

# Job Profile

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## Job purpose

To project manage the Heritage Lottery Funded Young Roots Project Fenwick -Lest We Forget

## Knowledge, Skills & Experience

	Requirements	Essential/Desirable
Qualifications	Relevant academic/vocational qualifications (Highers/National Certificate) / equivalent relevant experience	Essential
	Degree in History	Desirable
Experience	Experience of working with young people aged 12 - 21	Essential
	Experience of managing informal learning projects, ideally heritage projects.	Desirable
Knowledge, skills & abilities	Thorough knowledge and understanding of work practices related to informal learning and outreach.	Essential
	Ability to communicate well with young people, encouraging their ideas and participation.	Essential
	Good IT skills	Essential
Attitude & disposition	Proven communication and interpersonal skills.	Essential
	Enthusiasm, professional manner	Essential
Other circumstances	Willing to be flexible on hours of work as required	Essential

## Main Duties and Responsibilities of the Role

Project managing Fenwick - Lest We Forget project, ensuring that the project is delivered in time and on budget

Acting as the first point of contact for young people taking part in the project and for project partners.

Communicating with the Heritage Lottery Fund

Evaluating the project and writing a summative evaluation report

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## **Working Environment**

Deliver project to the high quality expected.  
Provide advice and information on the project  
Identify problems which effect delivery and negotiate solutions.  
The post holder must at all times carry out their responsibilities with due regard to Equal Opportunities and Health & Safety and child protection.

## **Freedom to Act & Decision Making**

Decisions made within set boundaries referring other decisions to the project coordinator and steering committee.  
Exercise independence in determining work priorities/workload and scheduling tasks appropriately to meet deadlines

## **Communication & Networking**

Act as the first point of contact for young people taking part in the project and for the project partner, East Ayrshire Leisure/ Burns Monument Centre.  
Communicate with the Heritage Lottery Fund on the progress of the project

## **Finance/Resource Management**

With the Steering Committee and project coordinator manage the allocated budget for the project  
Ensure all presentation, marketing and activity and administrative materials are in place for the smooth running of the project

## **People Management**

Recruiting and Supervising the young people taking part in the project