



Job Description

October 2025

Role: Project Delivery Manager	Region / Department: South & West
Reports to: Project Director	Pay Band: Grade 5 Lower - £40,707 to £44,847 pro-rata per annum
Location: The Hill House, Upper Colquhoun Street Helensburgh G84 9AJ	Type of Contract: Full-Time, Permanent
COST CENTRE: 3HIH	ACTIVITY CODE: PMZ, Project code P240034

JOB PURPOSE

The Mackintosh Illuminated Project comprises a major capital conservation project at the A Listed Hill House in Helensburgh and an ambitious programme to raise awareness and appreciation of the work of Charles Rennie Mackintosh and his artist designer wife, Margaret MacDonald to an international audience. The Project therefore spans oversight of construction works, project management, skills training, 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 Overview:

The Project Coordinator will work alongside and support the Project Director in project planning & scheduling, budget monitoring, project administration, and progress reporting. This role ensures that projects are completed on time, within budget, and to the required quality standards. Whilst a key part of a small, skilled team it will have a direct responsibility for leading on a critical aspects of the project delivery.

Primary Responsibilities:

- Lead in co-ordination and management of the Mackintosh Illuminated Project through production and maintenance of project schedules and timelines, ensuring milestones are tracked and resources are dynamically monitored, available and always adequate
- Lead and take initiative in developing and contributing to identified proposals across the varied components and complexities of the Mackintosh Illuminated Project

- Compilation of 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 and by monitoring project performance using appropriate systems, tools, and techniques.
- Lead on liaison with Internal Finance team to ensure Purchase Orders are set up and invoices are processed timeously
- Co-ordinate team members, organise project meetings, prepare agendas, and document meeting minutes.
- Establish and maintain project administration platform (SharePoint) ensuring all records and documentation is up to date.
- Responsible for liaising with internal Legal and Procurement Teams on production of contract documentation including appointment of contractors, Risk Assessment Method Statements and other contractor H&S, legal and insurance documentation
- Maintain a project task tracker, risk and issues log.
- Deputise for the Project Director in co-ordination and management of the Mackintosh Illuminated project, including standing in for and participating in internal and external meetings as requested with subsequent reporting.
- Monitor the quality of works executed and identify any deviation from the required standard and provide regular reports and recommendations to operational teams.
- Respond to requests from operational staff for support in managing reactive and emergency maintenance situations.
- Responsible for efficient procurement and delivery of building compliance activities in accordance with the Trust's policy.
- Identify, respond to and, where appropriate escalate, issues and risks to the Project Director.
- Demonstrate and instil Health & safety processes in all aspects of work
- Ensure that all works under your direct control 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.
- Support partnership working and the delivery of education, training and outreach activities as they arise during the project.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications:

- Bachelor's degree in Architecture, Project Management, Building Surveying, Heritage, Conservation or a related field.

- PRINCE 2, Project Management Professional (RICS), Institute of Project Management or equivalent experience

Experience

Essential

- Comprehensive understanding of project coordination, project management 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/public sector 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.
- A commitment to continual improvement and skills development.

Desirable

- Awareness of the work of Charles Rennie Mackintosh and the 'Glasgow Style'
- 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
- An empathy with the aims, ethos and policies of the National Trust for Scotland
- Willingness to travel for work

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

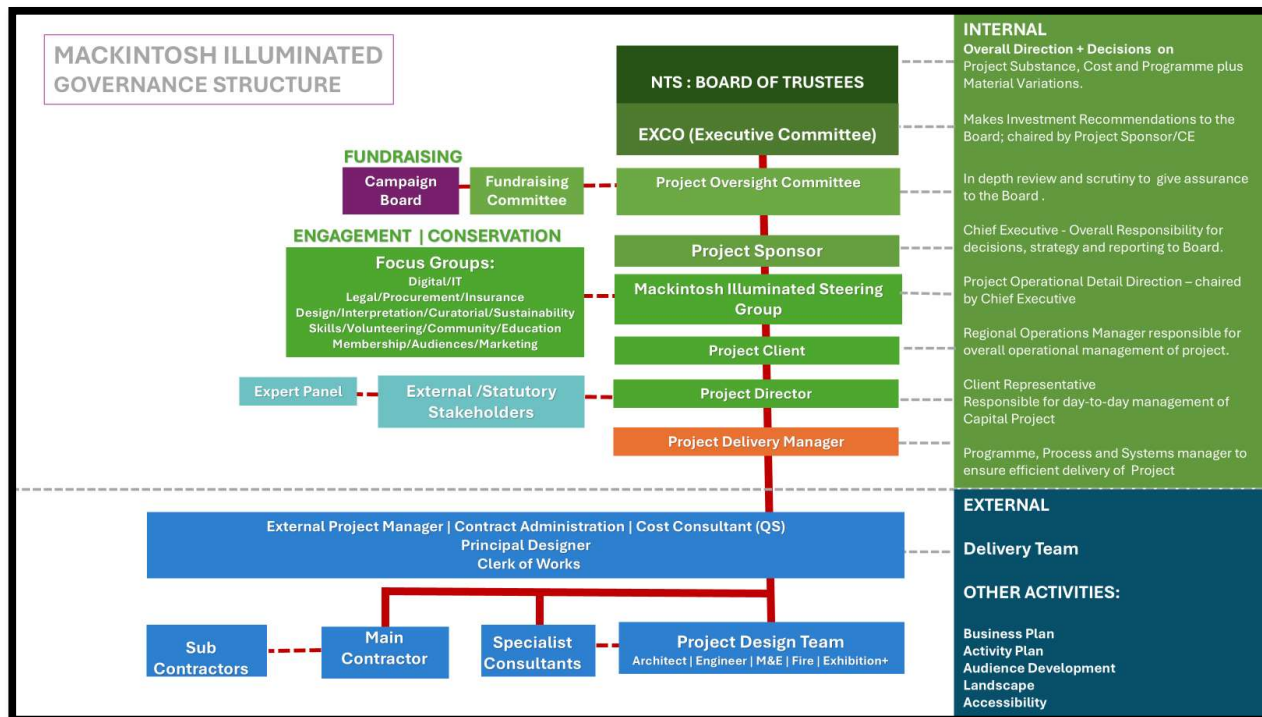
DIMENSIONS AND SCOPE OF JOB

Scale

- This role will focus on the needs of the Mackintosh project. As such, this requires frequent travel between the Hill House in Helensburgh and the Mackintosh at the Willow Tearoom in central Glasgow.

People Management

- Although the role has no direct employee reports, it may be involved in working with project related apprenticeships, volunteers and community groups. The currently envisaged project governance chart is illustrated below with the Project Delivery Manager role shown.



Finance Management

- ♦ The role will work closely with the regional Business Manager to ensure that all financial systems and transactions are accurate, timeous and validated.

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 be able to drive 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.



This post is supported with funding from the National Lottery Heritage Fund.

How To Apply

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 Friday November 7th 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 – NTS"