



The  
Heritage  
Alliance

**Job Description: Rebuilding Heritage Project Manager**

Fixed term: 1.0 FTE to end September 2022 (FTE is 35 hours a week)

Start Date: May 2022

Salary: £37,000 pro-rata

Leave: 24 days (pro-rata), in addition the Heritage Alliance Office closes between Christmas and New Year.

Place of Work: The Heritage Alliance Headquarters, Central London.

*The role is office-based but there may be flexibility for home working (equipment provided).*

Closing date: 23:59, 17<sup>th</sup> April 2022

Interviews: 19<sup>th</sup> April 2022 – to be held virtually

Do you want to work at the heart of heritage and help to support its future in an uncertain present? The Heritage Alliance is the heritage sector's umbrella organisation and advocacy body and we are seeking an outstanding person to take over as Rebuilding Heritage Project Manager, supporting the sector in response to the effects of COVID-19.

This is an unique, National Lottery Heritage Fund supported role requiring a dynamic, proactive and reliable individual with a demonstrable track record of successful project management, delivery and completion. Reporting to the CEO, the successful candidate will be responsible for the final phase of the Rebuilding Heritage project which focuses on embedding the support delivered earlier in the project by running a series of follow-up sessions, delivering a number of roundtables to engage different parts of the sector with the project and understand evolving needs, and providing insights from the programme that support wider advocacy and knowledge-sharing activities. Applicants should have an experience of senior level committee and project work, an understanding of financial processes with experience of preparing, administering, and monitoring project budgets, experience of working with, managing, and getting the best out of multiple partners and stakeholders. Applicants should have experience of training or event organisation, and a high level of digital literacy.

**Background:**

The COVID-19 Crisis has presented unprecedented challenges to the resilience of the heritage sector, placing many large and small organisations at risk or fighting for their survival. Rebuilding Heritage has been supporting organisations across the breadth of the heritage sector through a swift, extensive and responsive programme of training, mentoring and business support between November 2020 and October 2021 followed by a period developing legacy resources to support ongoing access to knowledge generated by the live phase of the programme. Combining the unique strength of a consortium of heritage (The Heritage Alliance) and business skills specialists (Clore Leadership, Chartered Institute of Fundraising, Media Trust and Creative United), a digital training and support programme was rolled out, covering four key learning tracks identified as needed by the sector:

- Leadership and Governance
- Fundraising
- Enterprise and Business Support
- Communications and Engagement

In addition, the programme has delivered responsively by adding in wellbeing, inclusion and legal support strands. This phase of the project focuses on providing follow-up support to organisations that have already engaged in the previous 121 consultancy or small group training sessions.

**Key Tasks:**

- Project management of Rebuilding Heritage to completion in September 2022
- Line management of Rebuilding Heritage Communications & Engagement Officer
- Manage the relationship with the delivery partners; Clore Leadership, Media Trust, The Chartered Institute of Fundraising, Creative United.
- Manage contracts with all suppliers on the programme (support delivery, evaluation, marketing, website etc.)
- Be responsible for the relationship with the Heritage Fund for changes to the programme, monthly grant draw-down claims and reports and collation of the Final Report
- Manage the Rebuilding Heritage budget to conclusion of the project, in liaison with the Heritage Alliance Treasurer and Finance Officer
- Oversight of internal programme evaluation and provision of findings to support policy and advocacy work, including the CEO's policy and advocacy activities
- Deliver a programme of virtual follow-on support to previous participants and roundtable events to address findings of earlier stages of evaluation
- Liaise with an external consultant on the development of a future bid for a successor support programme
- Undertake any other relevant tasks as required by the Alliance CEO and prepare reports for the Heritage Alliance Board.

**Key Areas of Competence:****Experience:**

- A broad understanding of the UK's heritage and of the independent heritage movement;
- Demonstrable track record of successful project management, delivery and completion;
- Experience of senior level committee work and successful event delivery;
- An understanding of financial processes with experience of preparing, administering and monitoring project budgets;
- Experience of working with, managing, and getting the best out of multiple partners and stakeholders;
- Event management;

**Skills, Abilities and Knowledge:**

- Demonstrable evidence of excellent written and verbal communication and interpersonal skills;
- Self-starter and able to work with limited supervision;
- Excellent organisational skills and a broad range of administrative skills;
- Excellent IT skills;
- Project/programme management experience;
- Fluency in a range of different digital media



The  
Heritage  
Alliance

- Adaptable and able to cope with change.

**Qualifications:**

- Educated to degree level or equivalent.

**Equal Opportunities**

The Heritage Alliance is fully committed to the provision of equal access and opportunity as an employer:  
[https://www.theheritagealliance.org.uk/equal\\_opportunities-statement/](https://www.theheritagealliance.org.uk/equal_opportunities-statement/).

**About The Heritage Alliance**

The Heritage Alliance is the largest coalition of heritage interests in England. Together its members own, manage and care for the vast majority of England's historic environment.

The Alliance represents over 175 Members - major national and regional non-Government organisations, from larger bodies such as the National Trust, English Heritage, and universities, to many smaller and more specialist bodies representing visitors, owners, volunteers, professional practitioners, funders and educationalists – which are in turn supported by well over 7 million members, Friends, staff and Trustees. Find out more about our work here: [www.theheritagealliance.org.uk](http://www.theheritagealliance.org.uk)