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Consulting

Executive Search by Professionals, for Professionals
Our Experience Makes the Difference



Engaged by our client to recruit a
Project Development Manager

Candidate Information Brief



About our Client

Dumfries Historic Buildings Trust

WELCOME to Dumfries Historic Buildings Trust.

The Dumfries Historic Buildings Trust (DHBT) was the first Building Preservation Trust to be founded dedicated to Dumfries and the surrounding area with the intention to participate in ensuring that no more of the distinctive vernacular buildings and historic architecture of this beautiful area of Scotland is lost.

The Trust seeks to work collaboratively with Dumfries & Galloway Council, the local planning authority, other charities or organisations with broadly similar aims, and with all relevant government or other funding agencies national or local who may be in a position to support its work.

The Trust was established in December 2011. Like other Building Preservation Trusts, the Trust is often working with historic buildings which, for one reason or another, present a high level of risk and are therefore not being taken up directly by public or private organisations or developers.

The Trust seeks to pursue sympathetic solutions for the buildings entrusted to it while also being an advocate of the importance of using traditional materials and skills, and offering elements of training and experience.

Steady and unrelenting maintenance should ensure that our building projects retain their heritage values and contribute to the outstanding global imperative of our time: to achieve carbon capture and to embody a philosophy of stewardship of the earth's resources.

Indispensable in the Trust's vision for its projects is to pay attention to the context or setting - social, economic and cultural - in which the projects lie.

In the case of our current largest project, the relict of the formerly vast Rosefield Mills complex of the 1880s, our waterfront building has the potential to be a beacon for the deprived local community; an economic lever on account of its size and relationship to local housing, cultural assets (e.g. St Michael's church almost opposite) and town centre activities; and its breath-taking location on the river bank which has led more than one commentator to compare it to the former and often palatial industrial buildings of Venice, many of which have found sustainable new functions.

Rosefield Mills Project

This is an exciting opportunity to play a key role in DHBT's most significant project to date, driving forward the restoration of part of the former Rosefield Mills, Dumfries. DHBT is seeking an experienced Project Development Manager to work collaboratively with the Trustees of the charity, funders and wider stakeholders, to develop the project. This will focus on the waterfront building at Rosefield Mills which the Trust successfully took ownership of in 2018.

The aim will be to fulfil a series of planned stages. This will be from a starting point of Category B-Listed vacant building at risk, where we have undertaken recent emergency repairs, up to completion of the re-purposing of the waterfront building, whilst contributing to the wider regeneration of the former Mills site which extends over 10 acres. We would love if you would become part of our community to help realise this vision.





Thank you for your interest in Dumfries Historic Buildings Trust and in the role of Project Development Manager.

This is an exciting new opportunity to really make a difference, and to help secure the future of Rosefield Mills - an iconic historic building which stands beside the river Nith in the centre of Dumfries. The building is beautiful and part of the cultural heritage of the town.

As Project Development Manager, you will work closely with the Trustees of Dumfries Historic Buildings Trust, and you will be supported by the Rosefield Mills Working Group. This is a small group of skilled and enthusiastic volunteers who care deeply about historic buildings, and want to secure a sustainable future for Rosefield Mills. Working with this group will be exciting, challenging, rewarding.... and fun!

Your role, as the first full time employee of the team, will be to drive the project forward; it will encompass engagement with the local community and agencies, helping to focus the vision for the project, and also build relationships with national agencies and funding partners.

If you would like to know more about the role and its context, please do not hesitate to get in touch with our recruitment consultant, Eilish McDowell. Her contact details are towards the end of this document.

All good wishes. Luke

Luke Moloney
Chair of the Dumfries Historic Buildings Trust





Key cultural & historic importance

The Role

Project Development Manager

We are seeking a dynamic, commercial and highly motivated Project development and fundraising professional with excellent networking and influencing skills to join the Trust. Currently, the Trustees, meeting four times a year, and members of the Rosefield Mills Working Group (RMWG) meeting monthly, are all volunteers.

