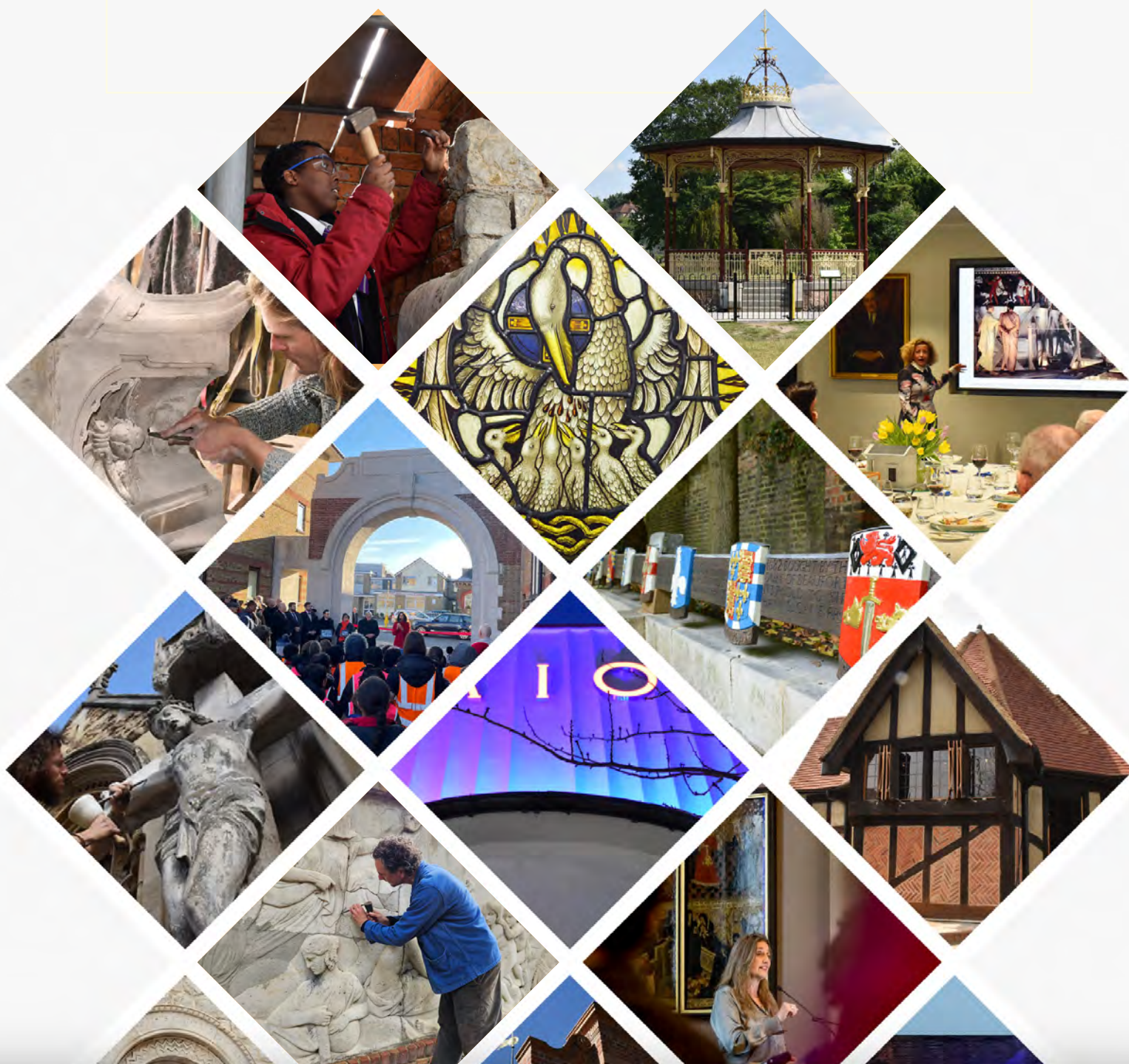




HERITAGE of *LONDON*
TRUST

HEAD OF PROJECTS

April 2025





Welcome from the Director

Welcome and thank you for your interest in the role of Head of Projects at Heritage of London Trust.

