



Job Description: Revitalisation Project Manager HMS Wellington

Position Title: HMS Wellington Ships Revitalisation Project Manager

Location: HMS Wellington, moored along the River Thames at Temple Stairs, Victoria Embankment, London WC2R 2PN.

Salary: Competitive

Reports to: The Wellington Trust Executive Committee

About the Wellington Trust:

The Wellington Trust is dedicated to preserving and promoting the rich maritime heritage of HMS Wellington, an iconic historic ship moored on the River Thames. The Trust is committed to ensuring the ship's commercial viability while maintaining its accessibility as a cultural and educational landmark.

The Revitalisation Project

HMS Wellington was formerly the headquarters of the Honourable Company of Master Mariners who provided considerable financial support in return for their use of the ship. When the Master Mariners concluded that they should no longer use Wellington, the Trust had to rethink its future. The Revitalisation Project is designed to create a sustainable future for the ship with income deriving from the hire of our spaces, from designing and delivering profitable ticketed events, from letting our office spaces and sleeping cabin and from admission income from visitors. There will also be a programme of events aimed at engaging with and involving our local community. The ship already has a successful learning programme and will develop this further. Everything we do will be underpinned by radically improving accessibility and inclusivity.

Role Overview:

The Board of Trustees is seeking a dynamic and motivated Ships Revitalisation Project Manager. This individual will be responsible for leading the HMS Wellington Revitalisation project. The main objective of the project is to set up and develop the organisational structure and resource required to support HMS Wellington Trust's governance principles and drive financial self-sustainability. In accordance with the purposes of the National Heritage Lottery Fund grant. The post is funded by The National Heritage Fund until the end of 2025, but thereafter may become permanent.

Key responsibilities:

The Revitalisation Project Manager will be supported by consultants who will answer to them in the delivery of the project. The main aims of the post are overseeing:



Strategy:

- Working closely with the Chairman, the Wellington Trust, and Board of Trustees to develop and implement the Trust's strategy to deliver a self-sustainable future for HMS Wellington

Governance:

- General oversight of governance and the provision of advice to the Chairman, the Wellington Trust and board of trustees
- Overall responsibility for the delivery of Trust strategy and policies, reporting to the board of Trustees through relevant committee and board meetings.
- Implementation and monitoring of health and safety policies and procedures.

Finance:

- Control of the budget approved by Trustees
- Oversight of day to day financial management of Trust finances, including invoice and debtor control, procurement, financial supplier management and event venue sales
- Oversight of the National Lottery Heritage Fund grant and its expenditure delivering the project objectives and constructing a pathway to further grants.
- General oversight of the venue hire and events business working closely with appointed team to ensure revenue targets are achieved.

Advocacy and Community Engagement:

- Delivery and oversight of the opening of the ship to the public including audience research, interpretation and presentation, evaluation, marketing, promotion and operations.
- Co-ordination and alignment of community engagement activity with ship's commercial events operations to maximise all opportunities in support of delivering the Trust's strategy
- Review, management and development of all stakeholders including Friends of the Wellington, HMS Wellington's supporter community.
- Representing the Wellington Trust externally, as required.

Interpretation, Learning and Conservation:

- Delivery and oversight of the learning offer, to include permanent or temporary exhibitions detailing the Wellington Story through the ship's assets, historical exhibits and experiential storytelling technology
- Conservation:
 - Oversight of the ship's maintenance programme and daily maintenance tasks of the ship keeper, to ensure the ship is operational and compliant
 - Conducting regular inspections and coordinating maintenance and repair work as needed, as recommended by the Trust's retained Engineer and naval architect



Team Supervision:

- Line Manager to the Wellington Trust Manager, the Wellington Trust Events Manager and the Wellington Trust Engineer.

Engaging with the Heritage Lottery

- The Revitalisation Project Manager will take the lead in engaging with The National Heritage Lottery Fund including reporting and payment request.

Qualifications and Experience:

- Bachelor's degree in Business Administration, Hospitality Management, or a related field or equivalent
- Project management qualification preferred
- Experience with a heritage property preferred. Naval History knowledge desirable.
- Knowledge of and experience in working with the Heritage Fund, desirable.
- Strong business development and sales skills, with a track record of achieving project management goals
- Excellent organisational and project management abilities.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with clients and stakeholders.
- Knowledge of health and safety regulations and best practices.
- Ability to work flexible hours, including evenings and weekends, as required.

Personal Attributes:

- Project management skills
- Highly motivated and results-oriented.
- Detail-oriented with a strong focus on quality and customer satisfaction.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and the ability to remain calm under pressure.
- A passion for historic preservation and an appreciation for the unique nature of working on a historic ship.

Salary: Competitive

Application Process:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to info@thewellingtontrust.org Applications will be accepted until [Closing Date]. HMS WELLINGTON is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description is intended to provide a general overview of the role and responsibilities of the Ships Revitalisation Project Manager. It is not an exhaustive list of duties, and the successful candidate may be required to perform additional tasks as necessary to meet the needs of HMS Wellington.