This is therefore a new, critical role; funding has been made available from the Pilgrim Trust and the UK Government's Shared Prosperity Fund to appoint the first paid staff member. Further support staff will be engaged as funding permits.

Our Trustees and volunteers have a wide range of skills, passion and experience and will support you as appropriate.

It is worthwhile noting that there is fundraising expertise within the Trustee group and a pipeline of potential funders has already been developed.



The Pilgrim Trust

The Opportunity

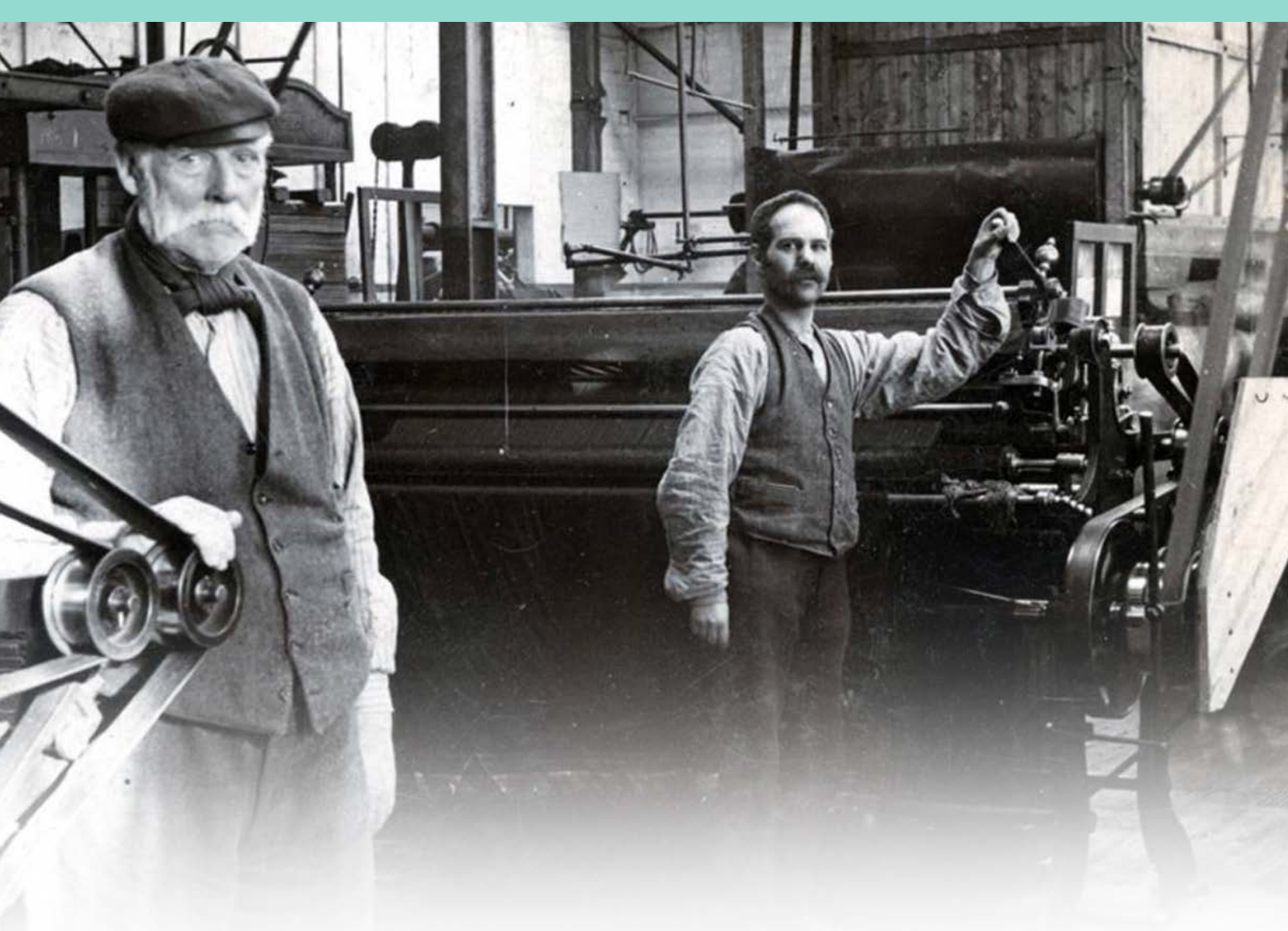
This is a wonderful opportunity to help support the process to define what the Project will ultimately look like. As PDM you can help build social capital, involving all sections of the community

