



Job information

Project Development Officer

About us

Glasgow Building Preservation Trust ('GBPT') is a charitable social enterprise that works to rescue, repair, and restore historic buildings at risk across the city.

We are a strategic partner of Glasgow City Council and act as a key part of Glasgow's toolkit for the development and regeneration of the city's built heritage, usually working in partnership with other charities and community groups to give redundant buildings a new purpose and return them to viable use.

We work closely with our principal funders, including National Lottery Heritage Fund, Historic Environment Scotland, and the Architectural Heritage Fund.

As well as saving some of Glasgow's most significant and well-loved buildings, the Trust also delivers heritage activities across the city, supporting communities to explore their local history and heritage often, but not always, in relation to building restoration.

Having brought the concept to the UK in 1990, we run the annual Glasgow Doors Open Day Festival in September each year, which attracts over 30,000 visits to over 200 events, including opening historic buildings, in-person, and digital heritage trails, talks and other activities.

As a company limited by guarantee with charitable status, we are governed by a Board of up to 12 voluntary Directors and (currently) a staff team of 5. The Trust is a membership organisation with around 120 members, although we have plans to grow this number substantially in the coming years.

Over our 40-year history, the Trust has completed 30 restoration projects, over 40 feasibility studies and we have supported 10 other projects, later delivered by others. Notable projects include The Briggait, Hutcheson's Hall and Kelvingrove Bandstand. We estimate our total impact has been in the region of £80m into the city's economy.

The Trust's work is growing, and this new role reflects the number of projects in our pipeline and the need to add to the staff team.

This post is funded by The Architectural Heritage Fund as part of their Heritage Development Trust programme. GBPT is one of 17 heritage trusts from across the UK selected to drive forward place-based heritage-led regeneration in their area, acquire buildings to refurbish and hold to generate income, and share learning across the network. This role will be critical in developing GBPT's refurbishment activity in our selected area of the city and across our project portfolio.

GBPT is a small, committed and collaborative team with colleagues sharing ideas and supporting each other to deliver the diverse work of the Trust.

The role

Working closely with the Chief Executive and the Senior Project Development Officer, the Project Development Officer role will cover:

- Co-ordination of multi-disciplinary consultant teams to produce feasibility studies, options appraisals, conservation plans and viability reports;
- Project fundraising including writing and processing applications to Historic Environment Scotland, the National Lottery Heritage Fund and other trusts and foundations;
- Project budgeting, including monitoring of grants and ensuring compliance with funders' requirements;
- Supporting internal colleagues and external consultants to undertake public consultation exercises;
- Working with, and reporting to, stakeholder and client groups to develop and deliver projects;
- Acting as client representative to oversee design team activities for refurbishment projects and monitoring and reporting on building projects once on site;
- Coordination, chairing and minuting of various meetings;
- Working with community groups and other organisations in discussing projects and stimulating awareness of the City's built heritage;
- Representing the Trust in official meetings with statutory bodies, funding institutions, potential end users, etc;
- Attending the Trust's Board meetings to report on progress and on occasion to minute such meetings;
- Occasional public speaking and lecture presentation and attending public forums to represent the Trust;
- Assisting with policy and procedure development within the Trust and the wider heritage sector;
- Assisting colleagues with the organisation and delivery of Glasgow Doors Open Days Festival
- General administrative duties and any other reasonable duties as directed by the Chief Executive

Person Specification

The successful candidate will be able to demonstrate the following:

| Essential |
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| A degree or equivalent qualification in Architecture, Architectural Conservation, Urban Design, Planning, Surveying or a related discipline, or professional experience that encompasses the candidate profile and skills set out here. |
| Experience of managing feasibility studies and construction projects. |
| Excellent report writing skills & effective communication, both written and oral. |

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| Experience of assembling funding packages and/or fundraising including successfully securing grant funding and managing the associated monitoring. |
| Ability to plan time for their own work and that of others and to work to tight deadlines |
| Ability to work on multiple projects at one time. |
| Ability to coordinate and liaise with multi-disciplinary professional teams and statutory bodies. |
| Experience of managing budgets. |
| Working knowledge of statutory procedures and legislation. |
| Awareness of building contract processes and procurement. |
| Personable, friendly and able to engage with professionals, community representatives and people from different backgrounds. |
| Good working knowledge of Microsoft Outlook, Word and Excel. |
| Desirable |
| Experience of fundraising for heritage projects. |
| Knowledge of Scotland's built heritage sector / partners. |
| Current full driving licence. |
| Membership of IHBC or similar organisations. |

Hours, salary and benefits

This role is full time and will initially be offered on a probationary period of 3 months.

The starting salary will be £30,000 to £32,500 per annum, depending on experience.

Following successful completion of the probationary period, you will be eligible for enrolment into the Trust's pension scheme including an employer's contribution of 6.0% of salary (and a minimum 2.0% employee contribution). Alternatively, the Trust can make contributions into an employee's personal pension plan.

The post will be based at Glasgow Building Preservation Trust offices which are currently at the Wellpark Enterprise Centre, 120 Sydney Street, Glasgow.

Occasional home working can be accommodated, and the role will involve visiting buildings (including vacant and derelict) and sites, ascending to heights on scaffolding, attending meetings outwith the office and occasional evening and weekend working. Time off in lieu will be granted for agreed working out of normal working hours.

How to apply

Please apply in writing including an up-to-date CV and a covering letter (no more than 2 sides of A4) outlining your suitability for the role and how your skills and experience match the person specification noted above.

Please submit your application by email to niall@gbpt.org no later than **12.00 noon on Monday 13th May 2024**.

Please ensure you indicate 'Project Development Officer recruitment' in the subject of your email.

Shortlisted candidates will be notified in week commencing 20th May 2024 and interviews will be held in week commencing 27th May 2024.

If you have any queries prior to making your application, please email niall@gbpt.org.