This is a key role for our organisation, leading on the restoration projects for which we are respected across the city. It's a chance to make your mark on the city's landscape. You'll explore London through its people and places, discover the beauty and interest in all its boroughs and the local communities who care passionately about them.

In this role you will work closely with London's top conservators and visit the workshops and studios of inspiring creatives. You will see the impact of your work with every project, as we celebrate their success together.

Deeply rooted in arts, culture and heritage, this is a perfect job for someone people-focused, curious and organised, with a love of the city. If you're an ambitious professional with great teamwork and communication skills, come and join our team! You'll be helping create a more beautiful and sustainable London for the future.

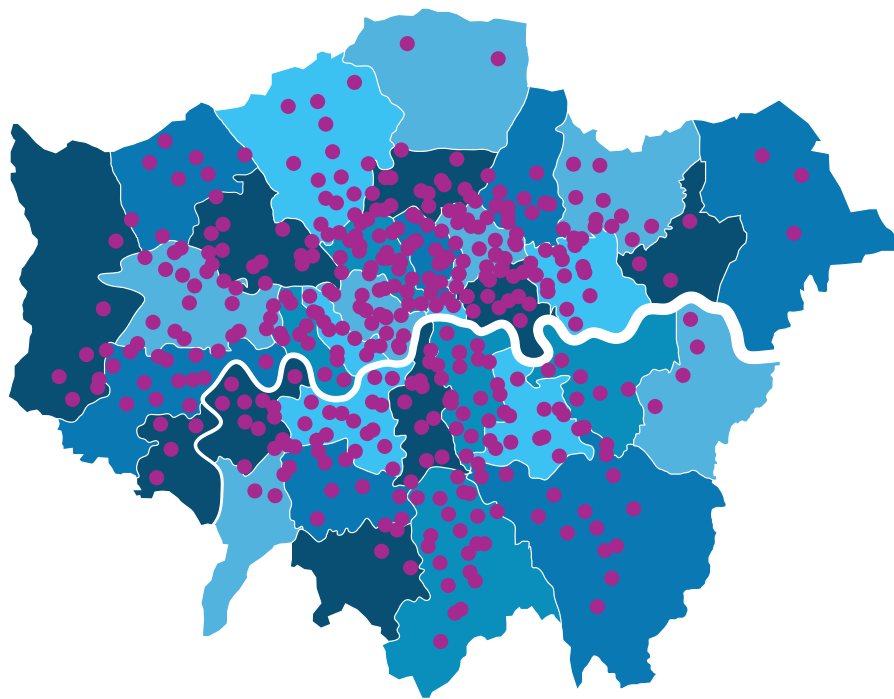
We hope the information provided in this appointment brief will help bring our work and approach to life. If this role sounds like an opportunity you would like to explore further, please reach out to our retained consultant Ami Jenick at People Beyond Profit, whose contact details you will find at the end of this brief alongside details of how to apply.

We look forward to hearing from you.

Yours sincerely

Nicola Stacey
Director

About Us



Heritage of London Trust (HOLT) is London's independent heritage charity, set up in 1980 by the Greater London Council to rescue historic buildings and monuments.

To date, we have restored 850 sites across London. We restore buildings and monuments of exceptional historic and architectural interest all across London, supporting local communities who most need our help. We identify projects, commission condition surveys, give grants and guide the restoration of each site from beginning to end. We are 100% independently funded.

