# Pope's Grotto ID.jpg NLHF Logo Colour.jpg

Registered Charity no. 1162424

**Job Description**

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| **Job title** | Heritage Project Manager (part-time contract) |
| **Timescale** | 100 days from April 2021 to October 2022 |
| **Remuneration** | £150/day (£15000) |
| **Location** | London Borough of Richmond upon Thames |
| **Purpose** | To provide management for the project to conserve Alexander Pope’s Grotto, removing it from the Heritage at Risk Register and establishing a partnership agreement for its future maintenance. |
|  | To oversee and monitor outreach activities bringing the heritage of Alexander Pope to a wide range of people in and beyond the local area, encouraging understanding of Pope, his landscape and literature and the Twickenham of his time. |
|  | To encourage a greater participation by the community in the conservation of their local environment and in engagement in their local heritage |

**Role and responsibilities**

Reporting to the Treasurer and Heritage Consultant (mentor). Once in post, the post-holder will need to fulfil the following activities and will be asked for regular reports on these activities to the Board of Trustees and Steering Group as well as to the funders (National Lottery Heritage Fund and other charitable Trusts).

* To help Trustees recruit an Outreach and Volunteer Manager and mentor them in the programming and staffing of educational and practical activities
* To recruit with Trustees a supervising architect and conservation consultant to oversee the conservation and installation of lighting and interpretation in the grotto
* To liaise with Historic England and Richmond’s Conservation Officer on progress of the project
* To work with the Evaluation Consultant, and to recruit and write briefs for the Interpretation Consultant, establishing systems for monitoring and consultation
* To coordinate, in partnership the Outreach and Volunteers Manager, a programme of visits and events in accordance with the NLHF project plan.
* To coordinate the consultation on completion and public dissemination of the digital reconstruction ‘A Virtual Arcadia’
* To liaise with partner organisations Radnor House School, Orleans House Gallery, Strawberry Hill House, and Marble Hill House on outreach activities
* To develop a PR and promotions strategy for the project, including outreach activity with schools, so that the project’s legacy is spread to as wide an audience as possible
* To work with partners Strawberry Hill and Radnor House School, the Architect and the Conservation Consultant to establish a funded management plan maintaining public access to the grotto and ensuring its ongoing maintenance.
* To fulfil the conditions of NLHF and other funders, providing reports and monitoring of the project as required.

**Person specification**

To be considered for the post, prospective candidates will need to demonstrate how they fulfil the following requirements.

**Essential attributes**

**Experience**

* At least three years’ experience of managing projects relating to the conservation of listed buildings.
* At least three years experience of sole responsibility for reporting to funders such as National Lottery Heritage Fund, and to statutory bodies such as Historic England, and local authorities.
* At least three years’ experience of appointing and managing external consultants and contractors
* Experience in heritage education and engagement, including interpretation strategies and methods
* Experience of managing volunteers and a volunteering programme (Desirable)

**Skills and qualifications**

A degree or teaching qualification in the broad area of heritage education and community outreach work, or equivalent practical experience in this area.

* Effective communication skills, including with contractors, project partners, stakeholders, funding bodies, local authorities and internal colleagues
* Excellent office/ICT skills and orgnisational skills including excellent understanding of web-based and social media
* The ability to work flexibly, including working from home or on occasion in the premises of the lead partner, and working flexible hours where targets of the project demand
* Knowledge and experience of creating and editing web-based and social media content (Desirable)
* Project management qualification (Desirable)

**Attributes**

* Reliability and self-motivation in the delivery of work within the project
* Prompt attention to all correspondence, telephone and personal contacts in a friendly, efficient and responsible manner
* Ability to work well and flexibly as part of a team, but also be able to work on own initiative with minimum supervision
* Ability to establish and work in partnership with other bodies and individuals
* Willingness to carry out the responsibilities of the post having regard to the Trust’s Children and Vulnerable Adults and Health and Safety Policies
* Interest and enthusiasm for the local heritage of the Borough of Richmond Upon Thames and Pope’s Grotto (Desirable)

Note: Alexander Pope’s Grotto is unfortunately not accessible for wheelchair users.