

**THE NATIONAL TRUST FOR SCOTLAND****JOB DESCRIPTION & S1 JOBS ADVERT**

<b>Role :</b>	Project Leader
<b>Business Function :</b>	Properties & Visitor Services
<b>Reports to :</b>	Properties & Visitor Services Director (based at Central Office, Edinburgh)
<b>Location :</b>	<p>Due to the project based nature of the role there will be a requirement for the post-holder to be flexible in terms of work location and change of this location with short notice. Extended periods operating away from home will be part of this role.</p> <p>The administrative base will, however, be Central Office (based at Hermiston Quay, 5 Cultins road Edinburgh EH11 4DF or One of the other Trust Support Bases (Balnain House, Inverness; Castle Fraser, Aberdeenshire or Greenbank House, Clarkston).</p>
<b>Terms and Conditions :</b>	The post is subject to the Trust's standard terms and conditions.

**Key Purpose of the Role**

This post is to lead on one or more major projects from initial examination and scoping, through to successful delivery, post-evaluation and application of lessons learned.

This is a new post aimed at improving The Trust's in-house capability to develop new ideas and to make these happen with equal awareness and understanding of business requirements as for conservation policy & purpose.

**Background**

In accordance with The Trust's 5 year Strategy, "Securing the future of our past", consideration is being given to new investment and partnership opportunities in order to generate more income, to make links between this and specific conservation purpose, and to build local networks and therefore to improve the sustainability of the overall Trust estate.

One of the Strategic priorities within this Strategy is to:

- Develop a selected number of major "signature" projects across the country with the objective of using these as building blocks for a radical re-evaluation of the potential dormant in so many of the properties;
- Scrutinise potential projects and properties in turn to review their operation; how they could generate more income to invest in their conservation; how The Trust might involve members, the local community and partners from private, public and voluntary sectors to develop and then manage them differently; how they might increase the number of visitors and improve their experience; how they might deploy different management models and attract innovative ideas in their support.

- Deliver these projects within the next five years and apply the learning from their successful conclusion across the estate.

### **Key Responsibilities**

1. Leadership – The post-holder will be responsible for forming and leading multi-disciplinary Project teams. They will drive the projects forward as appropriate, subject to Director & SMT approval.
2. Project scoping and brief creation – The post holder will consult widely and bring forward development ideas and draft activity plans for consideration by the Director in the first instance.
3. Scrutiny & Recommendation – The post holder will critically assess the initial project proposals for feasibility with regard for the Trust's corporate objectives against issues such as deliverability, affordability, impact, value and return on investment. They will undertake option analyses & risk assessment as part of this.
4. Planning – The post holder will develop Project briefs into substantive Project plans, including stakeholder and partner mapping, milestones, programmes, budget/spend projections/profiles and impact assessment. Risk management process and contingency planning will be an important part of this.
5. Consultation – Thorough and meaningful consultation and involvement of key internal and external stakeholders, experts and partners throughout will be key as part of the project management process.
6. Methodology – From the experience gained in developing & consulting on the initial projects, an ongoing report must be created on project assessment, management process & consultation methodology.
7. Monthly progress reports to the SMT, presenting recommendations for decisions including arrangements for subsequent project development and delivery.

### **Scope of Role**

#### People Management

- The postholder may not, at least in the first instance, be a line manager but will be authorised to work closely with a range of staff across the Trust and at all levels. There will be significant degree of matrix-style and cross team management.
- The postholder will be expected to represent the Trust with external stakeholders and a range of professionals at a senior level. This may include liaison with the press and community interest groups.

#### Financial Management

- The primary financial aim of the post is to demonstrate the potential contribution of the proposed projects to the improved financial sustainability and reputation of The Trust.
- The postholder will have a dedicated budget and will be responsible through the Director for any budget approvals and subsequent management. Hence, monitoring and control of budget will be an important part of the role.

Conservation Policy & Purpose

- The post holder is required to have a sound understanding of the Trust's core conservation purpose, policies, procedures and management delivery structures.

**Required Skills Experience & Knowledge**

In addition to the above key role requirements, evidence of knowledge or experience of the following is being looked for in the person appointed:

Essential

- A demonstrable track record of successful Project, Property and/or Estate management and results delivery, including the leading of large, multi-disciplinary project teams.
- Evidence of success in stakeholder and partner management in a complex operating environment.
- Demonstrable ambassadorial, mediation and leadership skills and experience in understanding and managing relationships in a complex environment. As part of this, ability to enthuse and influence others, building rapport and respect with all stakeholders
- Ability to interpret and understand business reporting and financial accounts at a high level.
- A commercial outlook backed by business management & associated analytical skills. Further, an understanding of basic business viability assessment measures and tools
- Monitoring and controlling of significant budgets
- Understanding of legal, policy and other conservation responsibilities of the Trust
- Understanding of statutory land use planning and environmental impact processes
- High level communication and presentation skills in both a technical and political context
- A creative and innovative thinker with a track record of creative solutions and lateral thinking
- Experience of dealing with contentious issues in the public arena, including liaison with the press and community interest groups.
- Degree qualified or equivalent qualification
- An ability and willingness to travel throughout Scotland and further afield if necessary
- Confident user of all Microsoft packages including Word, Excel, Office Works & PowerPoint

