

Role: Project Delivery Manager (Fyvie Major Conservation Project)	Region / Department: North East
Reports to: Project Director	Pay Band: Grade 5 Lower (£40,707 – 44,847 per annum)
Location: Fyvie Castle & Estate, Aberdeenshire AB53 8JS	Type of Contract: Full-Time, Permanent
COST CENTRE: P230107	ACTIVITY CODE:

JOB PURPOSE

The Fyvie Major Conservation project is an ambitious, long-term vision to protect and enhance this important site with its 800 years of history. Spanning several phases of delivery at its core the project seeks to deliver essential conservation to the built heritage including the A-listed castle and the B-listed, building at risk Old Home Farm. The Fyvie project also aims to make strategic investments in the visitor experience and offering to encourage a landmark destination and support the long-term sustainability of Fyvie. Outreach, engagement and skills training are embedded into the project design and the project also aims to address environmental performance and impacts of Fyvie. This will offset the high consumption demands and deliver tangible strides towards the Trusts climate change ambitions through this signature project.

The project activity therefore spans across building conservation, construction, project management, skills training, natural heritage conservation, historical research, interpretation, engagement and community relations. This post will work directly to the Project Director to assist in ensuring that this complex and exciting initiative will be managed and delivered effectively and to the highest standards.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Role

The Project Manager will work alongside and support the Project Director in project planning & scheduling, budget monitoring, project administration, project delivery and progress reporting. This role ensures that tasks are completed on time, within budget, and to the required quality standards. The role will also lead on delivery of smaller packages of work within the project programme, and leading on critical aspects of the project delivery with oversight from the Project Director.

Overview:

Responsibilities:

- Lead in co-ordination and management of the Fyvie Major Conservation Project through production and maintenance of project schedules and timelines, ensuring milestones are tracked and resources are dynamically monitored, available and always adequate.
- Lead on design and delivery for identified packages of work under the project programme including specifications, procurement, cost control, quality assurance, operational mitigation and contractor management of on-site works.
- Coordinate team members and compile monthly progress reports, including review of project spend against budgets including reporting to external grant funders as required.
- Establish a process and culture of continual evaluation through data collection, milestone reviews by monitoring project performance using appropriate systems, tools, and techniques.
- Deputise for the Project Director in co-ordination and management of the Fyvie Major Conservation project, including standing in for the Project Director to attend meetings as requested with subsequent reporting.
- Support the Project Director in project development and contribute to project proposals.
- Lead on liaison with Internal Finance team to ensure Purchase Orders are set up and invoices are processed timeously, including administration and reporting of the budget tracker.
- Liaison with internal Legal and Procurement Teams for production of contract documentation including appointment of contractors and review of Risk Assessment Method Statements and other contractor H&S, legal and insurance documentation.
- Organise project meetings, prepare agendas, presentations and document meeting minutes and actions.
- Establish and maintain the project administration platform (SharePoint) ensuring all records and documentation is up to date.
- Gather data and monitor project performance using appropriate systems, tools, and techniques.
- Maintain the project action tracker, risk and issues log. Identify and escalate issues and risks to the Project Director as required.
- Track resource availability and update schedules accordingly.
- Assist in the continual evaluation of the project through data collection, milestone reviews and reporting.
- Lead, support and participate in internal and external working groups. This includes internal and external stakeholder communications management and supporting community engagement activity.
- Support partnership working and the delivery of education, training and outreach activity.
- Ensure that all works are planned and delivered in accordance with statutory, contractual and health and safety requirements. This includes but is not limited to internal policies, Planning, Listed Building and Building Warrant, H&S regulation including CDM, contractual terms, environmental monitoring and compliance, DDA and insurers' requirements.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

- Bachelor's degree in Architecture, Building Surveying, Project Management, Heritage, Conservation or a related field.
- PRINCE 2 or Project Management Professional (RICS), Institute of Project Management or equivalent experience

Experience

Essential

- Comprehensive understanding of project management, project coordination or a similar role.
- Demonstrable experience in historic building conservation, cultural heritage, design history, architecture or related disciplines
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills, constructively challenging thinking where appropriate.
- Experience with budgeting and financial reporting.
- Attention to detail and problem-solving abilities, working collaboratively to develop creative strategies and solutions.
- Ability to work independently, use own initiative, be proactive and creative
- Demonstrable use of project management Frameworks including proficiency with MS Office 365 applications and project management software (e.g., MS Project, Primavera P6).
- Understanding of the application of relevant legislation and regulation.
- A high level of Health & Safety awareness.
- Experience of supervising consultants and contractors.
- Experience of managing competitive procurement processes.
- The ability to lead and work in multi-disciplined teams, respecting the expertise of others and actively promoting strong working relationships with colleagues.

Desirable

- Awareness of Scottish history and baronial architecture
- Experience of public sector procurement processes
- Experience of writing briefs and of reviewing tender documentation
- Experience of public speaking and in-person presentations
- Ability to build and manage effective and productive stakeholder and partnership relations
- Experience of working in the charitable sector
- Experience of working with external grant funding bodies or private donors
- An empathy with the aims, ethos and policies of the National Trust for Scotland

Competencies:

- Planning and Organising: efficiently prioritise tasks and manage time effectively

- Team Collaboration: work effectively within a team, fostering a collaborative environment
- Communication: clearly convey information and ideas through a variety of channels
- Analytical Thinking: analyse information and use logic to address work-related issues and problems
- Adaptability: adjust to changing priorities and project requirements
- Creativity: ability to bring effective fresh thinking and innovation to all processes

DIMENSIONS AND SCOPE OF JOB

Scale

- This role will focus on the needs of the Fyvie Major Conservation project. As such, this requires frequent attendance on site at Fyvie. Occasional travel may be required within the North East of Aberdeenshire for site visits and partner meetings with very occasional travel to Edinburgh or Glasgow for Trust internal meetings or design team reviews.

People Management

- Although the role has no direct employee reports, it may be involved in working with project related apprenticeships, fixed term posts, volunteers and community groups.
- The role will also be required to liaise with external stakeholders, partners and interested parties to represent the Fyvie Major Conservation project.

Finance Management

- ♦ The role is not a direct budget holder however will be responsible for expenditure and cost control of delegated funds from the Fyvie Major Conservation project budget.
- ♦ The role will work closely with the Project Director and regional Business Manager to ensure that all financial systems and transactions are accurate, timeous and validated.
- ♦ The role will be responsible for compilation and administration of project financial reports.

Tools / equipment / systems

- ♦ Use of Microsoft 365 suit in particular – Word, Outlook, Excel, One Drive, Sharepoint, Powerpoint or equivalent
- ♦ User of finance system to process purchase orders and invoices.
- ♦ Must hold a current valid UK driving licence with access to a vehicle and be happy to travel.

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Sunday 13th July 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Project Delivery Manager – Fyvie."