Our Projects

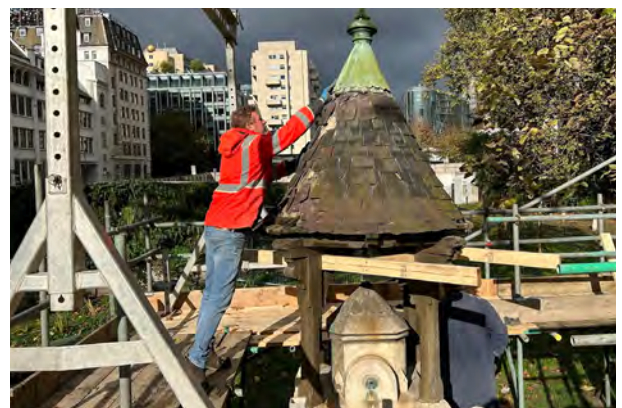
We focus on heritage sites at risk in areas of least investment - in local communities that most need our help, ensuring a sustainable future for every project we work on.

We have 40 projects on our books at any one time. Our projects are often landmarks in the local community and their restoration helps create community pride.

Our projects have a huge range from medieval sites such as St Leonard's Priory in the East End of London, wonderful 18th century buildings such as Strawberry Hill House and the Octagon in Twickenham, Victorian monuments and post war sculptures.

We have a deep understanding of conservation and work closely with other stakeholders to get the best outcomes, engaging local authorities and working with London's top conservators to bring every project back to life. Our work is highly regarded and we are frequently contacted by local authorities for advice and support.

To see more about our work across London, please [click here](#).



Our Proud Places Programme

Proud Places is a groundbreaking London-wide engagement programme inspiring young people with the world around them. Through heritage projects, we introduce children aged 11 and upwards to important themes in local places... the hidden stories of London and why they matter.

The programme helps young people improve their life choices as well as their life skills. Our core aims are to create curiosity, build skills, break barriers and instill pride.

We offer site visits and craft workshops, a chance to explore London behind-the-scenes and develop local knowledge and pride in their community.

HOLT is the only UK heritage organisation to specialise in working with excluded pupils, young people at risk of gang exploitation and young refugees. Proud Places also works with mainstream primary and secondary schools across the city.



98%

of young people involved want to come on another Proud Places visit.

As part of this work, we also run Proud Prospects, a unique career development programme designed to support and prepare young people across London who struggle with a lack of employment confidence and opportunities. Run in partnership with global law firm Jones Day and other corporate supporters, the programme has been running for four years and includes schools from all over London.

The Proud Places programme was developed with our Proud Places Young Ambassadors and launched during the pandemic in October 2020 with funding from the Jones Day Foundation. To date we have worked with 8,000 young people and the programme continues to expand.

To learn more about our work with young people, please [click here](#).



86%

say that they feel prouder of their local area.

Our Impact

Enhancing our green spaces

Restoring a historic site encourages new planting, re-landscaping and public realm maintenance by local authorities. Parks and public spaces are often restored at the same time.



Stronger communities Supporting cohesion

Every project is celebrated with a community launch, with all ages and backgrounds coming together – creating local pride and new project champions for the future.

Safer spaces

Our projects become beacons in the community, creating safer spaces which people want to visit and to which they bring their friends and families. Restoring neglected buildings and monuments helps reduce littering and graffiti.



Our Engagement Work

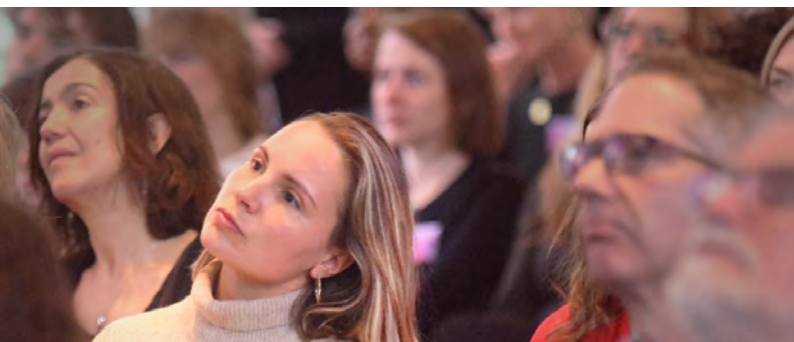
HOLT has a very strong reputation for delivering high quality communication and engagement work, through bespoke donor and community events, conferences and positive press engagement. With a wide range of vibrant projects and programmes across London and a growing interest from supporters and partners interested in the impact of our work, we have ambitions to continue building our profile, engagement and visibility significantly.

