



# Origins Project Manager - Job Description

**Be the Driving Force Behind a Landmark Heritage Project – Join Selby Abbey as Project Manager**

**Position:** Project Manager

**Type:** Fixed-Term, 0.6 FTE (until end of October 2027)

**Salary:** £40,000 pro rata

**Reports to:** Project Steering Committee and Project Director

**Location:** Selby Abbey, North Yorkshire

**Closing Date:** 5pm, Monday 16<sup>th</sup> June 2025

**Interviews:** W/C 30<sup>th</sup> June 2025



## About the Origins Project:

*Selby Abbey: The Origin Stories* is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

Our vision includes critical repairs to the Abbey's north transept and St Germain window, the creation of a Monastic Garden, and an exciting range of activities designed to connect with local families, schools, older adults, students, and those with wellbeing needs.

## The Opportunity:

We are seeking a skilled and committed Project Manager to lead the successful delivery of both the capital works and the engagement elements of the project. This is a rare opportunity to lead a nationally significant project that blends conservation, creativity, education, and community.

## Key Responsibilities:

- Lead full delivery of the project, ensuring all outputs and NLHF Approved Purposes are achieved
- Main liaison with The National Lottery Heritage Fund and lead on progress reports
- Oversee all staff, consultants, contractors, and delivery partners
- Manage budget, risk register, and ensure timely, high-quality delivery
- Support the Activity Plan and evaluation process
- Contribute to communications, PR, and public engagement during capital works

## About You:

- Experience managing complex heritage or capital projects
- Strong communication, leadership, and financial oversight skills
- Familiarity with NLHF reporting and heritage project requirements
- A passion for history, heritage, and community impact

## How to Apply:

For an application form and more information please go to our website – <https://www.selbyabbey.org.uk/>

Apply now and help bring the Origins Project to life.