as well as a programme of building surveys and community

- working to support a local authority and local parks charity manage the delivery of an urgent repairs and sustainability project at a heritage at risk site

Main Duties

The Senior Project Manager will:

- Support the CE in the review, development and delivery of the organisation's Strategic Plan.
- Lead on the ongoing management and delivery of the Project Plan under the direction of the CE.
- Lead on the development and delivery of LHBT's projects as agreed with the CE, collaborating with the CE and Project Manager on projects, as required.
- Give initial in-kind advice on behalf of the organisation to building owners and local authorities.
- Support the CE in the development and marketing of Advisory Strategy and production of marketing materials. Be responsible for the ongoing updating of Advisory marketing materials as the organisation's portfolio grows.
- Develop and deliver Advisory services in-line with the trust's Advisory Strategy and as agreed with the CE. Line-manage freelance consultants undertaking Advisory work for the trust.
- Lead on the development and delivery of 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.

- Administer and support the work of the Projects Committee, prepare minutes and report quarterly to the Trustee Board.

- Initiate conversations and partnerships with local authorities, community groups and linking organisations such as Locality. Manage a relationship and communications tracker.

- Raise awareness and understanding of the role of heritage in building and community regeneration across London and the role of LHBT across the sector.

- Prepare applications for early-stage viability work to cover Project Management and consultant costs.

- Prepare grant applications for capital projects.

- Work closely with and support the Project Manager in the delivery of their own projects and activities.

- Oversee trust volunteers on specific project activities as need and roles identified.

The Senior Project Manager will be able to operate strategically, identifying opportunities and working across a wide range of sectors, as well as dealing 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.

Person Specification

- Experience of managing capital projects at heritage sites, including those funded by the National Lottery Heritage Fund

- Experience of overseeing options appraisals, feasibility studies or similar for historic buildings

- Experience of managing multidisciplinary consultant teams, such as architects, business planners, quantity surveyors, activity planners etc

- Understanding of National Lottery Heritage Fund, Historic England and other heritage funders' processes and priorities

- Experience of community group, third sector and local authority engagement, including providing advice and support on heritage project development and delivery

- It would be desirable to have experience/knowledge of working with listed Places of Worship together with scoping and developing projects that are looking to the Heritage Fund and others for funding

- Flexible, hands-on, collaborative individual

Salary & Benefits

Salary range is £38,000-42,000. The post will work mostly from home but will need to meet with the team in central London one day a week and be available on other days for meetings and site visits

Pension/holiday etc Contributory pension scheme; 25 days holiday (pro rata)]

Equality, Diversity & Inclusion

LHBT is committed to being an inclusive employer and welcomes applications from all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We particularly welcome applications from candidates who are underrepresented in the heritage sector.

If you require any reasonable adjustments to take part in the application or interview process, please let us know when you apply.

How to Apply

To apply, please send the following to the Chair, Georgina Nayler, at georgina.nayler@londonhistoricbuildings.org.uk:

- Your CV
- A covering letter (maximum two pages) explaining how you meet the essential and desirable criteria for the role

Applications must be received by 5pm 16th November. Interviews will take place on 23rd November online, with second interviews to be arranged in person in central London.

Please note that the successful candidate will be required to provide evidence of their right to work in the UK prior to commencing employment.

The personal information you provide as part of your application will be used solely for the purpose of recruitment and selection, will be held securely, and will not be shared with third parties without your consent, in line with UK GDPR. Your data will be retained for no longer than is necessary for this purpose.