Although the Project will not be delivered fully until 2027, at the earliest, there will be plenty opportunity to work with key community stakeholders to host various 'pop-up' initiatives that could include street food offerings, drama workshops, craft co-operatives, book clubs etc.



Draft Project Development Plan

Years	Year 1 – To April 2025				Year 2 – to April 2026				Year 3 – to April 2027		
	April - June	July - Sept	Oct - Dec	Jan -March	April -June	July - Sept	Oct - Dec	Jan -March	April -June	July - Sept	Oct - Dec
RIBA Plan of Work Stages	0-2 Strategic Definition Concept Design		3-4 Developed Design Technical Design							5-6 Construc tion	7 In Use
AHF	Stage I – Project Viability		Stage II – Project Development							III - Delivery	Completion
DHBT	Recruit PDO		Develop website, regular communications with community, stakeholders and supporters				Apply for Building Standards Consents		Design & Specificati on for Tenders	Stage III (Project Delivery) Works on site	
	Develop website										
	Update to Business Plan & Costs.		Refine/develop end use options				Recruit additional project development staff				
	Agree end use options										
	Tender for Studies to support planning application- various		Scheme Application for Planning Consents								
	Tender for Architect										
Project Dev'ment Officer		Scope out Funding Plan	Funding Applications; Expressions of Interest to NLHF & HES Refine/develop end-use options, develop Activity Plan		1 st round Applicatio ns to HF -	Identify match funders			Submissio n of HF round 2		
		AHF Project Developm ent Grant									
		Robertson Trust, other funders									
		Testing ideas with community	Assist with tenders, liaise with contractors/consultants, ensure grant applications are submitted on time.				Assist with tenders, liaise with contractors/consultants, ensure grant applications are submitted on time.				
Community & Stakeholder Engagement – developing partnerships locally – develop networks and communications Promotion of a strategic Masterplan for wider 10-acre former Rosefield Mills site											



Your skills & attributes for success

Development Manager- You Will Have:

- Experience of working with communities.
- Fundraising experience including making grant applications.
- Experience of project management and delivery to deadlines.
- Strong people skills excelling in building excellent interpersonal relationships and adapting a structured approach to relationship building and management.
- A talent for building and nurturing great working relationships.
- An engaging and inspiring personality.
- Sound proven organisational and office skills.
- An outgoing and positive personality with a pro-active, 'can-do' attitude.
- The ability to work under pressure to ensure deadlines and targets are met.
- A commitment to the Trust's aims and objectives.

Whilst not essential, experience of significant design/construction projects within a Conservation Area and/or involving listed buildings would be highly beneficial.

Remuneration Package & Benefits

Flexible working:

Mainly working from the office in Dumfries but some home working available in agreement with the Trustees.

Compensation:

C.£33 - £35k depending on experience.

Terms:

Full time (35 hours per week).

Fixed term of 18 months but there is a genuine opportunity to work for a further 18 months to deliver the Project. (Occasional evening and weekend work will be required where necessary).

Pension:

Auto enrolment in the NEST pension scheme, or similar, with an employer contribution of 5%.

Holidays:

34 days holiday including Bank Holidays.





