

Portland Sculpture & Quarry Trust
Living Quarry Landscape, Isle of Portland
Earth heritage project

EMPLOYEE SPECIFICATION

Post: Project Development Director **Closing Date:** 28 February 2007

EDUCATION AND PROFESSIONAL QUALIFICATIONS:

- Degree and proven successful experience in arts and environment / business administration and implementing strategic planning to achieve project development objectives.
- Successful track record of project funding applications, financial planning and management.

KNOWLEDGE:

- Funding sources for the arts and sciences, education and environmental regeneration projects.
- Financial planning and management.
- Familiarity with building projects, their staged development and delivery.
- An understanding of the project in relation to the Dorset and East Devon World Heritage Coast Site, see <http://www.jurassiccoast.com/311/section/find-out-more-33.html> and 'Culture South West' the Arts Council of England Cultural Strategy for the South West <http://www.culturesouthwest.org.uk/>
Go to 'downloads' top page. Follow 'downloads' 'In search of chunky dunsters'

EXPERIENCE:

- Previous successful experience of presenting projects to funding organisations and securing funding for the realisation of capital projects.
- Able to work as part of a team and complete tasks on time in cooperation with other executive staff of the Trust.
- Knowledge of marketing and PR for arts, education and environmental projects.
- Have the ability to use own initiative to drive the project forward, whilst keeping others clearly informed and involved.
- Good writing style and ability to convey ideas and facts clearly.

KEY SKILLS:

- Proven working experience of computer packages for word processing, spreadsheets for budgets, time management charts and presentations. *experience in using both PC and Macintosh an advantage*
- Ability to prepare cogent well presented documents to deadlines, e.g. project promotion documents, funding submissions, press releases, PR statements, etc.
- Ability to communicate effectively and progress work with other team members.

OTHER FACTORS:

- A keenness and capacity to take forward the Trust's dynamic proposals that will improve the provision for the arts and environment in the South-West region, and nationally.
- An interest in promoting Portland's place in the geological and geographical spectrum of the Dorset and East Devon World Heritage Site.
- Ability to fulfil the travel requirements of the post, travelling from the office base at the Drill Hall, Portland to occasional meetings in the South West, London and elsewhere.