



Edinburgh World Heritage

World Heritage Site Project Assistant

Edinburgh World Heritage is an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage in everything we do – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city.

We are looking to appoint a World Heritage Site Project Assistant to assist with the delivery of a series of projects focusing on the conservation and enhancement of the historic environment within the World Heritage Site, including the “Twelve Closes” project.

Purpose:

To assist the World Heritage Site Project Manager with the administration, fundraising and delivery of World Heritage projects.

Reports to: World Heritage Site Project Manager

Contract: Part-time (2.5 days per week, 0.5 full time equivalent) for a fixed term to 31st March 2018

Salary: £20,000 pro rata

Annual leave 25 days pro rata

Main Duties:

- Prepare project briefs, assist with procurement of consultants, contractors and craftsman to ensure best practice in building conservation.
- Assist with grant applications and fundraising initiatives.
- Provide administrative support to the World Heritage Site Projects Manager including the preparation of project progress reports, grant awards documentation and payment of invoices.
- Liaise with colleagues at the City of Edinburgh Council and other project partners.
- Engage with relevant stakeholders and the community including arranging workshops.
- Work with EWH colleagues to deliver interpretation for World Heritage projects.
- Assist EWH colleagues to prepare communications, publicity and events around the projects.
- Contribute to the wider EWH agenda by applying expertise to other parts of our organisation.



Skills & experience

- Educated to at least degree level in a relevant discipline, ideally with an architectural or heritage background
- Experience of working on built heritage conservation projects
- Familiarity with the management stages involved in design and construction projects
- Experience of dealing with a complex range of stakeholders
- Fundraising experience would be useful but not essential

Behaviours & abilities

- Passionate about Edinburgh's built heritage
- Exceptional organisational and project planning skills
- Good attention to detail, research and collaborative skills
- Excellent interpersonal skills, with the ability to communicate with a broad range of people
- Able to work to tight timescales under pressure
- Problem-solver