

THE JOHN RAE SOCIEY

HALL OF CLESTRAIN – FIT FOR THE FUTURE BRIEF FOR PROJECT MANAGER

Value of contract:	£50-60,000 (freelance contract)
Expected duration:	14 months
Start date:	As soon as possible
Employer:	The John Rae Society
Reports to:	Chair, The John Rae Society

1. Job Description

About the role

The John Rae Society (JRS) seeks to appoint a suitably qualified Project Manager to manage and deliver its 14-month National Lottery Heritage Fund (NLHF) resilience project Hall of Clestrain – Fit for the Future.

The successful candidate will provide sound leadership for this exciting project, reporting to the Steering Group to ensure that this project is fully delivered on time and within budget. They will have proven experience in managing multi-faceted heritage projects and will act as the key point of contact for the NLHF ensuring adherence to all NLHF guidelines and requirements and ensuring that all documentation is managed accordingly.

The role will involve working closely with the Steering Group, JRS Board, the Engagement & Learning Coordinator (to be appointed), as well as appointing and working with contractors and consultants, including Feasibility and Business Planning. The successful candidate will maintain a close overview of the project plan, programme, risk register and budget, acting as a point of contact, organising, attending and participating in project, partner and stakeholder meetings, preparing NLHF claims and reports, and preparing a R1 Development Stage EOI.

Responsibilities

1. To become fully acquainted with all previous project documentation relating to the Hall of Clestrain and acquire a good understanding of the detailed aims of the Hall of Clestrain: Fit for the Future Project.
2. To manage and support the appointed Engagement and Learning Coordinator, including member and community consultation, partnership building, events and pilot activities, ensuring R1 Development Phase project partners and activities are identified and overseeing preparation of an Audience Development Plan.
3. To appoint and manage consultants to undertake a governance review, skills audit and development plan and to arrange delivery of identified training and other initiatives to build the resilience and capacity of the Board.

4. To appoint and oversee contractors to undertake an agreed programme of archaeology at the Hall of Clestrain, ensuring liaison with the OIC Archaeologist and timely completion of WSIs and DSR report.
5. To appoint and manage consultants/a team to complete a Feasibility Study and Business Plan to secure a long-term viable future for the Hall, ensuring these meet NLHF R1 Development Stage requirements.
6. To support advocacy and fundraising activities including creation of content and materials as required and prepare a Project 2 Fundraising Strategy.
7. To maintain momentum of fundraising for Project 1 Save the Hall and coordinate with appointed consultants.
8. To create the project Evaluation Plan and mechanisms for evaluation and prepare the Evaluation Report at the end of the project.
9. To work onsite as needed, liaising with partners and stakeholders and supporting staff, contractors and volunteers.
10. To maintain effective communication, feedback and collaborative working practices between all parties, including the Steering Group, Board, Engagement & Learning Coordinator, volunteers and external consultants involved in delivering the project, acting as the project point of contact.
11. To hold monthly project meetings to record and monitor progress and take actions where needed.
12. To produce monthly project progress reports and cashflow for the Steering Group, including updates on progress against the project plan, programme, budget, and risk register.
13. To be the NLHF point of contact ensuring that all necessary NLHF financial requirements and conditions are processed and/or met, including grant claims and evidence of spend, Completion Report and end of project Evaluation Report.
14. To collate project outputs in preparation for a NLHF R1 Development Stage application and write and submit a NLHF R1 Development Stage EOI.

Knowledge, Skills and Experience

1. Proven project management experience, with some knowledge of the principles of project management as well as familiarity with NLHF-funded projects.
2. Proven experience of working with historic buildings.
3. Working knowledge of budget and programme management, monitoring and reporting.
4. Experience of working with architects, design teams and/or other consultants.

5. Experience and understanding of community engagement, consultation and evaluation.
6. Excellent planning skills and a flexible approach to work, with the ability to prioritise and manage multiple tasks, including tasks undertaken by others, whilst ensuring deadlines are met.
7. A great team worker, with a confident, diplomatic approach, able to negotiate and build effective relationships with a wide range of stakeholders and team members at all levels and find appropriate solutions to conflicting priorities.
8. Excellent attention to detail, with good logical, analytical and problem-solving skills.
9. A concise and effective communicator, with excellent written and verbal communication skills.
10. Ability to work independently, and to manage teams to achieve common goals.
11. Ability and experience of writing NLHF applications.