Eilish McDowell

Will be the Consultant who will lead on this role

Contact details

☎ Phone: +44 (0)7720 249200

✉ E-mail: eilish@caithnessconsulting.co.uk

How to Apply

Caithness Consulting has been appointed by Dumfries Historical Buildings Trust to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time

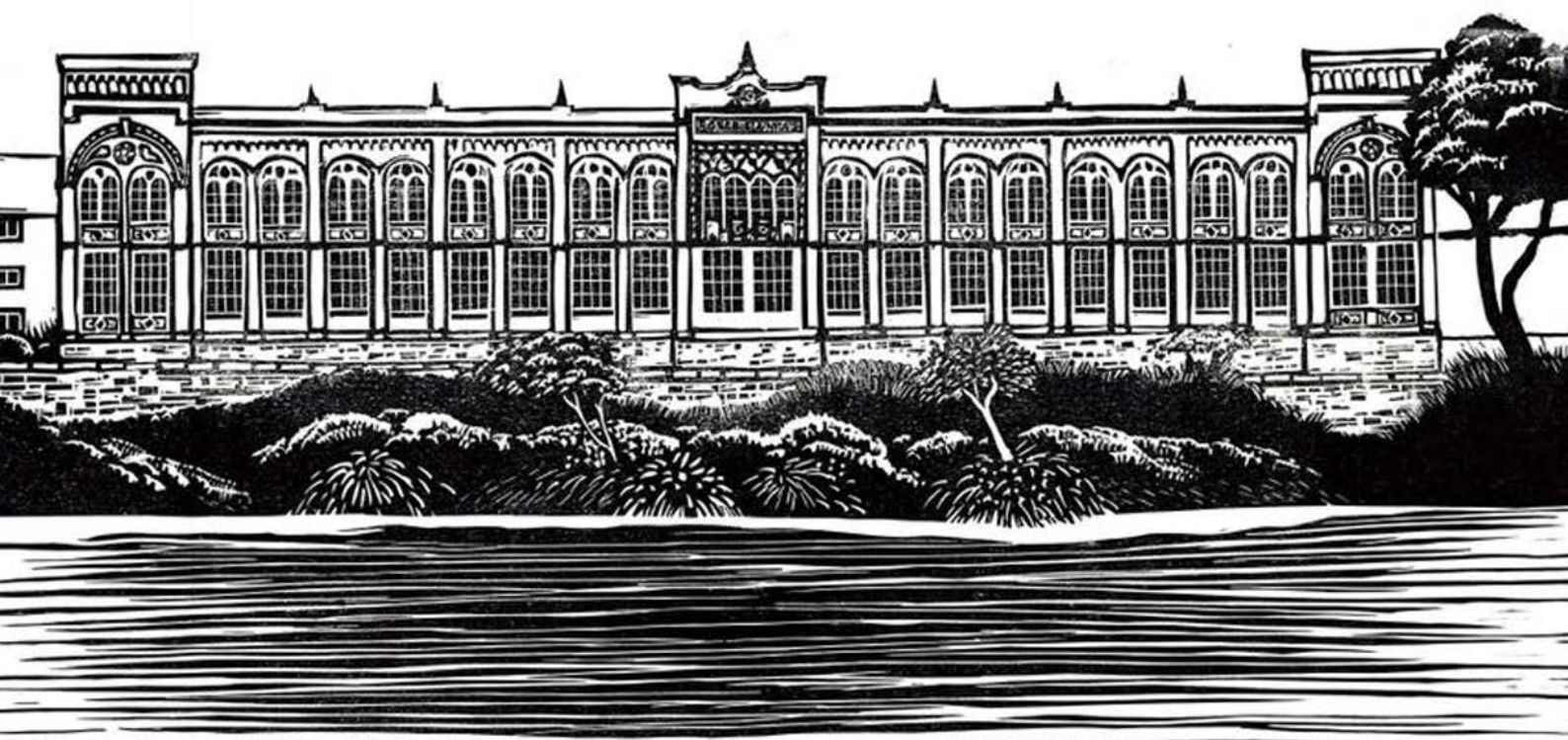
Alternatively, please submit a copy of your CV to Eilish along with a one or two page covering letter outlining why you believe you are a good fit for this role.

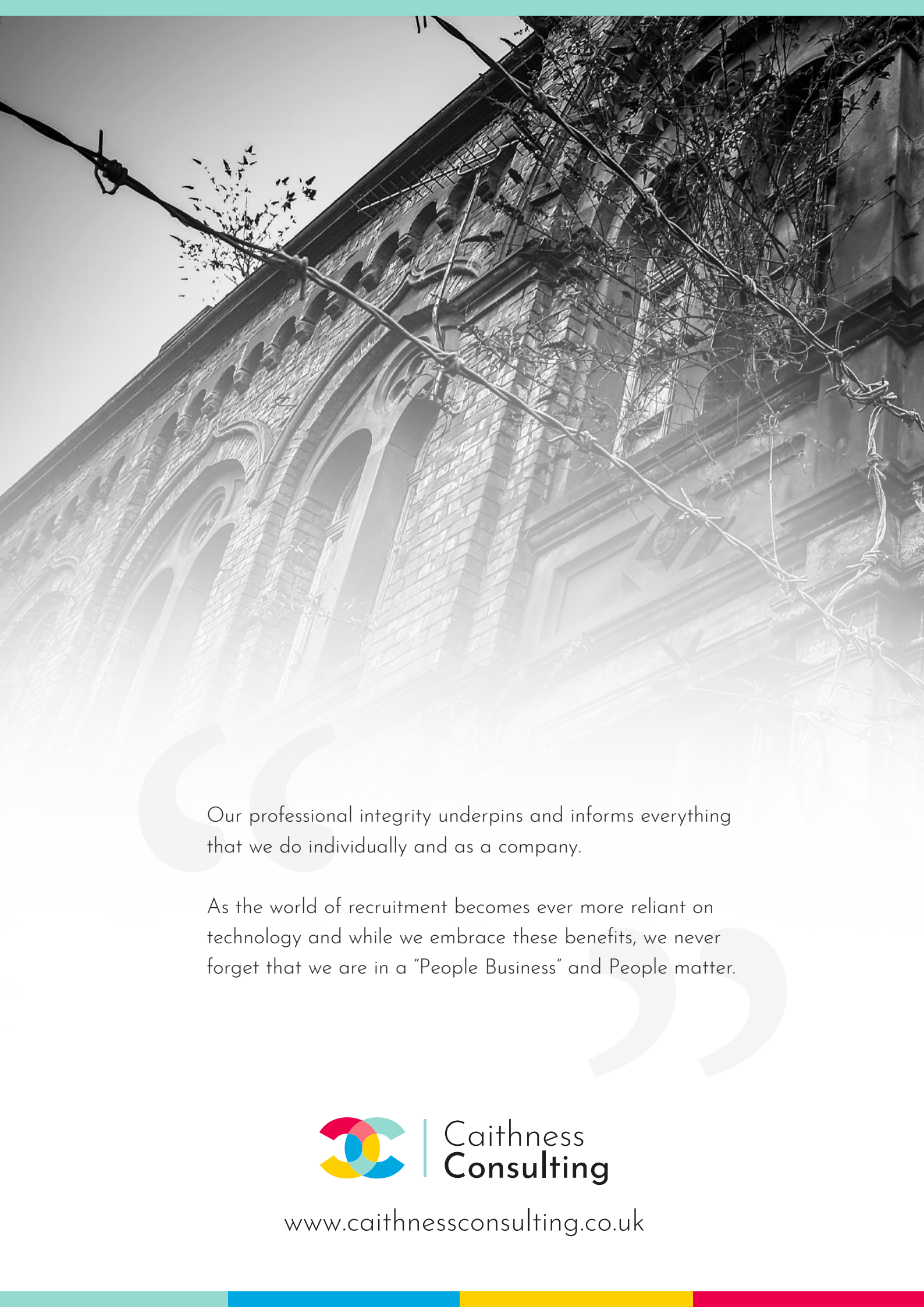
We will review your details and respond as soon as we can.

Closing Date: Wednesday 24th July 2024

Interview Date: Thursday 1st August 2024

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. www.caithnessconsulting.co.uk





Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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www.caithnessconsulting.co.uk