



Job Title: Fort Burgoyne Heritage Project Manager
Reports To: Head of Business Development
Salary: £35,000 - £40,000p.a. pro-rata
Terms: Permanent 22.5hrs/wk
Location: Home based but expect at least fortnightly site visit

About the Land Trust

The Land Trust is a registered charity operating nationally managing 90 sites across over 2,800 hectares of land. The Trust prides itself on leading the way in establishing new, sustainable methodologies for the management of open space to deliver our Charitable Objectives of environment improvement; community cohesion; health; education; and economic regeneration.

The Land Trust is in an exciting period of growth, with a new Business Plan adopted in 2022, the launch in 2024 of its publication Tomorrows World our 20 year projection and an extensive pipeline of new business in respect of site acquisitions and BNG.

BACKGROUND

One of our key existing projects is Fort Burgoyne in Dover which the Trust acquired in 2014 with a total estate of 42 hectares including amenity greenspace, woodland and local wildlife site grassland. The Fort, originally known as Castle Hill Fort is a Palmerston Fort built on a polygonal model with casemated barracks, caponiers overlooking substantial outworks and two flanking wing batteries. It was constructed in response to the Royal Commission into the defence of the United Kingdom in the early 1860's to provide protection to Dover Castle which was recognised as vulnerable to overland attack. It has been modified at regular intervals since its completion, particularly in response to World War I & II and provides a fascinating insight into military life across the last 150 years. It fell into disrepair and has not been occupied since 2006 when the army left.

Over the last 10 years the Trust has worked to understand priorities for the stabilisation of the building and delivered a programme of work to address this. A further programme of work has agreement in principle for delivery over the period 2025-28.

Alongside this stabilisation we have worked with development partners to conserve and open the West Wing Battery of the Fort as an open space. We have put in place a managing partner agreement with White Cliffs Countryside Partnership for the management of landscape/ecology on site and delivery of community engagement and education activities. Planning Policy has been adopted by Dover District Council which supports our goal of economic regeneration of the site. In late 2024 we signed a lease with a tenant for 3 casemates on site realising the first phase of regeneration of the Fort. 2024 also saw the Fort obtain Green Flag status recognising its quality and value as an open space.

About the role

We are now seeking to appoint a part-time Project Manager to lead the next phase of conservation and regeneration of the site to secure a positive future for this Scheduled Ancient Monument and deliver Trust charitable objectives.



The Project Manager will continue existing work with the wider LT team, partners, consultants and stakeholders to develop and deliver programmes of conservation, access and economic activity. They will work with the Head of Business Development to develop a Strategic Options appraisal for approval by the Land Trust Board in order to establish principles for the management of the Fort for the next 5 years.

Whilst this role requires experience of building project management, experience of facilities management and safety and partnership working would also be beneficial. Knowledge of biodiversity management would also be useful. Excellent communication skills and a willingness to look for different solutions to make things happen are essential

ROLES & RESPONSIBILITIES

1. Fort Burgoyne Strategy

- Lead on completion of Strategic Options Review to set the scene for the next 5 years of activity at the Fort.
- Play the role of the 'intelligent client' in procuring and engaging specialist consultants and project development support
- Identify the timescales, resources, costs and budgets required for successful delivery
- Carry out and coordinate research and analysis of potential project outcomes and identify the corresponding charitable and commercial opportunities, and possible funding sources
- Develop and maintain the necessary administrative systems to ensure effective project management and monitoring, including budget management; outcome monitoring; and reporting.

2. Delivering the Project

- Work closely with the Estates team on the day to day management of the Fort together with the site managing partner
- Based on agreed 5 year strategy produce reports for the approval of expenditure on projects
- Secure statutory permissions and support including Planning Permissions, Scheduled Monument Consent and building regulation compliance as appropriate permissions and all other statutory consents
- Promote sustainable methods and delivery mechanisms
- Engage with consultants and suppliers ensuring full adherence to LT procurement policy and those procurement steps required by funders and partners.
- Ensure that each stage of the project is progressing on-time, on-budget and to the right quality standards
- Report regularly on progress to the Fort Burgoyne Board sub-group and Land Trust Board
- Coordinate the management of the risks associated with the project including Health and Safety, environmental/heritage issues, CDM, budget/funding issues
- Work with site managing partner to deliver continuous improvement required to retain Green Flag status.
- Manage site security and access in conjunction with Homes England and their development partner(s).



- Manage and monitor compliance with existing legal agreements relating to the site and engage suitable consultants to support production of new agreements as the site and project require

3. Communications

- Build strong working relationships with colleagues across the organisation
- Organise and coordinate consultations, presentations, open days and promotional events
- Work with the Communications colleagues to ensure communications with partners, stakeholders and the wider community are effectively managed
- Managing any conflicts that arise as part of the project development and delivery
- Ensure the promotion of the Land Trust as part of project development and delivery
- Identify and develop new partnership and networking opportunities for the Land Trust

4. Other Duties

- Represent The Land Trust at a local, regional or national level
- Ensure all relevant Land Trust policies and procedures are adhered to e.g. health and safety
- Manage on site relationships with tenants, managing partners and third party activity providers acting as a point of contact for third party licences
- Undertake any other duties as required

PERSON SPECIFICATION

- Educated to degree level or equivalent, with a professional project management qualification or qualifications in a discipline requiring proven project management skills
- Experience of developing and delivering large heritage based projects
- Excellent organisational, planning and time management skills
- A logical thinker with creative problem solving abilities
- Experience in identifying and developing funding opportunities and securing funds from a range of sources
- Excellent written and verbal communications skills
- Experienced and confident in engaging with a range of stakeholders, including communities and statutory bodies to build robust partnerships
- Strong numeracy skills and experience in developing and managing significant budgets
- Pro-active in researching and analysing opportunities
- Ability to work on own initiative and manage competing priorities
- Experience of managing site health and safety including client CDM role and responsibilities associated with legionella, asbestos, confined spaces and fire risk
- IT literate with proven skills in using MS Office packages, particularly Project, Excel and Word

SALARY AND BENEFITS

- £35,000 - £40,000p.a. pro-rata
- A salary sacrifice pension scheme, with LT matching employee contributions up to 6%
- Life Insurance (4 x salary)
- Flexi time



- 26.5 days holiday per year, plus bank holidays (pro rata). Rising to 31.5 days with service
- Option to purchase additional holiday
- Employee Assistance Programme
- Health Care Cash back scheme
- Training and Development support
- Enhanced Family Friendly Policies
- Business travel costs will be reimbursed
- Annual performance incentive plan

APPLICATIONS

Please email a CV and covering letter of no more than 800 words summarising your experience and explaining why we should consider you for this role to recruitment@thelandtrust.org.uk

For an informal discussion please contact Chris Valdus on 07825901358

- **Closing date for applications is 5pm 7th February 2025**
- **Interviews will be held week commencing 17th February 2025**

Please note, we are not accepting referrals from agencies currently.

Candidates must be eligible to live and work in the uk.

LT is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Land Trust is committed to safeguarding and promoting the welfare of everyone who has contact with its services and colleagues.