2. Background and the project

Orkney's Hall of Clestrain is a Grade A Listed Building on the At Risk Register. Belying its current condition, between the 17th-19th centuries the Hall and its occupants were at the forefront of trade, cross-Atlantic travel and exploration, shaping the development of Orkney, Scotland and Canada, none more so than John Rae – famous Scottish Arctic explorer – who was born and spent his childhood here.

The John Rae Society was established as a Scottish Charitable Incorporated Organisation (SCIO) in 2013, Registered Charity Number SCO44463. Its purposes are:

- To advance the education of the public in the life and achievements of John Rae as the discoverer of the final navigable link of the Northwest Passage and one of the greatest arctic explorers
- To advance the arts, heritage, culture and science by promoting the life and achievements of John Rae to foster friendship and understanding between members of the public, the people of Orkney, and those in Canada, particularly, but not exclusively, those areas associated with John Rae, through a broad range of activities
- To conserve, restore, augment and sustainably develop the Hall of Clestrain as a building of historic and architectural significance; as a celebration of the birthplace of John Rae; and as a significant visitor, information and study centre for tourists and local people alike, relating to the Arctic then, now and in the future
- To provide new facilities that respect the character of the listed historic buildings; to support sustainable activities and enable economic growth providing real community benefit, by creating education, training and volunteering opportunities particularly for young people and unemployed people locally; to provide and

maintain recreational facilities and public amenities in the restored buildings, available to local community and visiting groups

- To promote engagement with local communities, businesses and academic institutions; to enable the new facility to act as a focal point for collaboration; and to increase awareness and understanding and learning particularly, but not exclusively, relating to the Arctic.

JRS has a dynamic and successful track record. In 2016, following a successful fundraising campaign, the Society purchased the Hall, subsequently installing a temporary visitor centre, employing a part-time Project Officer, holding numerous events and activities and undertaking outreach with schools.

Between 2020-21, JRS worked with a conservation accredited architect and a business consultant to devise a capital development scheme for the Hall. This large-scale development involved preserving the Hall, reconstructing and re-using the East and West pavilions and creating a new build Arctic Centre to the north façade of the Hall.

Despite early funding success, JRS was unable to secure match funding. This position and the significantly changed heritage and funding environment post Covid-19, led JRS to reflect on plans. In 2023, the Society made the decision to progress its purposes through two smaller discrete projects, better able to obtain funding to secure the long-term preservation of this highly significant heritage:

- **Project 1: Save the Hall of Clestrain (2024-25/6 – short-term)**
An urgent repairs project to make the building wind and watertight and enable it to dry out ahead of any further work.
- **Project 2: Capital Project (2025-29/30)**
A reduced sized project that will secure the long-term sustainable future of the Hall of Clestrain through a mixed use development combining heritage attraction, engagement, learning, community and commercial activities.

The Society has already secured a substantial Historic Environment Scotland Repair Grant offer towards Project 1 and during 2024-5 will fundraise for the match funds so that work can start in 2025.

In parallel, the Society has secured NLHF funding to undertake this project which aims to secure a viable future for the Hall by building resilience – developing the skills and capacity of its Board, building vital partnerships and stakeholder relationships and undertaking a vibrant programme of consultation, community and audience engagement to raise awareness and help shape the vision and future for the Hall, with consultants appointed to undertake vital work towards preparing for its future development and long-term sustainability.

3. The commissioned work and outputs

The person appointed will be contracted to:

- Support The John Rae Society to deliver this project as outlined in the application to the National Lottery Heritage Fund (available on request)
- Agree and have signed off the schedule of work with the Steering Group
- Undertake the activities listed within the Project Plan (minor changes to the plan may be made with the agreement with the Steering Group)
- Provide written reports to the monthly Steering Group meetings, attending when necessary, and liaising with the Chair between those meetings
- Liaise, meet with and prepare all NLHF reports, claims (including evidence of spend) and other information as necessary, including Project Completion and end of project Evaluation Reports.

4. Inputs

- The Project Manager will have sight of all project plans, budgets and other relevant paperwork
- The project will be overseen by a project Steering Group, reporting into the JRS Board.

5. Contract Management

- The contract will be let by The John Rae Society and managed by the Chair, supported by the JRS Treasurer
- Start to be as early as possible after appointment
- The payment schedule will be as follows:
 - 20% following initial agreement of schedule of work with Steering Group
 - time to be worked flexibly to deliver the contract; invoices to be submitted on a monthly basis accompanied by a timesheet
 - final 10% to be retained until all commissioned work & outputs complete
 - all expenses to be backed up with receipts and invoices; mileage to be charged at 45p/mile.