

Project Manager

Job title:	Project Manager
Salary:	£45Kpa FTE pro rata (dependent on experience)
Working hours:	17.5 hours per week
Type of contract:	Fixed term for one year
Place of work:	Krowji, Redruth

Overview

Following its very successful 40th anniversary year Cornwall Heritage Trust is now starting a new strategic plan period aimed at consolidating and building on the period of growth and evolution it has enjoyed over the last five years.

The charity centres its work around preserving and strengthening Cornwall's heritage; this focuses on community engagement, events, volunteering, education and the ownership and management of historic sites. In May 2026 Nancealverne House was gifted to Cornwall Heritage Trust with the intention of it becoming a place for the community to share and learn more about the history and heritage within the walls of the property as well as its place in local, national and international history.

We are looking for someone who shares our commitment and enthusiasm for Cornwall's heritage and who can help to move the Trust forwards in its drive for growth, resilience and financial sustainability with a particular remit for managing projects at Nancealverne.

Key Responsibilities

Reporting directly to the CEO this role is perfect for someone with the energy and enthusiasm to oversee various different mini projects and liaise with a variety of partners and stakeholders, but most of all they must have the desire to really make a difference.

Key responsibilities will include:

- Assisting with the successful delivery of the National Lottery Heritage Fund (NLHF) and Architectural Heritage Fund (AHF) funded projects, ensuring that all commitments to the funders are satisfactorily met
- Overseeing the project plans and risk registers to ensure timescales and budgets are met

- Advertising and commissioning external consultants and organisations to deliver feasibility studies, surveys and work programmes as defined by the project briefs
- Assisting with community consultations and the collection of feedback from event/ activity participants for the purposes of project evaluation and formulation of future plans
- Formulation of a volunteering strategy for Nancealverne
- Contributing to the creation of an income generation strategy for the property
- Liaison with key partners, funders, the Senior Leadership Team and the project board

(Please note: this does not represent a comprehensive list of the responsibilities which may vary according to the needs of the Trust)

General Responsibilities

We are a small and busy team and it is important that everyone is prepared to be hands-on. This may involve:

- Answering the telephone, dealing with visitors to the office and undertaking general administrative tasks where required – at busy times everyone pitches-in!
- Some evening and weekend working to help at events or activities; plenty of notice is given
- Providing support to colleagues during busy times.

Skills and Attributes

Our ideal candidate will have a passion for Cornwall and share the vision and ethos of the charity with regard to preserving and strengthening Cornwall's heritage; in this case through involvement with our newest acquisition.

They will be an experienced Project Manager who will have a track record of successfully delivering grant-funded schemes on time and within budget. Experience of historic houses or heritage sites and capital projects would be an advantage.

The chosen candidate will have experience of formulating and introducing management strategies and ensuring that they are embedded throughout an organisation.

A self-motivated team-player with a positive attitude, they will be an innovative problem solver and able to work well under pressure. Experience of working with and managing volunteers would be an advantage but is not essential.

This is a new role and represents the perfect opportunity for it to be shaped and built by the successful candidate. The position is jointly funded by the National Lottery Heritage Fund and Architectural Heritage Fund for one year.

The following table contains the skills, experience and attributes that we are looking for. When applying please include any lived experience that you feel is pertinent to this role.

Attributes	Requirement	Essential	Desirable
Education and Qualifications	GCSE English and Maths at grade C or 5, plus 3 A-Levels (or equivalent)	✓	
	Degree or equivalent in a related subject e.g. project management		✓
Knowledge & experience	Demonstrable track record of successful project management	✓	
	Experience of formulating and implementing strategies e.g. income generation or volunteering	✓	
	Experience of working within a small team		✓
	Board-level liaison and communication		✓
	Knowledge of Cornwall's heritage sector	✓	
	Knowledge of historic properties		✓
	Experience of partnership working	✓	
	Experience of delivering a grant-funded project		✓
	Experience of working with and managing volunteers		✓
Skills & abilities	Excellent interpersonal skills	✓	
	Excellent verbal and written communication skills	✓	
	Able to organise and prioritise own workload, identifying potential conflicts, making decisions and using initiative	✓	
	Strong IT skills and an interest in the use of innovative technology and digital tools	✓	

	Engaging and inspiring presentation skills	✓	
	Clear-thinking decision-maker with the needs of the organisation foremost	✓	
	Creative problem solver	✓	
	Excellent team-working skills	✓	
Personal Qualities	Warm, friendly and approachable	✓	
	Well-motivated self-starter, able to work independently	✓	
	Flexible and adaptable – able to adjust plans and change direction quickly and seamlessly with short notice	✓	
	Commitment to diversity and inclusion as set-out in the CHT EDI Policy	✓	
Other	Full UK driving licence and access to a car	✓	

Key Accountabilities

- Reporting to the CEO
- Working with the Senior Leadership Team
- Liaising, as necessary, with the other members of staff, trustees and volunteers

How to Apply

An application form can be downloaded from the Cornwall Heritage Trust website and should be completed with consideration to the role specifications detailed in this document.

The completed form should be emailed to Cathy Woolcock on careers@cornwallheritagetrust.org by 9am on Monday 19th October 2026. The email should be entitled “*Application for Project Manager vacancy*” and may be accompanied by a CV and covering letter but please note that the application form is the key document and should be completed in full. Applications made without our application form will be disregarded.

Process

Shortlisting will take place shortly after the deadline date and shortlisted candidates will be invited to an interview, which is expected to take place on Monday 30th October 2026 at our offices in Redruth. All applications will be acknowledged and the outcome advised in due course. It is likely that the interviews will include a short practical task such as drafting a response to an email.

Contacts

If you would like to find out more about the vacancy, please feel free to get in touch for an informal chat by emailing Cathy Woolcock in the first instance.

Email

CHT office

info@cornwallheritagetrust.org



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