**Job Description & Person Specification**

**Project Management Trainee**

**1. Post Details**

**Post Title:** Project Management Trainee

**Post Reports to:** Heritage Project Manager

**Location:** Boston Lodge Engineering Works

**Hours of work:** 40 hours per week, usually Monday to Friday as required.

**Duration:** 2 years

**Rate of pay:** £19,094 per annum for under 23s or £19,760 per annum for 23 and over

**Notes:** This post may require occasional weekend working.

This post is not suitable for home working.

This post is not suitable for part time / job share

1. **Purpose of Job:**

The Post Holder will undertake a traineeship working with the Heritage Project Manager to support the delivery phase of the project. The work will include the administration, data collection and reporting for the project. The trainee will have the opportunity to develop skills specific to managing heritage projects as the project works through the delivery phase. The trainee will also be supported through a programme of training and development.

1. **Principal Accountabilities:**
2. Develop an understanding of heritage project management within the context of a Heritage Railway;
3. Assist with the administration of the Interpretation and Boston Lodge Project;
4. Learn about project development including making a business case, predicting and monitoring outcomes;
5. Develop project planning skills such as producing Gantt charts, undertaking critical path analysis, and analysing resource requirements;
6. Develop an understanding of the project team roles and the roles and requirements for professional team development;
7. Assist the Heritage Project Manager with stakeholder management & communications;
8. Assist the Heritage Project Manager with the cost management of the project by monitoring budgets and expenditure for all the project costs; ensuring expenditure is delivered against the agreed cost plan
9. Assist with the procurement of resources for the project and develop an understanding of procurement systems in relation to heritage projects;
10. Develop an understanding of change management in relation to heritage projects;
11. Develop an understanding of quality management in relation to heritage projects;
12. Develop an understanding of risk and issue management by assisting the Heritage Project Manager with maintaining a risk and issues register for the project and providing timely concerns and risk alerts as necessary;
13. Support meetings by issuing agendas and papers and by taking minutes.
14. Develop an understanding of project evaluation by working with the NLHF project evaluation consultants in undertaking appropriate evaluation of all project related activities;
15. Develop an understanding of the NLHF project systems by assisting the Heritage Project Manager with writing and submitting progress reports and payment claims to NLHF as required, and co-ordinating monthly progress reports;
16. Other work as required.
17. **Job Context:**

The post holder will be managed on a day to day basis by the Heritage Project Manager. The Work Placement Officer will oversee the Training Programme (including regular meetings, mentoring and shadowing opportunities), and provide pastoral support. A mentor will be appointed from within the FfWHR organisation to provide professional insight and identify opportunities for further development according to interest.

1. **Experience, Knowledge, Qualification and Training:**
   1. Educated to degree level in a relevant field;
   2. Strong interest in heritage project management;
   3. Strong organisational skills;
   4. Ability to plan effectively;
   5. Ability to handle changing situations;
   6. High levels of literacy and numeracy;
   7. Good IT Skills in Word, Excel (essential) and MS-Project (desirable);
   8. Excellent and effective communication skills (written and oral);
   9. The ability to communicate in Welsh would be an advantage.