

Job Title

Freelance Project Officer – Lismore Heritage Centre Extension Project

We are looking for an experienced development professional to join our team on a freelance basis as part of a Museum Galleries Scotland funded project.

Closing date for applications: 02/03/2026

Location

Lismore Heritage Centre, Lismore

Contract

Freelance Fixed-term (supported by MGS funding)

Part-time over 12 to 18 months

Salary

Freelance: Daily rate between £230 and £290 depending on experience.

Hours: There is considerable flexibility in the contract. As an indication, we would normally expect a commitment of 2.5 days on average per week (1 day = 7.5 hours) and invoices to be submitted monthly. Working remotely is encouraged with scheduled meetings in the Centre monthly and additional attendance for specific events as required.

Reporting to Heritage Centre Board.

Job Purpose

The Project Officer will lead the development phase of a proposed extension to the Lismore Heritage Centre. The post-holder will be responsible for securing funding for the project and managing the project through the planning stage, working closely with appointed architects, consultants, funders, stakeholders, and the local community.

This role is central to ensuring the project is well-defined, fully costed, and ready for delivery, while aligning with the Centre's heritage and community objectives.

Key Responsibilities

Fundraising and Funding Development

- Identify, and pursue appropriate funding opportunities, including public grants, heritage funds, trusts, foundations, and private donors.

- Prepare high-quality funding applications, expressions of interest, and supporting documentation.
- Develop a compelling project narrative that demonstrates heritage significance, community benefit, sustainability, and value for money.
- Manage relationships with funders, responding to queries and providing updates as required.
- Maintain accurate records of funding applications, outcomes, and reporting requirements.

Project Development and Planning

- Act as the main point of contact for the appointed architect and professional team during the development and planning stages.
- Contribute to the preparation of the project brief, ensuring it reflects the needs of the Heritage Centre, users, and stakeholders.
- Coordinate feasibility studies, design development, cost estimates, and risk assessments.

Stakeholder and Community Engagement

- Liaise with trustees, volunteers, local authority officers, heritage bodies, and community groups.
- Support consultation activities to ensure community input is reflected in the project design.
- Represent the project professionally at meetings, site visits, and presentations.

Governance, Reporting, and Administration

- Provide regular progress reports to the Project Board.
- Monitor budgets for the development phase and ensure expenditure is in line with funding conditions.
- Support the development of project timelines and milestones.
- Ensure good project governance and compliance with funder requirements.

Person Specification

Essential Criteria

Qualifications / Experience

- Demonstrable experience in fundraising or funding development, preferably within the heritage, cultural, or community sector.
- Experience of working on development projects.
- Proven ability to write clear, persuasive funding applications and reports.

Skills and Knowledge

- Strong project management and organisational skills.
- Excellent written and verbal communication skills.
- Understanding of planning processes and issues relating to heritage/museum buildings (or the ability to acquire this quickly).

- Ability to manage multiple workstreams and meet deadlines.
- Competence in budgeting, monitoring expenditure, and record keeping.

Personal Attributes

- Self-motivated, proactive, and able to work independently.
 - Strong attention to detail and problem-solving skills.
 - Ability to build effective relationships with a wide range of stakeholders.
 - Commitment to heritage, community engagement, and public benefit.
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Desirable Criteria

- Relevant qualification or experience in heritage management, planning, project management, or a related field. (e.g. national heritage or cultural funders).
- Experience of working with heritage funding bodies
- Experience of community consultation or participatory design processes.
- Experience of working with architects, consultants, or professional project teams.
- Familiarity with local authority planning environments.