

Heritage Project Manager

Trinity Community Arts

Thank you for your interest in applying for the role of Heritage Project Manager at Trinity Community Arts. In this application pack you will find:

- [Job description](#)
- [Person specification](#)
- [Trinity Recruitment Policy](#)
- [Further information about Trinity and the work we do](#)

Job Description

Job Title: Heritage Project Manager

Location: Hybrid working; Jacobs Wells Baths, Hotwells, Bristol

Reporting to: Arts Engagement Manager

Contract Type: Fixed-term 12mth, extension subject to funding

Hours: Full-time (37.5hr pw)

Salary: £32,500-£34,000 pa

Deadline for application: Monday 17th March, 9am (interviews w/c 24th March)

About the Role: Saving Jacobs Wells Baths, Phase 2: Development Phase

The Heritage Project Manager will lead the development phase of The National Lottery Heritage Fund learning and participation project, focusing on stakeholder collaboration and creating an Activity Plan to accompany the capital works program. Made possible by National Lottery players, this new role involves coordinating with Trinity staff, professional teams, participation and inclusion activity managers and key stakeholder groups, including young people, local residents, and cultural heritage sector stakeholders, artists, and businesses, to gather input that informs both capital and activity priorities.

The role's purpose is to oversee a programme of activities that build engagement around the project's design considerations and celebrate the baths' history of civic action—from its early construction to its use as a dance centre and today's campaign. The Project Manager will research and design a Heritage Learning & Participation Activity Plan, exploring Jacobs Wells Baths' rich history through themes of civic action, community engagement, and social heritage supporting a Stage 2 – Delivery Phase application.

Key Responsibilities

1. Community Engagement:

- Manage partners, stakeholders and specialist contractors to develop a community engagement strategy to involve local residents, young people, cultural and heritage sector representatives and wider city stakeholders to inform the Phase 2 design scheme
- Build and maintain strong relationships with community groups, schools, cultural organisations, and other heritage bodies to ensure effective communication and engagement.
- Coordination and delivery of key stakeholder events & launch events working alongside Trinity's in-house arts team.

2. Design Team Collaboration:

- Contribute to defining the vision for JWB as a vibrant community arts hub, aligning programming with community needs, based on community engagement, consultation and feedback
- Work closely with professional teams (architects, conservationists, etc.) to ensure community needs and priorities are integrated into the design and renovation plans
- Identify and address the needs and interests of key stakeholder groups, ensuring their voices are heard and considered in the project development

3. Activity Plan Development:

- Research into archival content and consultation with key stakeholders to capture their perspectives, memories and legacy documentation of the site's history
- Develop a comprehensive Activity Plan for a heritage learning and participation programme, based on the thematic priorities, to accompany the capital works delivery
- Collaborate with educational and cultural partners to create engaging and educational programmes for diverse audiences

4. Project Management:

- Work closely with the CEO, Fundraising Manager and Professional Team to support the successful delivery of the development phase of the project, ensuring timelines, budgets, and quality standards are met
- Prepare and present regular progress reports to the project steering group, funders, and other stakeholders as required
- Oversee an activities budget and manage any associated delivery contracts as part of the activity plan development

5. Communications and Marketing:

- Assist the Communications Team by providing relevant content and updates to raise awareness and promote the project, creating promotional materials, social media content, and press releases

Person specification

Essential:

- Proven experience in heritage project management, preferably with NLHF-funded projects
- Strong background in community engagement and stakeholder management
- Excellent organisational and project management skills, with the ability to manage multiple tasks and priorities
- Experience in conducting research across a wide range of primary and secondary source material and collating findings into thematic content
- Strong communication and interpersonal skills, with the ability to engage and inspire diverse audiences

Desirable:

- Experience working with heritage sites and design/professional teams, particularly those with significant social and archival history
- Familiarity with the cultural and historical context of Bristol
- An understanding or experience of the UK's participatory dance history and how this has informed contemporary practice
- A qualification/accreditation in a relevant heritage or research subject

Personal Attributes:

- Passionate about heritage and community engagement
- Creative and innovative thinker, able to develop engaging programmes and activities
- Collaborative and team-oriented, with strong leadership skills
- Detail-oriented and committed to high standards of quality and accuracy

How to Apply

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please get in touch on info@trinitybristol.org.uk / 0117 935 1200. Please do let us know if this applies to you, or if you need this document in a different format.

To apply please download and complete an [application form](#) and email to info@trinitybristol.org.uk with 'Heritage Project Manager' in the subject. Please also fill in an anonymous online [equal opportunities](#). Please note we do not accept CV applications.

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socioeconomic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a full-time role, 37.5 hours, 9am-5pm Monday to Friday. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact info@trinitybristol.org.uk / 0117 935 1200 for further information about this post or our Recruitment Policy.



Trinity Community Arts Ltd

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About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 70,000 people each year.

About the Saving Jacobs Wells project

Built in 1889 to serve Bristol's working poor, Jacobs Wells Baths holds within its walls a wealth of architectural, social and cultural heritage - from its time as a public swimming baths to its 30-year history as Bristol's only dedicated professional dance centre.

Since the start of 2023, the race has been on to save the Grade II listed building following news that Bristol City Council had listed the asset for disposal. Backed by stakeholders - including Hotwells & Cliftonwood Community Association, artists, local councillors and Trinity Patron Miriam Margolyes – Trinity was deemed the only viable organisation to take on a 35-year lease of Jacobs Wells as a final chance to bring it back to life.

Trinity is on a mission to raise the funds needed to repair and restore Jacobs Wells into a thriving multi-purpose community, civic arts & heritage hub.