



Springburn Winter Gardens Trust (SWGT)

FREELANCE OPPORTUNITY, FIXED TERM

SWGT is now recruiting for a fixed term, freelance role to progress the Trust's plans to save and restore Springburn Winter Gardens as a community owned and managed facility.

Working with Collective Architecture, SWGT produced a phased design study as a longer-term approach to full restoration of the A listed structure which is located in Springburn Park. Phase one of the design study focuses on an exciting development to create a 'living ruin and urban croft' that will inspire and contribute to the wider community-led regeneration of Springburn.

PROJECT CO-ORDINATOR

**£210 per day, 2 days per week for approx 8 months
on a freelance basis (£14,120 total fee)**

This 8-month contract is an opportunity for an experienced and enthusiastic project coordinator to take forward the Trust's *phase one* plans to create a living ruin and urban croft.

The successful candidate will work with the charity's Trustees, the wider community and design team to build relationships with new and existing stakeholders, produce updated business planning documents, funding applications and technical information to progress the development of the Winter Gardens project.

Candidates must have solid experience of project management including business planning, report writing and fundraising. The role requires an enterprising self-starter who is enthusiastic and responsive with a flexible approach. Excellent written communication skills are vital alongside solid budgeting and financial management. Knowledge of the local area and issues in relation to the current cost of living crisis and regeneration would be beneficial.

TO APPLY

Applications should be made by submitting a CV and a covering letter that responds to the job brief and person specification. Send to jackieshearer@btinternet.com before the closing date of **08:00 Mon 26 Jun 2023**. Interviews will be held on **Tue 27 Jun 2023**. Any questions on the role, please contact jackieshearer@btinternet.com.

More information on our work can be found on www.springburnwintergardens.com or via [twitter](#) and [facebook](#).

PROJECT CO-ORDINATOR
Springburn Winter Gardens Trust
Job Brief

JOB DETAILS

<p>Job Title: Project Coordinator Hours of Work: 14 hours per week Contract: 8 months, engaged on a freelance basis Responsible to: SWGT Board of Trustees</p>
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MAIN PURPOSE

To progress plans for the development of Springburn Winter Gardens as a community owned and managed facility.

Over the coming months, the SWGT will undertake the necessary tasks needed to submit successful funding bids to Regeneration Capital Grant Fund, National Lottery Heritage Fund, Historic Environment Scotland and others. The Project Coordinator will lead on this alongside securing match funding and resources and for responding to other opportunities to raise funds, engage the local community and develop trusting relationships with existing and potential partner organisations.

MAIN DUTIES AND RESPONSIBILITIES

Project Management

1. Manage project budgets in line with funding terms and conditions.
2. Maintain records and systems for all aspects of the project and ensure compliance with relevant projects terms and conditions
3. Ensure the timely delivery of relevant tasks in line with the expectations of the Board, funders and other relevant stakeholders e.g. Glasgow Building Preservation Trust, Glasgow City Heritage Trust
4. Work with design team and other, wider project professionals in an open and transparent way

Governance

5. Attend and report to Trust Board meetings
6. Highlight risks and opportunities to the Board providing recommendations on mitigation and development
7. Assist with policy and procedure development
8. Organise, attend, chair and write minutes of various meetings

Business Planning

9. Refine and develop existing business planning documents for end-use as a living ruin and urban croft
10. Outline community and stakeholder relations as part of business planning exercise
11. Update 5-year budget projections and financial forecasts

Fundraising

12. Identify and appraise fundraising opportunities in relation to project development, capital works, community engagement and regeneration opportunities
13. Draft funding applications to be reviewed by the Board of Trustees and submit to meet deadlines
14. Produce and maintain a funding strategy, matrix and shortlist of funding opportunities for the development and delivery phases of the restoration project

Community and Stakeholder Engagement, Communications and PR

15. Ensure the community and wider stakeholders remain up to date on the Trusts plans and continue to be part of the redevelopment process through a variety of methods e.g. online surveys and electronic newsletters to consultations and community events
16. Create and ensure ongoing review of an Engagement Plan
17. Develop the Trust's network of end-use partners
18. Represent the Trust in official meetings with statutory bodies, funding institutions, Glasgow City Council, potential end users and others
19. Respond to technical and general enquiries from the public
20. Keep the Trust's social media and website up to date
21. Participate in the Trust's annual Doors Open weekend activity

PROJECT CO-ORDINATOR
Springburn Winter Gardens Trust
Person Specification

	Essential	Desirable
Knowledge	<p>Knowledge of grant funding and application processes.</p> <p>Qualifications or significant experience in a related field (e.g. fundraising community development, conservation, planning or architecture).</p>	<p>Experience of heritage, community asset and regeneration grant funding.</p> <p>An understanding of design and conservation issues relating to historic buildings.</p> <p>Knowledge of the local community and the issues local people face in relation to cost of living crisis and social inclusion.</p>
Relevant work or other experience	<p>Robust project management skills.</p> <p>Budget management experience.</p> <p>Able to effectively monitor projects, mitigate problems and communicate impacts.</p> <p>Experience of commissioning services.</p>	<p>Working knowledge of statutory procedures and legislation.</p> <p>Experience of reporting to a Board of Trustees.</p> <p>Experience of commissioning design teams for capital projects.</p>
Particular skills and abilities	<p>Effective communication, both written and oral.</p> <p>Ability to write concise, professional reports.</p> <p>Good grasp of IR including Word, Excel and Powerpoint.</p>	<p>Networking, partnership and membership development skills.</p>
Personal qualities	<p>Highly motivated and enterprising.</p> <p>Have a creative and flexible approach to developing and managing projects.</p> <p>Highly organised and efficient.</p>	
Additional job requirements	<p>Ability to work from home and travel to meetings across Glasgow.</p> <p>Ability to work flexible, including evenings and weekends.</p>	<p>Current full driving license with access to a car.</p>

SWGT is grateful for support from the following:

