

Bridging the Past – Project Officer

Skills and Experience:

Essential:

1. Have experience of successful working on large grant schemes, reporting procedures and multiple clients (particularly NLHF).
2. Have knowledge and understanding of cultural heritage projects.
3. Have a suitable qualification in heritage/conservation or similar.
4. Able to work with multiple agencies and organisations – national, regional and local.
5. Evidence of successful working with community groups and local organisations including schools.
6. Have knowledge and understanding of procurement procedures
7. Able to produce reports and such documents as necessary for project reporting
8. Able to use IT packages for reporting purposes, producing briefs, Power Point presentations, spreadsheets /cashflows etc
10. Have excellent communication skills and managing meetings, including associated processes - social media, website, oral, written etc..
11. Experience of working in an environment that requires environmental sustainability to be considered throughout the project approach and delivery.
12. Cooperative and effective team working and team leadership

Desirable:

1. A knowledge and interest in heritage railway projects.
2. A knowledge and interest in the history of this specific railway, past and present.
3. Previous experience of project working in the Derwent Valley (particularly Matlock, Darley Dale, Rowsley)
4. Circumstances allow the immediate take up of the project officer post after appointment (in March 2024)

