

Preserving the Fabric Project

Role Profile: Industrial Heritage Conservator

Fixed Term Contract: to January 2020
reporting to: Mill Director
location: Whitchurch Silk Mill
hours: 22.5 hours per week
salary: £26,000 pro rata (based on 37.5 hours fte)

Overall Purpose of the Job

This fixed-term post will report to the Mill Director to execute the Conservation Plan of the HLF-funded *Preserving the Fabric* project during the project's delivery phase. This will involve working closely with the appointed external Project Manager and Mill Director to ensure that project plans are fully integrated.

Main Tasks

Conservation Plan:

- Execute the Preserving the Fabric Project Conservation Plan for the machinery as detailed in the conservation reports and the Action Plan.
- Ensure all machinery is protected prior to and during the capital projects, liaising with the Mill Director, Project Manager and Architects to provide monitoring and good stewardship of the collections throughout the capital project and beyond.
- Provide a detailed description of all the conservation work undertaken to provide detailed records and maintenance schedules.
- Work with the Project Manager, Mill Director and Architects to move machinery as detailed in the new machinery layouts.
- Produce a catalogue of objects which records all objects within the industrial heritage Collection to SPECTRUM standard.

- Co-ordinate and train volunteers and other staff during the capital project to assist in the work of the Conservation Plan.
- Liaise with the Project Manager and Mill Director to ensure the Conservation Plan is delivered to schedule.
- Work with the Project Manager and Mill Director to ensure the Conservation Plan is delivered on budget.

Coordination and Reporting:

- Manage engineering staff and conservation volunteers effectively in accordance with the Mill Team's Handbook and HR Policies
- Attend project team meetings as requested by the Mill Director to ensure that the Conservation Plan is fully integrated into overall project programme
- Report monthly on progress to Preserving the Fabric Steering Group

Person Specification

- mechanical engineering experience is essential
- knowledge of historic machinery and its conservation and maintenance
- experience in conservation planning
- experience of working on a HLF project
- experience working with and supervising volunteers
- good organisational and interpersonal skills
- ability to communicate in an engaging and informative manner with a wide range of people
- good numeracy and literacy skills