HOLT's projects have been recognized as shaping the London we live in. In October 2024, HOLT Director, Dr Nicola Stacey, was listed as one of the 100 top people shaping London as part of The Standard 100's list. The list covers a wide range of categories including the arts, politics, media, sport and charity. To read more about this list, please click [here](#).

Recent highlights include:



HOLT holds highly regarded conferences that attracts star speakers from across the creative industries. In November 2024 our conference explored Public Art: Aesthetics in the Public Realm. Hosted at RIBA, 300 delegates joined to listen to a range of speakers including top contemporary artists, developers, architects and historians. With exhibitions, photography and a team of young volunteers, the conference was bursting with creative ideas about social impact, art and heritage. To read more about this conference, please click [here](#).



We recently received the [Tom Ryland Award](#) from the Hammersmith Society for the restoration of the Leaning Woman statue. We were shortlisted for the [Inspire Future Generations](#) 2024 award.

Our Team and Governance

We currently have a team of 12 staff who work across HOLT's heritage and Proud Places programmes. We have grown quickly in the last few years and have strategic plans to continue this growth.

The team currently work a hybrid model and are based from a new purpose-designed co-working office space FiveFields. Fivefields has been developed specifically for charities working in the youth engagement sector to facilitate growth, networking and collaboration with each other through shared interests and challenges. The office is a 5 min walk from Victoria tube and train station. To view this exciting new impact focused hub for charities, please [click here](#).



We have a wonderful team of 9 trustees who are committed and well connected. The Board is chaired by Sir Laurie Magnus CBE who was previously chair of Historic England and English Heritage.

We are deeply honoured to have His Royal Highness The Duke of Gloucester as our Patron. The Duke has been Royal Patron of the Trust since its foundation in 1980 and takes an active role, visiting projects and supporting the Trust and its work across London.

To find out more about our people and governance, please [click here](#).



Background to the Role

This is an exciting opportunity for an experienced and proactive project manager with a passion for London's built heritage. The Head of Projects will oversee the delivery of our restoration projects across the capital, ensuring they meet our high standards and achieve maximum public benefit.

The Head of Projects is a pivotal role at HOLT, overseeing the full project lifecycle from start to finish. This includes project identification, research, and scoping. A large and important part of the role is engaging key stakeholders—such as local authorities, community groups, and conservation teams. The role involves overseeing conservation work, ensuring successful project completion, and supporting community launch efforts, guaranteeing that each restoration project is delivered to the highest standard and has a lasting impact.

Responsible for leading a small team, the role requires an energetic, enthusiastic and driven

leader to manage and oversee these projects – someone who thrives working collaboratively within a team whilst being equally comfortable working autonomously. The role is especially well suited for someone who is curious, perceptive and enjoys building positive and effective relationships with wide range of stakeholders – internally and externally - to influence and build local commitment.

The successful individual will have excellent organisational and project management skills, with the ability to juggle multiple projects and work to key objectives and deadlines effectively, whilst ensuring key partners are able to do so too. You will enjoy leading and developing teams and will be committed to maximising public and community benefit, promoting inclusivity, and ensuring that each project contributes positively to London's historic environment.

Heritage of London Trust (HOLT) - Head of Projects



While a background in conservation or the third sector is not essential, experience working with historic sites, managing multiple deadlines and collaborating with external partners is essential.

We currently work a hybrid model from our fantastic co-working offices at Fivefields in Victoria, however as this role project manages a portfolio of up to 40 projects at different stages, with circa 15 active projects at any given time, the Head of Projects will be out and about visiting our projects and programmes across London on a regular basis.

This role should plan to be working in our office 3 days per week, with site visits out across London throughout the week.

