



## Belmont Community Cinema

### JOB DESCRIPTION

#### 1. ORGANISATION

**POST TITLE:** Heritage Project Manager

**LOCATION:** The Belmont Cinema (Aberdeen)

**STATUS:** Full-time (35 hours per week)

**DURATION:** 12 months (with the possibility of contract extension, dependent on securing further funding)

**SALARY:** £47,500 per annum.

**LOCATION:** Based in Aberdeen

#### 1. BACKGROUND

The transformative Belmont Community Cinema Project aims to refurbish and reopen the historic Belmont Cinema, Aberdeen's last remaining independent Picturehouse, while simultaneously preserving and celebrating the city's wider cinematic heritage including 35/70 mm projection and oral histories of Aberdeen's Independent Cinemas.

The post is supported by the National Lottery Heritage Fund.

#### 2. JOB PURPOSE

Belmont Community Cinema Ltd. is seeking to appoint an experienced Heritage Project Manager. This is a vital role as you will be responsible for project managing and overseeing the successful delivery of the development phase and subsequently the refurbishment phase of the Belmont cinema. The successful applicant will be responsible for managing the relationship with members, stakeholders, partners, experts, and project reporting.

The Development Stage of the Project will run from March 2026 to March 2027. To meet the Approved Purposes of our award they will work with the CEO and Project Board to deliver all

stated objectives in the application and ensure all compliance and reporting requirements regarding the project are met.

They will oversee the programme to record, promote and celebrate the rich history of the cinema and the important social history and traditions of cinema and film in Aberdeen. As a National Lottery Heritage Fund supported project, delivering all Heritage aspects of this project is key to successfully completing the Development Phase and releasing the funding required for the Delivery Phase.

This is an exciting opportunity for someone with substantial experience in project management, heritage, and community engagement.

### **3. REPORTING RELATIONSHIPS**

Reporting to The Belmont CEO and collaborating with the Project Board, Project Architect and all consultants and contractors.

### **4. PRINCIPAL ACTIVITIES**

- 4.1. Responsible for project planning and delivery managing the programme for design, capital works and all Heritage Activities.
- 4.2. Assisting the CEO and Project Board in the project briefs and employment of specialist consultants as required.
- 4.3. Liaise with the CEO and Project Board to ensure technical compliance and quality of work are aligned.
- 4.4. Oversee and manage cost control and manage variations with the Project Architect and Design Team.
- 4.5. Work with the CEO and Project Board to set up a dynamic risk register to ensure clear communication between the CEO/ Project Board and contractors.
- 4.6. Manage and report risk and progress, ensuring clear and timely communication with all stakeholders.
- 4.7. Advise on contractual, legislative, and statutory requirements for the project.
- 4.8. Develop a robust and detailed Delivery Phase application to include all documents listed in the National Lottery Heritage Fund Grants of £250k- £5m guidance.

- 4.9. Lead on the design of the monitoring and evaluation framework and plan, ensuring that appropriate data and information is collated and recorded.
- 4.10. Use the evaluation system to report on the development stage project to The National Lottery Heritage Fund and other funders.
- 4.11. Responsible for budget management and project delivery reports.
- 4.12. Supervise the work of specialist consultants in Audience Development, Oral History and Accessibility.
- 4.13. Assist in the development and delivery of a communications and marketing plan for the project.
- 4.14. Engage with and work with the diverse communities that make up Aberdeen to shape the project in a manner that reflects the people who work, live and visit Aberdeen.

	<b>PERSON SPECIFICATION</b>	
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. EXPERIENCE	<p>Demonstrable experience managing multi-disciplinary projects, ideally in a heritage or cultural context.</p> <p>Knowledge of UK and Scottish statutory and legislative requirements C-listed buildings and Heritage projects.</p> <p>Proven experience with the National Lottery Heritage Fund at development and delivery stage, including the preparation of grant submissions, reports and mandatory documents.</p> <p>Experience in managing risk, cost control, and contractor relationships.</p> <p>Experience of financial management</p> <p>Experience of working with diverse stakeholders and communities</p>	<p>Membership of a professional body such as APM, RICS, RIBA, or IHBC.</p> <p>Knowledge of sustainable practices and energy efficiency in heritage building conservation.</p>
2. QUALIFICATIONS	A relevant Degree or Professional qualification in Project Management or a related field.	
3. SPECIAL SKILLS/ APTITUDES	<p>Strong problem-solving ability and attention to detail.</p> <p>Exceptional organisational and communication skills.</p> <p>A collaborative approach, with the ability to work effectively with a staff team, trustees, funders, and external consultants.</p> <p>Commitment to the values and vision of The Belmont Community Cinema Ltd.</p>	

	<p>Ability to work independently and be self-motivated.</p> <p>Good time management skills, with the ability to work to deadlines and manage multiple projects.</p>	
<p>4. PERSONAL QUALITIES</p>	<p>Ability to work on own initiative and as part of a team, and to contribute to future plans.</p> <p>Well-developed interpersonal skills with ability to communicate well with the public in a non-judgmental manner.</p> <p>Flexible attitude and willingness to work unsociable hours to meet the needs of the organisation.</p> <p>Willingness to expand professional practice through on-going training, a commitment to personal learning and development.</p> <p>Understanding of the importance of confidentiality, and adherence to data protection regulations.</p> <p>Enthusiasm for the goals of Belmont Community Cinema heritage project.</p>	