



LOTTERY FUNDED

Organisation: Emery Walker Trust and William Morris Society (joint project)

Position: Project Manager

Salary: Circa £30,000 per annum (pro rata, 4 days per week) for 6-7 months

Location: Hammersmith, London

Closing Date: Tuesday 4th February 2014 at 5.00pm

A Project Manager is sought to support the Emery Walker Trust (EWT) and the William Morris Society (WMS) in the continued development and detailing of our Stage 2 application to the Heritage Lottery Fund. The contract is for 4 days per week for 6-7 months. A separate Job Description is provided.

The joint EWT and WMS HLF project involves a mix of capital works on our historic properties and activities covering marketing, education and collections management. The role includes responsibility for:

- The project management and coordination of the overall project;
- Co-ordinating the activities of external Consultants;
- The delivery of a Second Round application to the HLF;
- Taking lead responsibility for meeting HLF requirements;
- Regular reporting to the EWT/WMS HLF Joint Steering Group.

You will have direct experience of HLF grants systems, monitoring and applications as well as project management expertise gained in the heritage sector involving listed buildings, collections and archives work. An understanding and interest in the Arts and Crafts Movement in the UK is also desirable.

The post holder will report to the permanent Curator/Custodian, and through her to the Joint EWT/WMS HLF Steering Group.

To apply, please send an up-to-date CV, including the names of two referees, and a supporting letter highlighting relevant experience, including the following information:

- Experience of similar projects delivered within the last three years, including HLF Second Round applications;
- Experience of working in the heritage sector (e.g. work involving listed buildings, collections and archives);

- Experience of and approach to team working, including coordinating external specialist Consultants/other team members and working with Trustees;
- Evidence of communication skills;
- Project management methodology proposed.

Applications should be sent by email to **Helen Elletson**, (Curator at the William Morris Society and Custodian for the Emery Walker Trust): curator@williammorrisociety.org.uk and copied to **Mary Wells** at: jonathan@ruemiry.com, headed "Project Manager". Applications must be received by **5.00pm on Tuesday 4th February 2014**.

Should you require any further information about this post, please contact Helen Elletson on 02087413735 (WMS).