This is an incredibly fun, engaging and rewarding role, working alongside committed colleagues, overseeing a range of projects that have the power to make a significant social impact in communities across London.

Job Description

Key Responsibilities:

Oversee the restoration of historic projects across London from initiation to completion, ensuring best practice in conservation, maximising public and community benefit and ensuring social and environmental impact of our work.

Project Management:

- Research, assess, and identify at-risk sites and develop a pipeline of new projects that align with our funding priorities.
- Arrange meetings with stakeholders and coordinate necessary conservation surveys.
- Review and agree project briefs and tender documentation.
- Identify and support the appointment of conservators and contractors.
- Advise on building conservation, specifications, and detailing, seeking support where needed.
- Conduct regular site visits to monitor progress.
- Manage project budgets and timelines, ensuring projects are delivered on schedule and within budget.
- Ensure projects achieve their intended social and environmental impact.

Stakeholder Engagement:

- Liaise with local authorities, conservation officers, and community groups to secure commitment and build long term relationships.

- Build strong relationships with conservators and skilled tradespeople.
- Collaborate with HOLT's Communications and Fundraising teams to showcase project successes and support their team's work.

Leadership:

- Manage a small team responsible for project delivery.
- Promote professional development within the team, fostering growth and ensuring alignment with HOLT's objectives.
- Work closely with HOLT's Proud Places and Communications teams.
- Work closely with local authorities at all levels, advising on conservation across the city.

Monitoring & Reporting:

- Evaluate and report on project outcomes, ensuring key learnings are captured and shared.
- Provide regular updates to the Director and Board of Trustees as required.

Person Specification

Essential skills, experience and qualities:

- Proven experience in project management within a built environment context.
- Ability to manage multiple projects simultaneously.
- Strong organisational skills with a detailed and structured approach.
- Strong communication skills, written and verbal, with the ability to negotiate and persuade effectively.
- A proactive, problem-solving approach.
- Understanding and interest in building conservation.
- Knowledge of the regulations and authorities involved with listed buildings.
- Proven success in complex stakeholder management.
- Ability to motivate others and win the support and commitment of stakeholders.
- Open to change, new ideas and suggestions, a continuous improvement mindset.
- Willingness to travel regularly within London for project site visits, events, and launches.
- Enjoys working in a highly collaborative environment whilst also working autonomously.
- Good leadership skills.
- Interest in current affairs, heritage policy and conservation across London, with a commitment demonstrated through personal, voluntary or professional exposure.
- Passion and curiosity for London's built heritage and its people.

Desirable Skills:

- A degree in a relevant field (e.g., architecture, heritage, urban planning).
- Formal project management qualification.
- Experience working with local or statutory authorities.

Terms and Benefits



Reports to: Director

Direct reports: Project co-ordinator
& Project researcher

Location: Victoria, London

Hybrid working: The team currently
work 3 days from the office/across
London and 2 from home

Employment Status: Permanent

Salary: £60,000

Hours: Full time

Annual Leave: 25 days plus bank holidays

Pension: 3% Employer Contribution, 5%
Employee Contribution

Extra: Fivefields, our co-work space,
offer regular events, talks, breakfasts
and discounts on restaurants and
local businesses

Heritage of London Trust is an equal opportunities employer committed to the diversity of our team and the inclusion of all of London's communities in our work.

We encourage applicants from diverse backgrounds and do not discriminate on the basis of race, ethnicity, national origin, sexual orientation, gender identity, religion or faith, or physical ability.

How to Apply



To arrange an informal and confidential discussion to explore the role in more detail, please contact Ami Jenick at People Beyond Profit via email ami@peoplebeyondprofit.co.uk or phone **+44 (0)7957316541**.

To formally apply, please send your CV along with a 500-word supporting statement, outlining why you are interested and how you meet the points in the person specification to:

www.peoplebeyondprofit.co.uk/jobs/holtprojects

Closing Date:

28 April 2025

People Beyond Profit Conversations:

Rolling

HOLT Interviews: May 2025