Desirable

- Fully conversant with Trust Project Management, budget approval & management systems
- Knowledge of all Trust departmental responsibilities, key managers and organisational set-up
- A higher degree and professional qualification
- Prince 2 practitioner qualified

- Experience in using Microsoft Project Software
- Heritage or relevant sector project management experience.
- Knowledge of and interest in the business of visitor attraction management
- Knowledge of and interest in tourism development and local economic development
- Knowledge and awareness of micro renewable energy business and technologies

The Key Responsibilities, Scope of Job, and Required Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

## S1 JOBS ADVERT

### Project Leader - The National Trust for Scotland

Edinburgh £ Competitive

Edinburgh based but with extended periods operating away from home.

Our client The National Trust for Scotland is the conservation charity that informs, inspires and engages everyone in the protection and promotion of Scotland's heritage. As such it makes a major contribution to the fabric of Scotland, its people and its economy. In accordance with The Trust's 5 year Strategy, "Securing the future of our past", consideration is being given to new investment and partnership opportunities in order to generate more income, to make links between this and specific conservation purpose, and to build local networks and therefore to improve the sustainability of the overall Trust estate.

The position of Project Leader is a new post to address one of the key Strategic Priorities outlined in the aforementioned strategy – 'Signature Projects'. This will involve the following:

- Develop a selected number of major 'Signature' projects across the country with the objective of using these as building blocks for a radical re-evaluation of the potential dormant in many of the Trust's properties
- Scrutinise potential projects and properties in turn to review their operation; generate more income to invest in their conservation; involve members, the local community and partners from private, public and voluntary sectors to develop and then manage them differently; increase the number of visitors and improve their experience; deploy different management models and attract innovative ideas in their support
- Deliver these projects within the next five years and apply the learning from their successful conclusion across the estate

#### Key Responsibilities of this role will include:

- Leadership: responsible for forming and leading multi-disciplinary Project teams.
- Project scoping and brief creation: consult widely and bring forward development ideas and draft activity plans for consideration by the Director in the first instance
- Scrutiny & Recommendation: critically assess the initial project proposals for feasibility with regard for the Trust's corporate objectives against issues such as deliverability, affordability, impact, value and return on investment. Undertake option analyses & risk assessment
- Planning: develop Project briefs into substantive Project plans, including stakeholder and partner mapping, milestones, programmes, budget/spend projections/profiles and impact assessment. Risk management process and contingency planning will be an important part of this
- Consultation: thorough and meaningful consultation and involvement of key internal and external stakeholders, experts and partners throughout will be key as part of the project management process
- Methodology: from the experience gained in developing & consulting on the initial projects, an ongoing report must be created on project assessment, management process & consultation methodology.
- Monthly progress reports to the SMT, presenting recommendations for decisions including arrangements for subsequent project development and delivery

**Required Skills, Experience & Knowledge:**

- A demonstrable track record of successful Project, Property and/or Estate management and results delivery, including the leading of large, multi-disciplinary project teams. Specific sector experience would include Heritage, visitor attraction management, tourism development and local economic development; in addition, knowledge and awareness of micro renewable energy business and technologies would be advantageous
- People Management: ability to work effectively in a matrix-style approach with cross team management structure; represent the Trust with external stakeholders and a range of professionals at a senior level which may include liaison with the press and community interest groups.
- Financial Management: demonstrate the potential contribution of the proposed projects to the improved financial sustainability and reputation of The Trust; monitor and control the budget
- Conservation Policy & Purpose: a sound understanding of the Trust's core conservation purpose, policies, procedures and management delivery structures.
- Demonstrable ambassadorial, mediation and leadership skills and experience in understanding and managing relationships in a complex environment; the ability to enthuse and influence others, building rapport and respect with all stakeholders
- High level communication and presentation skills in both a technical and political context
- A creative and innovative thinker with a track record of creative solutions and lateral thinking
- Experience of dealing with contentious issues in the public arena, including liaison with the press and community interest groups.
- Degree qualified or equivalent qualification

Please send a copy of your CV together with a note of current remuneration to Judy Wagner at FWB Ltd to [apply@fwbltd.com](mailto:apply@fwbltd.com).