



July 2022

Post of Office Manager

Fixed Term until 31 March 2023 (with possibility of extension)

Part-time: 20 hours per week

Thank you for taking an interest in this vacancy with Stirling City Heritage Trust. We are a City Heritage Trust, one of 7 across Scotland, who deliver local projects using funding from Historic Environment Scotland and our local authority. Due to our current funding arrangements, the post is fixed until end March 2023, but there may be the option to continue in post if our application for funding beyond this time is successful. We will know later in the year about our future funding arrangements.

Based at the charity hub at the Barracks, we are close to public transport links, city centre facilities and parking. The HES Engine Shed is also our next-door neighbour. The Trust offers grants, undertakes outreach and education, funds apprenticeships and operates the Traditional Buildings Health Check. Our work is definitely varied and interesting!

Key dates for applications

Closing date:

Thursday 4 August at 12 noon

Interviews are likely to be around:

Week beginning 8 August 2022

We intend to host interviews in person at The Barracks.

Our websites have information on our projects, but if you have further questions and would like an informal, in confidence chat you can contact me by emailing lindsay@scht.org.uk and I will arrange to call you at a mutually convenient time.

This is a fantastic opportunity for the right person who wants to work as an integral part of a small, dynamic team who are passionate about Stirling's heritage. We look forward to receiving your application.

Lindsay Lennie
Trust Manager
lindsay@scht.org.uk

www.stirlingcityheritagetrust.org
www.traditionalbuildingshealthcheck.org

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